



2021-2022  
Nursing Education

*Student Handbook*



San Diego  
City College  
Nursing





**ACCREDITATION and CALIFORNIA BOARD OF REGISTERED NURSING  
CONTINUING APPROVAL**

San Diego City College is accredited by the Western Association of Schools and Colleges. The San Diego City College Nursing Education Program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and fully approved by the California Board of Registered Nursing (BRN).

Questions and concerns regarding accreditation status may be addressed to the: BRN (1747 North Market Boulevard, Suite 150, Sacramento, CA 95834; Phone: 916-322-3350, email: [NEC.BRN@dca.ca.gov](mailto:NEC.BRN@dca.ca.gov)). ) or ACEN (3343 Peachtree Rd. NE, Suite 500, Atlanta, GA 30326, Phone: 404-975-5020, email: [info@acenursing.org](mailto:info@acenursing.org)).

Department Telephone Number: (619) 388-3441. Or email [citycollegenursing@sdccd.edu](mailto:citycollegenursing@sdccd.edu)

Department Website: The Nursing Education Program Website can be found at: [www.sdcity.edu/learn/nursing](http://www.sdcity.edu/learn/nursing)

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<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>Foreword</b>
Effective: 8/2018 Reviewed: 8/2018, 8/2019, 11/2020 Revised: 8/2018
Associate Dean, San Diego City College, Nursing Education Program

The San Diego City College Nursing Student Handbook is prepared by the faculty and by the program leadership. It is a supplement to the San Diego City College Catalog.

Students and nursing faculty meet continuously throughout the fall and spring semesters to create, review, and revise policies within the handbook. Policies are reviewed and finalized throughout the fall and spring semester of the academic year. The revised and new policies are published over the summer on the nursing website and shared with students prior to the start of the fall semester.

For example: Fall 2015 and Spring 2016 revised policies are included in the Fall 2016 handbook.

Course evaluations, 'Student Faculty Forum' feedback, and student participation during faculty meetings are included in the data to support meaningful changes to the program curriculum, policies, and teaching methodologies.

Any changes in policy or addendums made to the existing handbook is announced via email, online through Canvas, and published on the website.

Nursing students are responsible for reviewing the policies contained within the handbook throughout their attendance of the San Diego City College Nursing Program.

Welcome to the profession of nursing and welcome to the City College Nursing Education Program.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>Acknowledgment of Review/Accountability Form</b>
Effective: 8/2017 Reviewed: 8/2018, 8/2019, 11/2020 Revised: 01/2021, 3/2021
Associate Dean, San Diego City College, Nursing Education Program

I hereby certify that I read each page of the Nursing Education Student Handbook, that I am fully familiar with the contents of this document and that I fully understand and agree to its terms and provisions.

The policies and procedures written in this handbook are designed to assist students as they progress through the program and answer some of the most frequently asked questions. Contents presented in this handbook are in accordance with the San Diego Community College District. Additional student information is also available in the college catalog. The Student Handbook is subject to change. Any or all changes to the student handbook will be communicated to the students in a timely manner.

Any questions that I have about the Nursing Education Program and the contents of the Student Handbook have been fully explained to my satisfaction. Any addendums to this document will be communicated with me via electronic mail and will be posted on the SDCC Nursing Website.

<http://www.sdcity.edu/learn/nursing>

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>Consent for Release of Information</b>
Effective: 8/2018 Reviewed: 8/2019, 11/2020 Revised: 01/2021
Associate Dean, San Diego City College, Nursing Education Program

I, undersigned, authorize San Diego City College Nursing Education to release information regarding myself to the San Diego Nursing Service Education Consortium Clinical Affiliates and the California Board of Registered Nursing. All information will be kept confidential and maintained as part of my student records with the San Diego City College Nursing Education Program. Additionally, all information will be used exclusively for administration and/or delivery of nursing education services. This release shall remain in effect while accessing any service from San Diego City College and throughout my enrollment, transfer, and/or graduation from the program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>Picture Release Form</b>
Effective: 08/2018 Reviewed: 08/2019, 11/2020 Revised: 01/2021
Associate Dean, San Diego City College, Nursing Education Program

I hereby consent to the use of all images (photographs, videotapes, or film) taken of me and/or recordings made of my voice and/or written extraction, in whole for San Diego City College Nursing Education Program with its content, for the purposes of illustration, advertising, or publication in any manner.

Print Name: \_\_\_\_\_

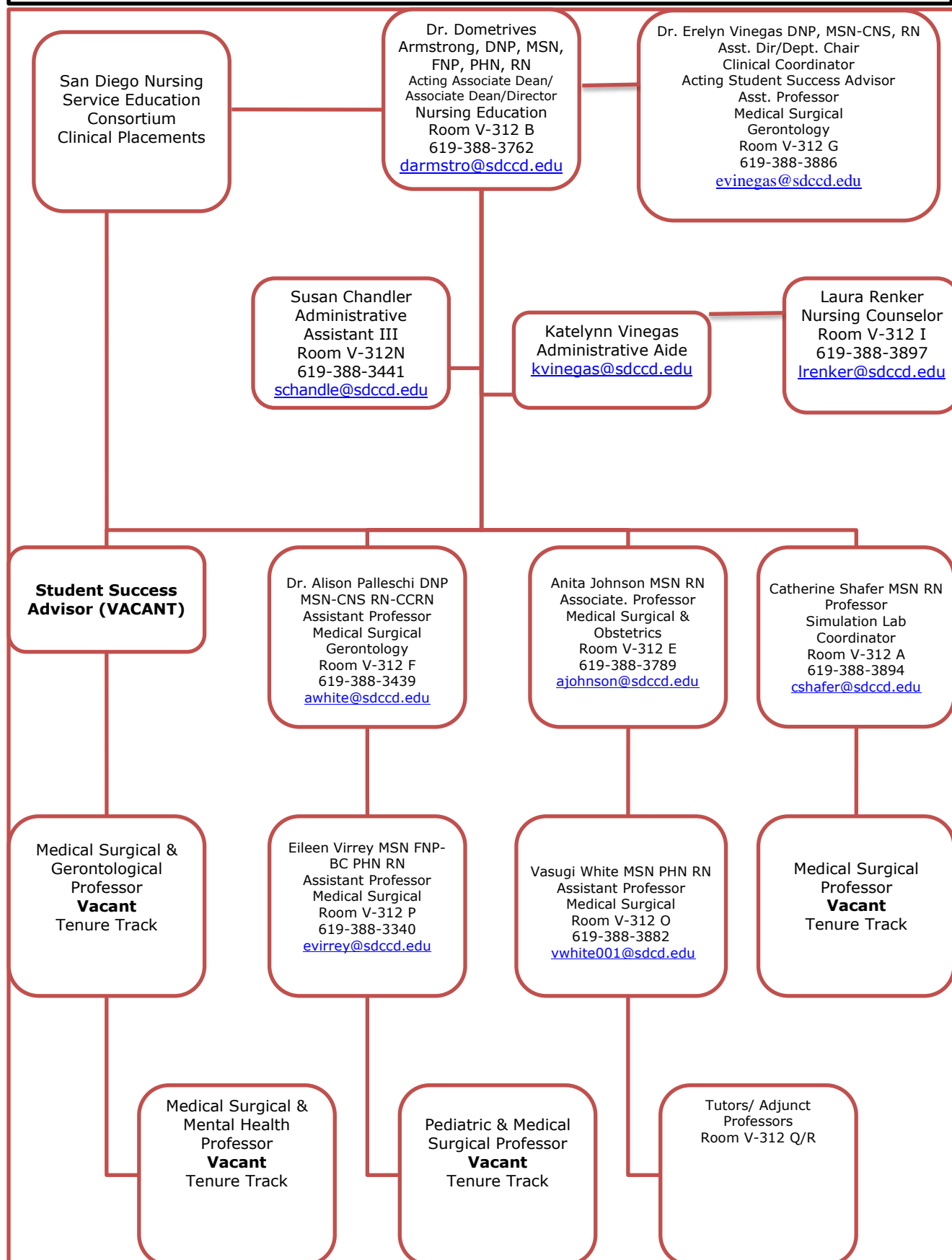
Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# General Information

## Nursing Organizational Chart 2021-2022



### **Adjunct Clinical Professors**

The Nursing Education Department is also complemented by a number of dedicated individuals who serve as adjunct faculty members. You will be exposed to a variety of adjunct faculty throughout your educational program.

### **Department Telephone Number: (619) 388-3441**

Messages may be left with the department secretary or placed on the voice mail recording system.

### **Department Website**

The Nursing Education Program Website can be found at:

<http://sdcity.edu/academics/schools-programs/math-engin-tech/nursing/>

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>Mission, Vision, Values</b>
Effective: Reviewed: 4/2016, 8/2018, 11/2020 Revised: 08/2010
Associate Dean, Nursing Faculty, and Students San Diego City College, Nursing Education Program

San Diego City College has as its highest priority student learning and achievement. The college provides lower division and general education courses that lead to certificates, associate degrees or transfer to a four-year college or university; career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region; basic skills instruction to assist all students in meeting their educational goals; and essential student support services for all students.

### **MISSION**

The San Diego City College Nursing Education Program supports the mission and values of San Diego City College and provides excellence in education leading to an Associate of Science Degree in Nursing (ADN) in an effort to meet the healthcare needs of our region.

### **VISION**

The San Diego City College Nursing Education Department is committed to advancing the art and science of nursing by challenging a diverse student population to develop sound clinical judgment, leadership, and life-long learning for employment in a dynamic healthcare environment.

### **VALUES**

The Nursing Education Program supports the values of San Diego City College, maintaining a climate that promotes learning, understanding and respect for students, faculty, staff, the community, and environment.

**Commitment to Academic Excellence** - The nursing education faculty supports interactive learning and knowledge acquisition by fostering application of evidence-based research to nursing practice throughout the healthcare community.

**Appreciation of Diversity** - The nursing education department promotes inclusiveness, respect and the value of each individual.

**Collegiality** - We value the contributions of all members of the college and community partners to dialogue and decision making.

**Commitment to Student Success** - We value student support services as essential to students achieving success.

**Integrity** - Integrity and honesty are expected and practiced.

**Caring** - We support and promote a culture of caring in the nursing program and healthcare community.

**Accountability** - We are accountable to our profession, community, college and students for maintaining the highest standards of instruction and nursing practice to meet student learning outcomes and the needs of the healthcare community.

Please note: The SDCC Student Nursing Handbook will refer to the constituents receiving nursing care as either “patients” or “clients.”

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>	
<b>Historical Background</b>	
Effective:	
Reviewed: 4/2016, 8/2018, 11/2020	
Revised:	
Associate Dean, Nursing Faculty, and Students San Diego City College, Nursing Education Program	

The program in Vocational Nursing at San Diego City College (SDCC) was implemented in 1969. In 1971, an L.V.N. to R.N. Career Mobility Program was initiated by the San Diego Community College District to meet the needs of the Licensed Vocational Nurse seeking career enhancement to the role of Registered Nurse.

Until 1978, the programs in Nursing Education offered by the San Diego Community College District included one Nursing Assistant program, two Vocational Nursing programs (Mesa and City campuses), and one L.V.N. to R.N. Career Mobility Program.

Due to the legislative passage of Proposition 13 in June 1978, the Board of Trustees initiated research to reorganize the educational plan for the entire district (Passage of Proposition 13 limited the amount of taxation on property, thus imposing limitations of funding for tax-supported institutions of learning). One of the areas of research included the validation of the need for duplication of educational programs within the San Diego Community College District (SDCCD).

In August 1978, the Board of Trustees made the decision to consolidate all nursing programs under one administration. During the research process, nursing educators and nursing service leaders in the community supported the need for a total career mobility approach to nursing education. The need for an upward mobility program was clearly identified.

During the 1990's, the Nursing Education Department began the process of revising its program offerings and curriculum to better meet the needs of the community and accommodate the majority of students who sought the registered nurse option.

The revised curriculum which began in the Fall of 1995 eliminated the career ladder (educational mobility program) concept, deactivated the vocational nursing track and established the following program offerings: Generic Associate Degree RN program (two-year program), LVN to RN step-up Associate Degree program, (one-year program) and LVN to RN Thirty-Unit-Option.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>Philosophy and Conceptual Framework</b>
Effective: Reviewed: 4/2016, 8/2018, 08/2019, 11/2020 Revised:
Associate Dean, Nursing Faculty, and Students San Diego City College, Nursing Education Program

## **PHILOSOPHY:**

The Nursing Education Program is based on philosophical beliefs inherent to the practice of nursing and education. The statement of philosophy adopted by the nursing faculty is consistent with and supportive of the mission and philosophy of the SDCCD and SDCC. Curriculum and course sequence progress from simple to complex knowledge and skills with emphasis on the nursing process, caring, problem solving and critical thinking. There are philosophical values critical to, and inherent in, nursing and nursing education that are the foundation on which educational experiences are structured. Educational outcomes facilitate the integration of information relevant to nursing and patient care. Included in the philosophy are the definitions of the basic concepts of person, environment, health, nursing, education, teaching and learning.

Person refers to a unique individual with physiological, psychological, social, cultural, developmental and spiritual dimensions that are in constant interaction with the environment.

Environment consists of internal and external factors that impact the individual.

Health is a dynamic state of equilibrium that exists on a continuum between optimal functioning, or wellness, and alterations in functioning or illness. Health is affected by lifestyle behaviors and the ability to maintain basic human needs.

Nursing is an art and applied science based on principles from the biological, physical and behavioral sciences, which focuses on the diagnosis and treatment of human responses to actual or potential health problems. It is patient-centered and designed to assist the individual in achieving and maintaining maximum functioning throughout the life span. Nurses collaborate with health team members to provide quality care based on physiological, psychological, social, cultural, and spiritual needs. The practice of nursing is based upon a unique body of knowledge derived from a synthesis of multidisciplinary and nursing research resulting in evidence-based practice (EBP). Nursing is an evolving profession, which requires a continuing commitment to life-long learning.

Education is a dynamic and synergistic process of sharing information between individuals resulting in measurable changes in the knowledge and behavior of the learner. Education respects the individuality of the student and recognizes that each student has different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique



support system. The aim of education is to develop critical thinking and problem solving skills in a positive, innovative environment moving from beginning (simple) to advanced competencies (complex). This requires a collaborative effort to create a student-centered environment conducive to learning.

Teaching is the responsibility of nurse educators to utilize sound educational practices and theoretical concepts to facilitate students' achievement of their highest potential.

Recognition of differences in individual needs, learning styles, ethnicity and cultural backgrounds are essential components in effective teacher-learner interactions. The teacher functions as a professional role model in the classroom and clinical settings and maintains expertise by engaging in professional growth activities.

## **CONCEPTUAL FRAMEWORK**

The conceptual basis for this curriculum involves viewing the patient as an individual who has basic human needs and is at a specific point on the health-illness continuum. The nurse assists the patient to optimal functioning through the utilization of the nursing process, by assuming designated nursing roles and applying theoretical knowledge to the practice setting. The nursing curriculum is sequential and builds on previously acquired knowledge and skills. Overriding all student experiences, the ability to think critically is emphasized.

**\*Note:** This document will refer to the constituents receiving nursing care as either “patients” or “clients.”

SAN DIEGO CITY COLLEGE NURSING EDUCATION PROGRAM
Program Learning Outcomes
Effective: 07/2016 Reviewed: 8/2018, 05/2019, 11/2020 Revised:
Associate Dean, Nursing Faculty, San Diego City College, Nursing Education Program

Upon completion of the program the graduate will:

1. Apply concepts and skills to successfully pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN). **Measureable Outcome:** *At least 80% of the SDCC Nursing Students will score at least 96% or greater predicted probability of passing the NCLEX on the ATI Comprehensive Predictor proctored exam on the first attempt.*
2. Make clinical judgments and management decisions to ensure accurate and safe client care. **Measureable Outcome:** *The group score in the areas of Health Promotion and Maintenance and Safety and Infection Control will remain 80% or greater on the ATI Comprehensive Predictor proctored exam on the first attempt.*
3. Practice within the ethical, legal, and regulatory frameworks of the professional nursing practice. **Measureable Outcome:** *The group score in the areas of Pharmacological and Parenteral Therapies and Reduction of Risk Potential will remain 80% or greater on the ATI Comprehensive Predictor proctored exam on the first attempt.*
4. Use standards of nursing practice to perform and evaluate client care in entry-level practice. **Measureable Outcome:** *The group score in the areas of Basic Care and Comfort and Management of Care will remain 80% or greater on the ATI Comprehensive Predictor proctored exam on the first attempt.*
5. Participate in life-long learning. **Measureable Outcome:** *At least 25% of the program graduates will report enrollment into a baccalaureate nursing education and/or certification in the discipline of nursing within one-year of graduation.*

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION PROGRAM</b>
<b>Curriculum Threads, Student Learning Outcomes, and Roles</b>
Effective: Reviewed: 4/2016, 8/2018, 082019, 10/2020 Revised:
Associate Dean, Nursing Faculty, San Diego City College, Nursing Education Program

## **Threads**

- Caring
- Communication/Collaboration
- Critical Thinking
- Diversity
- Health promotion
- Informatics
- Leadership
- Legal/Ethical Issues
- Lifespan/Age Appropriate Care
- Nursing Process
- Nutrition
- Pathophysiology
- Patient Advocacy
- Pharmacology
- Professionalism
- Research/Evidence Based Practice
- Safety
- Teaching/Learning Principles

## **Student Learning Outcomes**

The following student learning outcomes have been identified as a requirement for students completing the Associate of Science Degree in Nursing (ADN)- (Generic/LVN to RN Curriculum: The Graduate will:

1. Communication Skills
  - a. Utilizes appropriate communication styles and basic leadership skills in patient care management.
  - b. Uses therapeutic communication techniques to establish a therapeutic environment.
  - c. Communicates relevant, accurate and complete information in a concise and clear manner.
2. Critical Thinking
  - a. Utilizes nursing process to develop and implement an individualized plan of care for assigned patients
  - b. Makes clinical judgments and management decisions to ensure accurate and safe care.
  - c. Uses evidence based data to support clinical decision making.

3. Teaching/Learning
  - a. Develops an individualized teaching plan based on assessed needs.
  - b. Teaches the patient and family the information and skills needed to achieve desired learning outcomes.
  - c. Evaluates the progress of the patient and family toward achievement of learning outcomes.
  - d. Provides the patient and family with the information to make choices regarding health.
4. Diversity
  - a. Identifies and honors the developmental, emotional, cultural, and spiritual influences on the patient's health.
  - b. Adapts care in consideration of the patient's values, customs, culture, and or habits.
5. Professionalism
  - a. Practices within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
  - b. Demonstrates accountability for nursing care given by self and or delegated to others.
  - c. Uses standards of nursing practice to perform and evaluate patient care.
  - d. Advocates for patient rights.
  - e. Participates as a member of professional organizations.
  - f. Serves as a positive role model within healthcare settings and the community at large.
  - g. Participates in lifelong learning.
  - h. Delineates and maintains appropriate professional boundaries in the nurse patient relationship.
6. Leadership
  - a. Applies principles of time management, organization, delegation and priority setting in providing nursing care.
  - b. Collaborates with the patient, family and members of the healthcare team to provide quality nursing care.

The following roles of the nurse are adapted from the NLNAC and are incorporated throughout the curriculum:

### **ROLE OF PROVIDER AND MANAGER OF CARE**

Upon completion of an ADN program, the graduate nurse will demonstrate the role of provider and manager of care by thinking critically and:

1. Utilizing knowledge derived from nursing, behavioral, and natural science to guide clinical practice.
2. Performing an assessment appropriate to the patient's status and developmental level.
3. Gathering clinical data pertinent to the patient, differentiating normal from abnormal assessment information.
4. Organizing and classifying assessment information based on unmet human needs.
5. Formulating individualized care plans that are supported by subjective and objective data.

6. Setting realistic achievable outcomes in collaboration with the patient/client and family.
7. Individualizing nursing care to the patient's stage in the life cycle and psycho-socio-cultural requirements.
8. Assuming responsibility for care of assigned patients, including supervision of care given by other members of the health care team.
9. Evaluating the effectiveness of nursing interventions by determining patient response and the extent to which the expected patient outcomes have been met.
10. Continuously reassessing and modifying the plan of care to achieve desired patient/client outcomes.

### **ROLE AS COMMUNICATOR AND COLLABORATOR**

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of communicator and collaborator by thinking critically and:

1. Communicating effectively with colleagues, the patient/client, and family verbally or in writing.
2. Documenting relevant information according to standards of practice.
3. Demonstrating the ability to delegate appropriately to other members of the health care team.
4. Collaborating and coordinating with other members of the health team to promote an optimal degree of health for the patient/client and family.
5. Exercising sound clinical judgment in decision-making, task organization, and team coordination.
6. Researching and communicating to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance.
7. Organizing individuals or groups toward goal setting and goal achievement.

### **ROLE AS PATIENT ADVOCATE**

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of patient advocate by thinking critically and:

1. Participating as a patient advocate in providing and managing care.
2. Protecting the patient/client by representing the patient's needs and wishes to other health care professionals.
3. Ensuring that the patient/client is provided with the necessary information for decision-making.

4. Providing the patient/client and family the tools necessary for management of their care and health promotion.

### **ROLE AS TEACHER**

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of teacher by thinking critically and:

1. Identifying knowledge deficits related to health, the disease process, health care procedures, therapeutic regimen and resources.
2. Setting realistic achievable goals in collaboration with the patient/client and family related to knowledge deficits.
3. Utilizing teaching/learning principles to educate the patient/client and family regarding health, the disease process, health care procedures, therapeutic regimen and resources needed to restore and maintain their health.
4. Providing continuity of care by ensuring that the patient/client and family know how to utilize available resources.
5. Evaluating the learning outcomes and identifying the need for follow-up care using community resources.

### **ROLE AS MEMBER OF THE PROFESSION**

Upon completion of an ADN program, the graduate nurse will demonstrate the role as a member of the profession by thinking critically and:

1. Demonstrating accountability for individual decisions and actions in nursing practice.
2. Identifying and utilizing the American Nurses Association Code of Ethics to guide nursing practice.
3. Demonstrating an awareness of the role of the nursing graduate, trends within nursing, involvement in professional organizations and collaboration in determining the future direction of nursing.
4. Identifying and utilizing a variety of resources, including electronic media, to increase knowledge and improve care of the patient/client and family.
5. Establishing goals for personal growth within the discipline, which are oriented toward achievement of potential and life-long learning.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>CALIFORNIA BOARD OF REGISTERED NURSING APPROVED PROGRAMS</b>

The following programs are approved by the California Board of Registered Nursing:

ASSOCIATE of SCIENCE DEGREE in NURSING (GENERIC) - Upon completion of the two-year nursing curriculum and all college graduation requirements, the student is awarded an Associate of Science Degree and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ASSOCIATE of SCIENCE DEGREE in NURSING (LVN to RN Step-Up) - Licensed Vocational Nurses who have graduated from accredited schools of vocational nursing may apply for this option, which requires completion of a "transition" course, all second-year nursing courses, and other college graduation requirements. The student is awarded an Associate of Science Degree and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

LVN to RN THIRTY-UNIT OPTION - Licensed Vocational Nurses who desire to complete the minimum number of units (30) required to take the licensure examination may apply for this option. Further information is available from the Director of Nursing Education.



**SAN DIEGO CITY COLLEGE  
NURSING EDUCATION**

**Curriculum Design (Updated)  
9/2020 due to **COVID-19****

**SPRING SEMESTER (16 WEEKS)**

**FALL SEMESTER (16 WEEKS)**

**SPRING 2021**

**\*NEW COHORT ENTERS**

**NRSE 140 Foundations of Nursing**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

**NRSE 141 Pharmacology for Nursing**

1 U Lecture = 2.25 Hrs/Wk

(x 8 weeks = 18 hours)

*Courses Sequential*

**NRSE 142 Medical/Surgical Nursing I**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

(x 8 weeks = 18 hours)

**Current Nursing Students**

**NRSE 244 Medical/Surgical Nursing IV**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**COURSE FLIP FLOP**

**NRSE 246 Leadership in Nursing**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**Fall 2021**

**NRSE 144 Medical/Surgical Nursing II**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

**COURSE FLIP/FLOP**

**NRSE 146 Maternal Child Health Nursing**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**NRSE 235 LVN to RN Transition (2<sup>nd</sup> 8 weeks)**

1.5 U Lecture = 3.375 Hrs/Wk

(x 8 weeks = 27 hours)

0.5 U Lab = 3.375 Hrs/Wk

(x 8 weeks = 27 hours)

**NRSE 92**

1.0 U Lecture = 3 Hrs/Wk

(x 8 weeks)

**\*Note:** Student cannot take two (2) nursing courses during the same eight (8) weeks period with the exception of NRSE 140 and NRSE 141.

**SPRING SEMESTER (16)**

**SPRING 2022**

**NRSE 240 Medical/Surgical Nursing III**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

**COURSE FLIP FLOP**

**NRSE 242 Mental Health &  
Gerontological Nursing**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**\*\*NEW COHORT WILL BEGIN\*\***

**NRSE 140 Foundations of Nursing**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

**NRSE 141 Pharmacology for Nursing**

1 U Lecture = 2.25 Hrs/Wk

(x 8 weeks = 18 hours)

***Courses Sequential***

**NRSE 142 Medical/Surgical Nursing I**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

(x 8 weeks = 18 hours)

37 total units required +6 units elective=43  
18 units' theory; 19 units clinical

**Fall SEMESTER (16 WEEKS)**

**FALL 2022**

**NRSE 144 Medical/Surgical Nursing II**

4.5 Units

2.5 U Lab/Clinical = 17 Hrs/Wk

(x 8 weeks = 136 hours)

2 U Lecture = 4.5 Hrs/Wk

(x 8 weeks = 36 hours)

**COURSE FLIP FLOP**

**NRSE 146 Maternal Child Health Nursing**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**NRSE 235 LVN to RN Transition (2<sup>nd</sup> 8 weeks)**

1.5 U Lecture = 3.375 Hrs/Wk

(x 8 weeks = 27 hours)

0.5 U Lab = 3.375 Hrs/Wk

(x 8 weeks = 27 hours)

**NRSE 244 Medical/Surgical Nursing IV**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**COURSE FLIP FLOP**

**NRSE 246 Leadership in Nursing**

4.5 Units

2.25 U Lab/Clinical = 15 Hrs/Wk

(x 8 weeks = 120 hours)

2.25 U Lecture = 5 Hrs/Wk

(x 8 weeks = 40 hours)

**NRSE 92**

1.0 U Lecture = 3 Hrs/Wk

(x 8 weeks)

**\*Note:** Student cannot take two (2) nursing courses during the same eight (8) weeks period with the exception of NRSE 140 and NRSE 141.

## REGISTERED NURSING PROGRAM (GENERIC)

<b>PREREQUISITES</b>		<b>UNITS</b>
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Biology 230	Human Anatomy	4.0
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0

### **SEMESTER I**

NRSE 140	Foundations of Nursing	4.5
NRSE 141	Pharmacology for Nursing	1.0
NRSE 142	Medical/Surgical Nursing I	4.5

### **SEMESTER II**

NRSE 144	Medical/Surgical Nursing II	4.5
NRSE 146	Maternal Child Health Nursing	4.5

### **SEMESTER III**

NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5

### **SEMESTER IV**

NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5

### **ELECTIVES IN NURSING**

NRSE 108	Nursing Skills Laboratory	1.0
NRSE 206	Nursing Skills Laboratory	1.0

**\*Note: NRSE 108 and NRSE 206 are temporary postponed due to COVID-19**

### **ADDITIONAL COURSES REQUIRED FOR THE ASSOCIATE DEGREE IN NURSING**

*English 101	Reading and Composition	3.0
*Sociology 101 or 110 or	Principles of Sociology or Contemporary Social	3.0
*Anthropology 103	Problems Introduction to Cultural Anthropology	
*Psychology 101	General Psychology	3.0
*Speech 103 or 135	Oral Communication or	3.0
	Interpersonal Communication	
*Math 96	Intermediate Algebra	5.0
*Humanities	See SDCC Catalog for course options	3.0

## LICENSED VOCATIONAL NURSE TO REGISTERED NURSE

PREREQUISITES		UNITS
Biology 230	Human Anatomy	4.0
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0

### SPRING SEMESTER

NRSE 235	LVN to RN Transition	2.0
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### SEMESTER I

NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5

### SEMESTER II

NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5

### ELECTIVES IN NURSING

NRSE 108	Nursing Skills Laboratory	1.0
NRSE 206	Nursing Skills Laboratory	1.0

### ADDITIONAL COURSES REQUIRED FOR ASSOCIATE DEGREE IN NURSING

*English 101	Reading and Composition	3.0
*Psychology 101	General Psychology	3.0
*Speech 103 or 135	Oral Communication or Interpersonal Communication	3.0
*Sociology 101 or 110 or *Anthropology 103	Principles of Sociology or Contemporary Social Problems Introduction to Cultural Anthropology	3.0
*Humanities	See SDCC Catalog for course options	3.0
* Math 96	Intermediate Algebra	5.0

\*It is strongly recommended that part or all of the general education requirements be completed prior to admission into the nursing education program or during summer sessions. Please refer to the SDCC Catalog for specific course options.

### OTHER

*Credit for previous vocational nursing education	15.0
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TOTAL = 63.0 UNITS

\*Note: NRSE 108 and NRSE 206 are temporary postponed due to COVID-19.

## LVN-RN THIRTY-UNIT OPTION

A student may choose an alternative route to fulfill requirements for taking the registered nursing examination in the State of California. This means of obtaining licensure is referred to as the **Thirty-Unit Option** and eligibility can be achieved by successfully completing the following requirements:

1. Submission of a copy of a valid and current California Vocational Nursing License.
2. Transfer of academic credit.
3. Completion of designated courses in the Natural/Behavioral Sciences and the Art and Science of Nursing.

PREREQUISITES		UNITS
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0
SPRING SEMESTER		
NE 235	LVN to RN Transition	2.0
SEMESTER I		
NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5
SEMESTER II		
NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5
ELECTIVES IN NURSING		
NRSE 108	Nursing Skills Laboratory	1.0
NRSE 206	Nursing Skills Laboratory	1.0
		<b>TOTAL = 29.0 UNITS</b>

**NOTE:** Other states may not recognize the LVN "Thirty-Unit Option" as a method to satisfy the requirements for licensure as a Registered Nurse. Interested candidates are urged to contact the respective Boards of Nursing for additional information.

Application for Admission to the 30 Unit Option will require a meeting with the program director. All requirements and testing must be met with a satisfactory grade. Satisfactory completion and program admission is determined by the program director.

\*Note: NRSE 108 and NRSE 206 are temporary postponed due to COVID-19.

## TOTAL PROGRAM HOURS

Note: Non-degree applicable courses are elective courses:

COURSE NUMBER	COURSE TITLE	UNITS	THEORY HOURS	CLINICAL HOURS
NRSE 092 (8 weeks) (non-degree applicable)	Nursing Student Success	1	16	0
<b>FIRST SEMESTER</b>				
NRSE 121 (16 weeks) (non-degree applicable)	Nursing Skills Lab I: <b>Temporary postponed due to COVID-19.</b>	1	0	48
NRSE 140 (8 weeks)	Foundations of Nursing	4.5	36	136
NRSE 141 (8 weeks)	Pharmacology for Nursing I	1	18	0
NRSE 142 (8 weeks)	Medical Surgical Nursing II	4.5	36	136
<b>SECOND SEMESTER</b>				
NRSE 108 (16 weeks) (non-degree applicable)	Nursing Skills Lab II: <b>Temporary postponed due to COVID-19.</b>	1	0	48
NRSE 144 (8 weeks)	Medical Surgical Nursing II	4.5	36	136
NRSE 146 (8 weeks)	Maternal Child Health Nursing	4.5	40	120
<b>THIRD SEMESTER</b>				
NRSE 206 (16 weeks) (non-degree applicable)	Nursing Skills Lab III: <b>Temporary postponed due to COVID-19.</b>	1	0	48
NRSE 240 (8 weeks)	Medical Surgical Nursing III	4.5	36	136
NRSE 242 (8 weeks)	Mental Health & Gerontological Nursing	4.5	40	120
<b>FOURTH SEMESTER</b>				
NRSE 208 (16 weeks) (non-degree applicable)	Nursing Skills Lab IV: <b>Temporary postponed due to COVID-19.</b>	1	0	48
NRSE 244 (8 weeks)	Medical Surgical Nursing IV	4.5	36	136
NRSE 246 (8 weeks)	Leadership in Nursing	4.5	40	120

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>PROGRAM RESOURCES</b>

Students are highly encouraged to take advantage of the following program resources. The resources listed are present within the nursing education department.

Students are encouraged to visit the **CITY COLLEGE STUDENT SERVICES** website for a complete listing of college resources and information about the college resources available.  
<http://www.sdcity.edu/students/services/>

1. **NURSING COUNSELOR: Laura Renker**
2. **NURSING SUCCESS ADVISOR: Dr. Erellyn Vinegas (Acting)**
3. **COLLEGE LIBRARY**

The San Diego City College library subscribes to a number of online databases, with full-text options to many nursing journals. This is available to students currently enrolled at City College, 24 hours a day / 7 days a week, online, via the City College Library home page databases link at:

<https://library.sdcity.edu/home>

When you go to the address you will need a User name and a Password which must be obtained from the library.

#### **ASSESSMENT TECHNOLOGY INSTITUTE (ATI)**

Assessment Technologies Institute (ATI) offers an assessment driven review program designed to enhance student academic and NCLEX-RN success. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking and learning styles, online tutorials, online practice assessments and proctored assessments over the major content areas in nursing. ATI information and orientation resources can be accessed from the ATI student home page.

4. **NURSING SKILLS LAB**
5. **NURSING SIMULATION LAB**
6. **PEER TUTORING/PEER MENTORING**
7. **LENDING LIBRARY**

The following procedure has been developed to ensure equal access for all participating students:

- a) A designated faculty member or instructional assistant will be available to assist students with their needs.
- b) A maximum of two (2) books may be checked out for a maximum of 2 weeks. Should more than one edition of a current text be available in the library, arrangements may be made with the faculty advisor or instructional assistant to check these out for longer periods of time.
- c) Students are **expected** to return books on the appropriate date. Should this not occur, lending library privileges will be revoked for the remainder of the current semester. Lost, stolen or defaced items must be replaced by the student.

#### **8. SCHOLARSHIPS**

A variety of corporate scholarships and private grants are available to nursing students. Information can be obtained from the Dean of Student Affairs Office, D-105. Notices of upcoming scholarships are also posted on the Student Bulletin Boards within the nursing department and included in the Student Bulletins distributed by the office of Student Affairs.



Additional web sites that may be helpful include:

- After College.com: <http://www.aftercollege.com/healthcare/>
- American Nurses' Association: <http://nursingworld.org/>
- California Institute for Nursing and Health Care (CINHC): <http://www.choosenursing.com/>
- Financial Aid! The Smart Student Guide to Financial Aid: <http://www.finaid.org/>
- Johnson & Johnson: <http://www.discovernursing.com/>
- Minority Nurse: <http://www.minoritynurse.com>
- San Diego County Hispanic Chamber of Commerce: <http://www.sdchcc.org>
- Scholarship Search: <http://www.fastweb.com>
- Sigma Theta Tau: <http://www.nursingsociety.org/Pages/default.aspx>
- The National Student Nurses' Association: <http://www.nsna.org/>
- The U.S. Department of Education: <http://studentaid.ed.gov/guide>
- College Foundation can be found online at: <http://sdcity.edu/students/scholarships/>

In addition, you can check the Internet for additional information regarding funding/scholarship opportunities (Use your Web browser to find the Google search engine and type in the words "Nursing Scholarships". You will be directed to a variety of helpful sites)

#### 9. **CALIFORNIA COLLABORATIVE MODEL OF NURSING EDUCATION (CCME)**

A variety of streamlined options are available for students to obtain their BSN degree. This model is specific to the articulation opportunities of students to attend CSU SDSU. The program has a variety of articulation agreements with a number of baccalaureate programs. Point Loma Nazarene University holds evening classes for City College ADN graduates pursuing their BSN degree.



Nursing Education

Program Policies/Procedures

Standards of the Profession

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>NURSES' CODE OF ETHICS</b>

The development of a code of ethics is an essential characteristic of a profession and provides the means whereby professional standards may be established, maintained and improved. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering a profession, inherits a measure of that responsibility and trust, and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

The Code of Ethics, adopted by the American Nurses' Association, is intended to serve as a guide to the ethical principles that should govern the individual practitioner's nursing practice, conduct and relationships. Each nurse has an obligation to uphold and adhere to the code in his/her individual practice and to ensure that colleagues do likewise.

### **THE PROFESSION OF NURSING PRACTICE**

The profession of nursing shares responsibility with other health professions for meeting the health needs of society. Members of the health team collaborate to define health care delivery systems and to participate in their evaluation and improvement. Nursing practice includes the promotion, restoration, and maintenance of an optimal state of health for individuals, families, groups and the community.

The education of persons pursuing careers in a profession encompasses certain beliefs and traditions as well as specific knowledge and skills, among which are the development of the following:

1. Specialized knowledge and skills unique to the profession and basic to the service to be performed.
2. The ability to make independent judgments, which require a high level of intellectual knowledge.
3. A social and ethical commitment to perform the basic service in an altruistic manner.
4. The desire and ability to continue to augment knowledge and skills throughout life and to extend the boundaries of the professional arts and sciences.
5. Personal qualities necessary to expand intellectual and cultural horizons, to live productively in society and to mature as an individual.

<p style="text-align: center;"><b>SAN DIEGO CITY COLLEGE</b>  <b>NURSING EDUCATION</b></p>
<p style="text-align: center;"><b>AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES</b></p>

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

The Code of Ethics for Nurses provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses is a reflection of the proud ethical heritage of nursing, a guide for nurses now and in the future. Adapted from the American Nurses' Association: Code of Ethics for Nurses with Interpretive Statements, 2001, Washington, DC.

Nursing students at San Diego City College are expected to uphold and adhere to the ANA Code of Ethics.

SAN DIEGO CITY COLLEGE NURSING EDUCATION
ADMISSION TO THE NURSING EDUCATION PROGRAM
Effective: 08/2010 Reviewed: 06/2015, 10/2020 Revised: 11/2016, 10/2020
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** San Diego City College will admit qualified applicants to the Nursing Program using a competitive admission process including a multi-criteria screening tool that includes, but is not limited to, prerequisite Grade Point Average (GPA), a fixed set GPA, Exam of Essential Academic Skills (TEAS) score, degrees, work experience, life experience and second language proficiency. Grid with point values for admission screening is available at: <http://sdcity.edu/academics/schools-programs/math-engin-tech/nursing/>

Informational nursing workshops are offered once a month throughout the year. Prospective students are encouraged to attend. Dates and times are listed on the Nursing Education Program website at: <http://sdcity.edu/academics/schools-programs/math-engin-tech/nursing/>

Each student must assume responsibility for compliance with the regulations set forth in the San Diego City College Catalog, for satisfying all course prerequisites and for selecting those general education courses which would allow the student to attain his/her educational objectives, namely the completion of the nursing education program and the fulfillment of all requirements for the Associate of Science Degree.

#### **PROCEDURE:**

Prospective students must complete steps 1-7 BEFORE applying to the nursing program:

1. Apply to the college

Submit an application to the San Diego Community College District (SDCCD) online at: <http://sdcity.edu/future-students/apply.aspx>.

2. Transcripts and Evaluation

\*Transcript evaluation deadline: August 1st (every year)

\*Provide your SDCC Student ID

\*Request the evaluation for the City College Nursing Program

Submit ALL official college transcripts to the DISTRICT Transcript Office by mail or in person to:

San Diego Community College District (SDCCD)

Attn: Transcript Office Rm. 100

3375 Camino Del Rio South

San Diego, CA 92108

\*Please note: No transcript is required for classes taken within the SDCCD. All foreign transcripts must be evaluated by an accredited US company. See list of US Companies in the counseling office. Submit the evaluation to the transcript office.

3. Academic Counselor

After the SDCC District Transcript Evaluation is received email the academic counselor Laura Renker (lrenker@sdccd.edu) for the results of the evaluation. Include your student ID. You may also seek support from a general counselor in the E-Building or online per the counseling office's guidelines.

4. Review Multi-Criteria Point System

Applications are reviewed using the San Diego City College Nursing Education Multi-Criteria Point System.

5. Prerequisites

Complete prerequisites with a minimum grade of “C” or better and a combined grade point average of 2.5 or higher is required.\*\*\*

- a. Biology 205, Microbiology, 5 semester units or equivalent.\*
- b. Biology 230, Human Anatomy, 4 semester units or equivalent.\*\*
- c. Biology 235, Human Physiology, 4 semester units or equivalent.\*

\* Must have been completed within seven years of application.

\*\* Must have been completed within ten years of application.

\*\*\* Only one repeat of one science prerequisite is allowed within a 5 year period.

Please note: a withdrawal (W) will be counted as a repeat.

Students taking the Biology prerequisites in the SDCCD (City, Mesa, and Miramar) may be required to complete Biology 107 and Chemistry 100/100L as prerequisites to BIOL 205, 230 and 235.

6. TEAS TEST (ATI)

Request all ATI TEAS transcript results to be sent electronically to SDCC Nursing Education Department to: [citycollegenursing@sdccd.edu](mailto:citycollegenursing@sdccd.edu).

7. Immunizations

American Data Bank/Complio is the immunization tracking system used by the program.

Students purchase a subscription and upload results into the system. Student results are shared with the Clinical Hospital Agencies per the San Diego Nursing Service-Education Consortium (SDNSEC). [www.sdnsec.org](http://www.sdnsec.org)

A copy of the immunizations and titers received with the dates clearly printed should be included with the application. Please note the Hepatitis B immunizations take nine months to complete. If the titer is negative the series must be repeated.

Submit nursing application online (available at: <http://sdccity.edu/academics/schools-programs/math-engin-tech/nursing/index.aspx>) with all the required documentation delivered to the Nursing Department office during the application period. Applications **MUST** be **complete** at the time of submission or will not be considered for admission. No exceptions.

Application for Admission to the 30 Unit Option will require a meeting with the program director. All requirements and testing must be met with a satisfactory grade. Satisfactory completion of requirements and program admission is determined by the program director.

**NOTE:** The Nursing Program accepts one cohort of approximately 60-students for the Fall each year. If a student is accepted to the program and does not begin with the cohort, they may reapply the following year. If the student is accepted a second time, and chooses not to start, they will not be allowed to reapply a third time. Space is limited within the program and students must be prepared to enter after accepted. **Only one repeat application is allowed, if accepted both times.**

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>TRANSFER/CHALLENGE/ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM</b>
Effective: 1996 Reviewed: 07/2017, 08/2018, 08/2019, 10/2020 Revised: 11/2016, 04/2019
Associate Dean, San Diego City College Nursing Program

### **TRANSFER POLICY:**

Academic credit earned in regionally accredited institutions of education for comparable pre-licensure courses will be accepted for transfer.

1. Transfer credit may be given for related previous education in the following courses:
  - a. Accredited registered nursing courses;
  - b. Accredited psychiatric technician courses;
  - c. Other courses determined by the school to be equivalent to courses in the program.
2. Equivalency will be determined on the basis of catalog/course descriptions; hour/unit distribution and syllabus content outline comparison.
3. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).
4. Acceptance of transfer students into the Associate Degree Nursing Program is contingent upon space availability.
5. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, **within one year**, the following:
  - a. Nursing courses from an accredited school of Registered Nursing;
  - b. An accredited psychiatric technician program;
  - c. Or other courses which the school determines as equivalent to courses in the current nursing program.
6. Applicants applying for transfer credit must submit the following materials verifying course content and distribution of hours/units:
  - a. Transcripts from appropriate institution(s), demonstrating satisfactory completion of coursework and clinical experience;
  - b. Catalog description of equivalent courses; and
  - c. Additional documents as requested: Syllabi, content outlines, letters of reference, etc.

### **PROCEDURE:**

Interested candidates must email transcripts of ALL college course work to the Program Director for evaluation of eligibility.

1. Make an appointment to meet by phone or virtual meeting with the program associate dean/director or designee to determine eligibility, review the procedure, and requirements for the TRANSFER/CHALLENGE/ADVANCED PLACEMENT Policy.  
**NOTE:** Face to Face appointment are not available to SDCC campus is temporarily closed due to COVID-19 pandemic.
2. Provide a letter from the dean/director of previous school of nursing which depicts the applicant is in “**good standing**” in both clinical and theory
3. Demonstrate safe and proficient performance of designed nursing skills competency examination
4. Achieve 100% on a dosage calculation quiz



5. Purchase and take the proctored ATI Fundamentals, Pharmacology, and Medical Surgical Nursing Exam. Applicant must achieve a level II or level III (depending on the course that the student is transferring to).
6. Purchase and take proctored Anatomy and Physiology exam with 75% or higher.

### **CHALLENGE BY EXAMINATION POLICY:**

Credit via challenge by examination is available to qualified applicants to the Associate Degree Nursing Program.

1. Challenge examinations for credit based on previous education/experience must be requested by the student **at least six weeks** prior to admission to the Associate Degree Nursing Program.
2. Students must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and TEAS.
3. A maximum of 15 units shall be allowed by examination.
4. Acceptance of students into the Associate Degree Nursing Program wishing challenge by examination is contingent upon space availability.

### **PROCEDURE:**

1. Candidates interested in Challenge by Examination must schedule an appointment with the Director of the Associate Degree Nursing Program to determine eligibility.
2. Students who believe they are eligible to challenge courses by examination must file a written request for challenge with Program Director of the Associate Degree Nursing program.
3. Applicants with health-related education or experience, within one year, applying for challenge by examination must submit the following materials supporting rationale for challenge consideration:
  - a. Letter of reference from current employer attesting to applicant's knowledge and abilities related to course expectations;
  - b. Official transcripts from appropriate institutions demonstrating satisfactory completion of coursework; and
  - c. A written statement indicating reasons for challenge.
4. Upon challenge confirmation, applicants must file a petition for Credit by Examination with the Evaluations Office. A processing fee will be assessed.
5. The following materials will be available to the applicant once challenge confirmation is made:
  - a. Course syllabus, including course objectives;
  - b. Content outline;
  - c. Bibliography and textbook lists; and
  - d. Example of style and format of examination.
6. Written and clinical competency examinations for advanced placement or challenge must be completed **eight-weeks** prior to admission to the program, unless waived by the Director of the Nursing Program.

Credit will be granted if applicant meets minimum requirements equivalent to those required of students enrolled in the actual course.

SAN DIEGO CITY COLLEGE NURSING EDUCATION PROGRAM
CHALLENGE/ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILITARY PERSONNEL
Effective: 02/2016 Reviewed: 02/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Program

### **CHALLENGE/ADVANCED PLACEMENT FOR MILITARY PERSONNEL POLICY:**

Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2<sup>nd</sup> semester of the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam and skills evaluation.

1. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of science prerequisite and other degree required courses and the Test of Essential Academic Skills (TEAS).
2. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability, skills competency, 75% or above on the Challenge Exam and 100% on a dosage calculation quiz.
3. Military Challenge students admitted to the Associate Degree Nursing Program after academic failure at another school will not be eligible for re-entry after academic failure, or withdrawal to avoid academic failure, from the San Diego City College Associate Degree Nursing Program.

### **PROCEDURE:**

Interested candidates must request an appointment with the Program Director to discuss eligibility requirements at least six weeks prior to admission to the Associate Degree Nursing Program.

1. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:
  - a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
  - b. Army Health Care Specialist (68W Army Medic)
  - c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
2. Applicants applying for transfer credit must submit the following materials verifying education and experience:
  - a. Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience; and
  - b. Documentation of experience
3. After a review of the applicant's documentation, the student will be required to take a written challenge examination, a competency skills evaluation and a dosage calculation quiz.
4. The following materials will be available to the applicant once challenge confirmation is made:
  - a. Course syllabus, including course objectives and content outline;
  - b. Bibliography and textbook lists; and
  - c. Example of style and format of examination.
5. Written and clinical competency examinations for advanced placement or challenge must be completed six weeks prior to admission to the program, unless waived by the Director of the Nursing Program.
6. Advanced Placement will be granted if applicant meets minimum requirements equivalent to those required of students enrolled in the actual course.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>STUDENT RESPONSIBILITIES AND PROGRAM REQUIREMENTS</b>

## **RESPONSIBILITY FOR MEETING PROGRAM REQUIREMENTS**

Each student must assume responsibility for compliance with the regulations set forth in the San Diego City College Catalog, for satisfying all course prerequisites and for selecting those general education courses which would allow the student to attain his/her educational objectives, namely the completion of the Nursing Education Program and the fulfillment of all requirements for the Associate of Science Degree.

## **APPROXIMATE EXPENSES**

### **TEXTBOOKS**

Approximate total cost is **\$2400** for all (4) semesters

### **ATI**

Assessment Institute of Technology (ATI) Diagnostic Testing and Remediation. There is a (4) payment plan: ATI will provide online student payment codes based on the student enrollment. Total cost is **\$2400**. Payments are made directly on the ATI website: [www.atitesting.com](http://www.atitesting.com)

<b>PAYMENT SCHEDULE TENTATIVE</b>	<b>APPROXIMATE COST</b>
Initial Payment Due August 1 <sup>st</sup> (After acceptance to the nursing program)	\$300.00
Second Payment Due January 20 <sup>th</sup>	\$700.00
Third Payment Due August 1 <sup>st</sup>	\$700.00
Final Payment Due January 20 <sup>th</sup> (Beginning of Second Year)	\$700.00

ATI Late fees are incurred if deadlines for payments are not meet.

### **TUITION & FEES**

See College Catalog and current class schedule for specific details.

### **AMERICAN DATA BANK/ COMPLIO BACKGROUND CHECKS / URINE DRUG SCREENING AND COMPLIANCE PACKAGE**

Costs incurred to comply with physical, background check, urine drug screening and complio package are the responsibility of the student.

## **APPROXIMATE EXPENSES (continued)**

### **DUES**

The annual dues for the class, to be collected by the Nursing Student's Association (NSA), shall be set by the NSA's executive board. The dues are generally used by the class for the following: National Student Nurses' Association (NSNA) participation, charitable functions, pinning ceremony and fundraising. Appropriation of funds is voted on by the class. The executive board shall determine when and how the dues will be paid. Any member who does not pay dues is required to pay for any student expenses for which funds of the association are appropriated. Amount to be determined by each cohort and the NSA Officers. Total dues can range from **\$30-\$200**

### **IDENTIFICATION BADGES**

Students are required to wear a picture identification name badge to all clinical facilities. Arrangements have been made for the acquisition of these badges at a cost of **\$15 each**. Lost badges must be replaced and cost of **\$15 each**. Badges are used for professional identification, and students should wear business appropriate attire, such as a collared shirt or professional blouse, to obtain their badge.

### **UNIFORMS**

To maintain a consistent professional appearance, students are required to purchase a uniform made especially for San Diego City College nursing students by Dove Professional Apparel. Each student must purchase a RED colored top with BLACK pants; a white lab coat is optional but if purchased must be Dove as well; the length of the lab coat is the student's choice (One uniform is required; two sets of basic tops and bottoms are recommended). black SDCC Nursing undershirt must be purchased from ACE uniforms should the student have any visible tattoos. Students may use an optional plain black surgical cap for infection control.

The approximate cost of each uniform is between **\$70.00 - \$150**. Patches, required on the left sleeve of each uniform and lab coat, may be purchased for **\$4.00** each through the uniform company. Accessories, such as stethoscope, scissors, penlight, safety goggles, etc. are also required.

### **LICENSE APPLICATION FEES**

The Registered Nursing licensing application costs are approximately **\$475.00** (All fees are subject to governmental regulations and may be changed at any time). These fees are paid to the California Board of Registered Nursing and Pearson VUE upon program graduation.

### **TRANSPORTATION**

Enrollment in the Nursing Education Program includes clinical laboratory placement at health care facilities in various locations throughout the county. It is the student's responsibility to provide transportation to meet scheduled class activities. Transportation is not provided by the College.

### **CPR**

Each student must be certified in Basic Life Support (CPR), via the American Heart Association, prior to beginning the nursing program. It is the student's responsibility to renew this certificate and maintain its currency throughout the program.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>HEALTH REQUIREMENTS</b>
Effective: 06/2016
Reviewed: 06/2017, 08/2018, 06/2019, 10/2020
Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** A Student Health Center is maintained on campus. A nurse practitioner, a physician and a clinical psychologist are available to provide health screening and mental health services and resource information.

Students must be in adequate physical and mental health. The required physical examination must be performed by a medical doctor or a nurse practitioner of the student's choice or in the Student Health Center. Required immunizations may be obtained at the public health department, Student Health Center or through a private physician.

A Students' Reimbursement Insurance Plan, in addition to the On-Campus Accident and Emergency Sickness Insurance which is mandated, may be obtained at the time of enrollment. Students are also covered by Worker's Compensation should injury occur on campus and/or off-campus sites. For further information, see College Catalog.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>ACADEMIC ACCOMMODATION</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 06/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** City College provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act (ADAAA).

Eligible students who have a verified disability qualify for academic accommodations and services through the Disability Support Programs and Services (DSPS) department. Student participation in the DSPS program is voluntary.

Academic accommodations and services are designed to support students enrolled in on-campus, online, and clinical setting courses in the achievement of their academic and vocational goals. Educational Assistance classes for students with disabilities may be available to support the college academic and vocational programs through DSPS and the High Tech Center.

Academic accommodations provided may include, but are not limited to: priority enrollment, assistive technology and alternate media, interpreters and captioning for students who are deaf or hard of hearing, note taking materials, test taking accommodations, audio recorders, use of specialized equipment and adaptive devices, and disability related counseling and referral. Liaison with community agencies is also an important component of the program.

The campus is physically accessible. Students are encouraged to apply early for timely services. Contact the San Diego City College Disability Support Programs and Services Office. All students are expected to meet the course clinical objectives and adhere to the clinical agency policy and procedures governing the function and practice of the staff registered nurse.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>PHYSICAL AND MENTAL ABILITIES FOR NURSES</b>
<b>Core Performance Standard</b>
Effective: 06/2016
Reviewed: 04/2017, 08/2018, 08/2019, 09/2020
Revised: 08/2017, 01/2021
Associate Dean, San Diego City College, Nursing Education Program

The National Council of State Boards of Nursing has identified skills and activities as common to all practicing nurses. The following describes physical and mental abilities required to be able to perform the core skills and activities essential to the practice of nursing. The San Diego City College nursing faculty believes that student nurses should have these abilities with or without reasonable and appropriate accommodations.

Students who are otherwise qualified and have a documented disability that will require accommodation to perform the core skills and activities listed must contact the Disability Support Programs and Services (DSPS) office to request accommodations:  
<http://sdcity.edu/students/services/dsps/services.aspx>.

Accommodations will be determined on an individual basis through an interactive process, and possible consultation with a representative of the Nursing Education Department to help identify reasonable accommodations for the specific course, activity and/or clinical environment.

Accommodations must not include any change to curriculum or course of study that is so significant that it alters the required objectives or content of the curriculum in the approved course outline, thereby causing a fundamental alteration, or significantly affect the safety of patient care or others. In addition, the Nursing Education Department is unlikely to conclude that a surrogate for a nursing student can be considered a reasonable accommodation to perform any of the core skills and activities listed above.

I understand that admission, progression, and graduation are contingent upon the ability of each individual to demonstrate the functional abilities with or without reasonable accommodations.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Functional Ability</u>	<b>Core Performance Standard (Rationale Examples)</b>
Gross Motor Skills	<ul style="list-style-type: none"> <li>• Move within confined space (patient rooms)</li> <li>• Sit and maintain balance (patient rooms, procedures)</li> <li>• Stand and maintain balance (patient rooms, surgery, procedures)</li> <li>• Reach above shoulders (hang IV bags)</li> <li>• Reach below waist (plug-ins)</li> </ul>
Fine Motor Skills	<ul style="list-style-type: none"> <li>• Pick up objects with both hands (bedpans, procedures)</li> <li>• Grasp small objects with both hands (sterile procedures, dressing changes, medication packages)</li> <li>• Write with pen or pencil (documentation, labeling) Key/type or use a computer (documentation)</li> <li>• Pinch/pick or otherwise work with fingers of both hands (syringes, catheters) Twist</li> <li>• with both hands (turn knobs, open solutions)</li> <li>• Squeeze with fingers with both hands (eye dropper)</li> </ul>
Physical Endurance	<ul style="list-style-type: none"> <li>• Stand (at patient's side during procedure)</li> <li>• Sustain repetitive movement (CPR)</li> <li>• Maintain physical tolerance (CPR, work up to 12 hour shift)</li> </ul>
Physical Strength	<ul style="list-style-type: none"> <li>• Push and pull 25 pounds (position patients)</li> <li>• Support 25 pounds of weight (ambulate patient)</li> <li>• Lift 25 pounds (transfer patient or lift pediatric patients)</li> <li>• Move light objects up to 10 pounds (medical equipment)</li> <li>• Move heavy objects weighing from 10 to 50 pounds</li> <li>• Defend self against combative patient</li> <li>• Carry equipment/supplies</li> <li>• Use upper body strength (CPR, restrain a patient)</li> <li>• Squeeze with both hands (fire extinguisher, medication containers)</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>• Twist (reach head of bed and other sections without moving)</li> <li>• Bend (patient assist)</li> <li>• Stoop/squat (chest tube or Foley containers)</li> <li>• Move quickly (assist unstable patient)</li> <li>• Climb (ladder, stools, stairs)</li> <li>• Walk (room to room to nurse's station)</li> </ul>
Visual	<ul style="list-style-type: none"> <li>• See objects up to 20 inches away (medical equipment and patient)</li> <li>• See objects more than 20 feet away (down the hallway)</li> <li>• Use depth perception (assess wounds)</li> <li>• Use peripheral vision (find objects in the hospital room)</li> <li>• Distinguish color (medication bottles and electronic medical record codes)</li> <li>• Distinguish color intensity (electronic medication alerts)</li> </ul>
Tactile	<ul style="list-style-type: none"> <li>• Feel vibrations (pulses)</li> <li>• Detect temperature (inflammation)</li> <li>• Feel differences in surface characteristics (skin turgor)</li> <li>• Feel differences in sizes, shapes (palpate vein)</li> <li>• Detect environmental temperature (patient comfort)</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>• Hear normal speaking level sound (patient and staff communication)</li> <li>• Hear faint voices (weak patients or those with quiet voices)</li> <li>• Hear faint body sounds (BP, heart and bowel sounds)</li> <li>• Hear in situations not able to see lips (when using masks)</li> <li>• Hear sound alarms (monitors, IV pumps, fire)</li> </ul>
Emotional Stability	<ul style="list-style-type: none"> <li>• Establish therapeutic boundaries (patient safety)</li> <li>• Provide patient with emotional support (caring attitude)</li> <li>• Adapt to changing environment/stress (function in varied situations)</li> <li>• Deal with unexpected (crisis)</li> <li>• Focus attention on task (timing and precision of skills)</li> <li>• Monitor own emotions (work with patients who are sick and dying)</li> <li>• Perform multiple responsibilities concurrently (more than one patient)</li> </ul>



Analytical Thinking Skills	<ul style="list-style-type: none"> <li>• Transfer knowledge from one situation to another (prevent complications)</li> <li>• Process information (intervene when medical tests or assessment findings are abnormal)</li> <li>• Evaluate outcomes (nursing process)</li> <li>• Problem solve (with care team and patient)</li> <li>• Prioritize tasks (nursing process)</li> <li>• Use long term memory (give report to next shift)</li> <li>• Use short term memory (vital signs to be documented)</li> </ul>
Critical Thinking Skills	<ul style="list-style-type: none"> <li>• Identify cause and effect relationships (side effects or changes in patient condition)</li> <li>• Plan/control activities for others (multi-task)</li> <li>• Synthesize knowledge and skills (perform within scope of practice)</li> <li>• Sequence information (correctly prioritize patient's needs)</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Negotiate interpersonal conflict (collaborate with others)</li> <li>• Respect differences in patients (embrace diversity)</li> <li>• Establish rapport with patients (develop therapeutic relationships)</li> <li>• Establish rapport with co-workers (demonstrate civility)</li> </ul>

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>STUDENT AND FACULTY COMMUNICATION</b>
Effective: 06/2016 Reviewed: 08/2016, 08/2018, 08/2019, 09/2020 Revised:
Associate Dean, San Diego City College, Nursing Program

**POLICY:** Students have the opportunity to communicate their ideas, suggestions and/or concerns associated with the Nursing Education Program by:

1. Speaking directly to a faculty member or the department chair
2. Attending the Student/Faculty Forum
3. Completing the anonymous online Survey Select 'End of Course Evaluations'
4. Communicating ideas with designated student representative to attend and present during the program faculty meetings
5. Speaking directly with the Associate Dean/Director of the Nursing Education Program.

<p style="text-align: center;"><b>SAN DIEGO CITY COLLEGE</b> <b>NURSING EDUCATION</b></p>	
<p style="text-align: center;"><b>STUDENT RESPONSIBILITIES AND CODE OF CONDUCT</b></p>	
<p>Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 09/2020 Revised:</p>	
<p>Associate Dean, San Diego City College, Nursing Education Program</p>	

**POLICY:** Nursing students at San Diego City College are expected to adhere to The San Diego Community College District Policy 3100 (<https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%203100.pdf>), American Nurses Association Code of Ethics (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>) and Nursing Education Departmental policies.

#### San Diego Community College District - **Policy 3100**

##### **Student Responsibilities:**

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

2.1: Students shall be responsible for defining and making progress toward their educational goal.

2.2: Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed materials.

2.3: Students with verified disabilities who believe they need academic adjustments or auxiliary aids are encouraged to identify themselves to their instructors to discuss the details and timelines necessary to provide appropriate accommodation. Students are responsible for providing written verification of their disability to the instructor upon request.

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

3.1: The taking of and passing off as one's own work or ideas of another: plagiarism and academic cheating.

3.2: Falsification, alteration or misuse of campus/District documents and records.

3.3: Act or threat of damage to or theft of property belonging to or located on District- controlled property or facilities.

3.4: The physical or verbal disruption of instruction or student services activities, administrative procedures, public service functions, authorized curricular or co- curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.

3.5: The physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

3.6: Disorderly, lewd, indecent, obscene conduct, expression, habitual profanity or vulgarity; any expression is obscene, libelous or slanderous according to current legal standards or which so incites students to create a clear and present danger of the commission of unlawful acts or the substantial disruption of the orderly operation of the community college (Ed. Code 76120).

- 3.7: Assault, or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.
- 3.8: Participation in hazing (California Education Code Section 32050 through 32052).
- 3.9: Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- 3.10: Participating in activities, which are in violation of federal, state or local laws or ordinances while on district premises or at district-sponsored or supervised activities.
- 3.11: Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel providing such conduct is related to district activities or college/center attendance.
- 3.12: Smoking on District premises, or vehicles provided by the district used for transporting students; except as permitted by applicable ordinances, laws, college guidelines and District procedure 0505.2.
- 3.13: Use, possession or distribution of alcoholic beverages on campus except as permitted by law. Violation of Policies and Procedures for Student Organizations as enumerated in Manual 3200.
- 3.14: Use, possession or distribution of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D", except as provided by law, is prohibited when on district premises.
- 3.15: Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.  
[http://sdcity.edu/life-at-city/docs/bp\\_3200.pdf](http://sdcity.edu/life-at-city/docs/bp_3200.pdf)

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>INTEGRITY, PROFESSIONAL ETHICS, AND PERSONAL RESPONSIBILITY</b>
Effective: 08/2003 Reviewed: 05/2017, 08/2018, 08/2019, 09/2020 Revised: 08/2018, 08/2019, 09/2020
Associate Dean, San Diego City College, Nursing Education Program

## **INTEGRITY**

Integrity may be defined as an uncompromising adherence to a code of moral, artistic or other personal/professional values. Integrity is also viewed as absolute sincerity, honesty, candor and the avoidance of deception (Webster's 3<sup>rd</sup>. New International Dictionary).

The faculty and staff of San Diego City College believe that integrity is a fundamental basis for the academic and professional nursing communities. Accordingly, the faculty's goal is to assist all students in defining acceptable standards of professional behavior. Plagiarism and cheating are unacceptable. All APA papers will be submitted electronically for identification of any plagiarism to the nursing department defined anti-plagiarism website.

### **Examples of Plagiarism:**

- Verbatim copying without proper acknowledgement;
- Paraphrasing without proper acknowledgement;
- Putting together a "patch-work" paper from diverse sources, without proper acknowledgement of those sources;
- Unacknowledged appropriation of information or of someone else's ideas; and
- Copying another's written assignment and submitting it as one's own.

### **Examples of Cheating** (may include but are not limited to):

- Getting examination or quiz questions from someone who has previously taken the examination or quiz;
- Copying from someone else's examination or quiz paper or receiving answers from another student during an examination or quiz;
- Allowing someone to copy from an examination or quiz paper or giving answers to another student during an examination or quiz;
- Using notes, books, cell phones, etc., during a closed book examination or quiz;
- Taking an examination or quiz for another student;
- Turning in a paper purchased from a commercial research firm;
- Turning in an assignment that was done entirely or in part by someone else; and
- Doing a homework assignment for another student.

### **Examples of Breach of Professional Ethics** (may include but are not limited to):

- Not reporting an incident involving a patient; and
- Failing to provide information to a patient about treatments, medications or recommended health behaviors;

- Recording medications, treatments or observations as done when they were not;
- Falsifying any record;
- Discussing patients in public places or with anyone not directly involved in patient's care;
- Eating food intended for or belonging to a patient;
- Breaking something that belongs to a patient and not reporting it;
- Taking hospital equipment;
- Taking medications from the hospital for personal use; and
- Not questioning an order when in doubt.

**Examples of Breach of Personal Responsibility** (may include but are not limited to):

- Failing to maintain open communication with the faculty, staff and management of the program; regarding student concerns impacting student success;
- Failing to adhere to program deadlines;
- Failing to adhere to appointments with faculty and the dean;
- Failing to adhere to recommendations on the "Student Success Plan"; and
- Failing to meet with faculty even after being encouraged verbally and by email to do so.

Students will maintain confidentiality and integrity regarding examinations/diagnostic testing at all times. Sharing information related to any course quiz, course examinations or ATI diagnostic assessments is a violation of integrity and the Code of Conduct.

Any violation of confidentiality may result in dismissal from the Nursing Education Program.

Any student found to have cheated on an examination will receive a grade of zero (0) for that examination.

Dismissal from the program without possibility of readmission may result from any violation of the Integrity, Professional Ethics, and Personal Responsibility Policy.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>GENERAL COMPLAINT AND ADMINISTRATIVE DUE PROCESS</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 09/2020 Revised: 09/2020
Associate Dean, San Diego City College, Nursing Education Program Disability Support Programs and Services San Diego Community College District

**POLICY:** A general student complaint may be filed by a student who feels an action of a College staff member, office, or group violates existing San Diego City College Academic Information and Regulations rules, policy, or procedures or other local, state, and federal laws.

A complaint of gender discrimination or sexual assault or harassment is not included in this category; please see Title IX complaint below. The complaint procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage, which involves the student who has a complaint and the faculty/staff member or specific group with whom the student has a complaint.

The student must notify the faculty/staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the instructional dean or appropriate administrator or submit their complaint online: <https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=1>.

The San Diego City College Nursing Education Department, and San Diego City, Mesa, and Miramar Colleges are committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect. Students may file a complaint when they believe that a College faculty or staff member has violated the following Board Policies and Administrative Procedures:

1. Student Rights, Responsibilities, Campus Safety and Administrative Due Process: Policy 3100
2. Student Grievance: Procedure 3100.1
3. Student Discipline: Procedure 3100.2
4. Honest Academic Conduct: Procedure 3100.3
5. Academic Accommodations and Disability Discrimination for Students with Disabilities: Procedure 3105.1
6. Prohibition of Harassment: Policy 3430
7. Nondiscrimination: Policy 3410
8. Fraud/Whistle Blower: Policy 6125
9. Grade Challenge: Procedure 3001.2

Board Policies and Administrative Procedures are available to Individuals online at <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx> . Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the

appropriate administrative processes. More information on the complaint processes can be found online at: <https://www.sdccd.edu/students/complaint-process>

If a student has a concern or a problem with the faculty, the student is expected to approach the involved faculty and arrange an appointment to discuss the issue with professionalism. Matters relating to the clinical area should be discussed with that particular clinical faculty and those matters dealing with a specific classroom session should be discussed with the classroom professor.

If the problem cannot be resolved, the student is advised to follow the appropriate chain of command which is: Course Coordinator, Department Chairperson, Assistant Director and Associate Dean/Director of the Nursing Education Department. If the problem cannot be resolved at that level, the student may schedule an appointment with the Dean, School of Math, Engineering and Technologies, Science and Nursing. If the problem persists, the student is advised to follow the "Administrative Due Process" District Policy 3100.1, found in the college catalogue, nursing student handbook and online using the District Board Policies website: <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

The Associate Dean and Program Director for the Nursing Education Department maintain records of student grievances in addition to grievances defined by District Policy 3100.1. The Faculty, Administration and staff of the Nursing Education department, accept the definition of grievance as “a real or imagined wrong or other cause for complaint or protest especially unfair treatment. It is an official complaint over something believed to be wrong, incorrect, or unfair.” A cause for complaint must follow the chain of command as noted in this policy. If the cause for complaint is not resolved at the level of the Department Chair, the complaint must be put into writing and submitted to the Associate Dean & Program Director as a grievance. Only grievances following this procedure will be maintained in the Nursing Education Department records.



<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>ACADEMIC ACCOMMODATION DUE TO DISABILITY COMPLAINT (Section 504/ADA)</b>
Effective: 06/2016 Reviewed: 08/2016, 08/2017, 08/2018, 08/2019, 09/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program, Director Disability Support Programs and Services San Diego Community College District

Students who have a complaint regarding access to, or quality of, their academic accommodations may contact the DSPS counselor. Students may submit a complaint online at <http://sdcity.edu/complaint.aspx> or contact the campus 504 Officer. Students with disabilities who want to file a formal complaint under Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA) may do so online at: <https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=1> or contact:

Campus 504 Officer San Diego City College (B-201)  
Nesha Savage [wsavage@sdccd.edu](mailto:wsavage@sdccd.edu) (619) 388-3709

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>UNLAWFUL HARASSMENT OR DISCRIMINATION BASED ON SEX OR GENDER</b>
Effective: 06/2016 Reviewed: 08/2016, 08/2018, 08/2019, 09/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program Disability Support Programs and Services San Diego Community College District

The Nursing Education Department and San Diego City, Mesa and Miramar Colleges are committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

You may view a full copy of the policy by accessing the following website:  
<http://www.sdccd.edu/public/district/policies/>.

The procedures are defined by the San Diego Community College District, and are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at:  
<https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=1> or contact your college Site Compliance Officer (SCO): San Diego City College (E-Building) Edwin Hiel: [ehiel@sdccd.edu](mailto:ehiel@sdccd.edu) (619) 388-3036.

<p style="text-align: center;"><b>SAN DIEGO CITY COLLEGE</b> <b>NURSING EDUCATION</b></p>	
<p><b>STUDENTS IMPAIRED BY ALCOHOL, DRUG ABUSE OR EMOTIONAL ILLNESS</b></p>	
Effective: 06/2016	
Reviewed: 06/2017, 08/2018, 08/2019, 09/2020	
Revised:	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** The nursing education faculty of San Diego City College agrees with the California Board of Registered Nursing concerning students impaired by alcohol, drug abuse and emotional illness. The Board of Registered Nursing recognizes the following:

1. these are diseases and should be treated as such;
2. personal and health problems involving these diseases can affect one's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in their care;
3. nursing students who develop these diseases can be helped to recover;
4. it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness; and
5. confidential handling of the diagnosis and treatment of these diseases is essential.

The nursing faculty encourages students to seek immediate help. We realize that such problems, if left unattended, could prevent the student from satisfactorily completing course objectives and prevent licensure to practice nursing in the state of California. In addition, it is the policy of San Diego City College to prohibit the use of illicit drugs/substances by students in any District sponsored activity. These activities include use of classrooms, lounges, satellite units, and facilities designated as clinical areas. Any infraction of this regulation by a student will be grounds for immediate dismissal from the Nursing Education Program.

Any behavior by a student that is indicative of possible impairment due to alcohol or abuse of drugs must be reported and recorded by faculty promptly. Should a student report to a clinical facility "under the influence", such behavior should be considered as unsafe and grounds for immediate dismissal from the clinical area and the nursing program. (A family member or significant other may need to be called to remove this person from the area, or in extenuating circumstances, the student will be sent to a hospital emergency room). A continued pattern of unsafe behavior will be grounds for dismissal from the Nursing Education Program.

Students dismissed from the program after being identified as impaired must submit a statement from an approved, recognized drug treatment program validating attendance and treatment in order to be considered for readmission. This statement must be submitted in writing to the Director of Nursing Education.

Final disposition and recommendation for dismissal or retention must be handled according to District Policy 3100, requiring a hearing initiated by the Dean of Student Affairs.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>STANDARDS FOR WRITTEN WORK</b>
Effective: 5/2017 Reviewed: 03/2017, 08/2018, 08/2019, 09/2020 Revised: 03/2017
Associate Dean, San Diego City College Nursing Education Program

**POLICY:** It is expected that all submitted class assignments demonstrate college level grammar and correct spelling. Utilization of standardized term paper guidelines, according to the American Psychological Association format of Editorial Style (APA), is required for all written work.

**PROCEDURE:**

1. Scholarly papers will follow APA guidelines and begin with a title page.
2. Reference page (s) are required for all research papers. The rubric will identify the need for an abstract, headings, or reference pages in other assignments.
3. Soiled, blotted, unclear printing or generally untidy papers are unacceptable and will be returned to the student ungraded. Resubmission will have a maximum grade of 75%.
4. Assignments including written work submitted via Canvas, Davis Advantage, and Davis Edge will be due on the dates/hours specified by the Professor or designated teaching team. (Refer to guidelines within the course syllabus).
5. If a student is unable to come to class the day an assignment is due, it is his/her/their responsibility to make other arrangements for submission of work.

**Note:** No assignments will be submitted in person due to SDCC campus is temporarily closed to COVID-19.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>LATE PAPERS AND LATE ASSIGNMENTS</b>
Effective: 06/2016
Reviewed: 06/2017, 08/2018, 08/2019, 09/2020
Revised: 08/2018
Associate Dean, San Diego City College, Nursing Education Program

## **LATE PAPERS**

All assignments/papers must be completed in order to meet course objectives. Refer to course syllabus for specific criteria for successful completion of courses. The penalty for late graded assignments will be an assignment grade deduction of 5% per day. A score of zero (0) will be assigned if the assignment is not submitted within (5) working days of the due date.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>STUDENT ILLNESS OR INJURY</b>
Effective: 06/2016
Reviewed: 06/2017, 08/2018, 2019, 09/2020
Revised: 08/2018
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** For the protection of students, patients, clinical personnel and faculty, the following procedure must be adhered to:

**PROCEDURE:**

1. Injury in the class, lab, or clinical setting must be reported immediately to the nursing faculty so that necessary care can be initiated with appropriate facility and college documentation. Visit the Nursing Education website for the District Forms when students are injured:  
<https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/workcomp.aspx>

2. Any student with a visible injury or illness involving a potential communicable disease will be required to provide a clearance statement from the physician before returning to the class, lab or clinical setting by the next day of attendance. Refer to Physical and Mental Abilities Policy, Functional Abilities, and Core Performance Standards)

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>SOCIAL NETWORK SOCIAL MEDIA CONDUCT</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 09/2019, 09/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** San Diego City College Nursing Education is committed to protecting the health information of every patient with whom a student comes in contact, and the education information of every student. Therefore, students are prohibited from posting patient and/or educational information on social media sites.

**Future employers** often review social network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "**live on**" beyond its removal from the original website and continue to circulate in other venues. Administration may periodically search the internet for breaches in policy. Breach of this policy is in violation of the Code of Conduct and will be grounds for dismissal from the nursing program.

In the professional role as a care-giver, **a nursing student must not:**

- Present the personal health information of any individual on ANY social site. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.
- Post or discuss any clinical experience or information regarding experience with the clinical agency, its staff or its patient's/patients' families on any internet social media site.
- Post or discuss any course or ATI quiz and/or examination questions.
- Present themselves as an official representative or spokesperson for the San Diego City College Nursing Department, San Diego City College, or the San Diego Community College District.
- Utilize websites and/or applications in a manner that interferes with students' clinical commitments.
- Display language or photographs that imply disrespect for any individual or group because of age, race, gender, political views, ethnicity or sexual identity.
- Present information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or unsafe sexual practices.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION COMPUTER LAB</b>
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2018
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** A computer lab has been established in room V-315D for nursing students' use. The nursing faculty encourages all students to take advantage of this lab to enhance their learning experiences.

### **PROCEDURE:**

The Student Services Committee has established the following rules for the computer lab: This is a learning environment. Please be courteous and respectful so that every student working independently may concentrate and complete their task.

1. If you leave the computer for any reason you must log out.
2. When using audio materials, please use your own headphones.
3. Food and drinks are NOT ALLOWED in the lab.
4. Set cell phones to off or vibrate.
5. If you have a cell phone, take or make calls outside the room.
6. Do not reconfigure the hardware or software.
7. Software that does not belong to the Nursing Education Department is not allowed to run or be installed on these computers.
8. Software piracy is a federal offense.
9. If a printer is made available for student use it will be connected to one computer in lab. Students must bring paper and class must purchase ink cartridges for printer.
10. Students violating these rules will be asked to leave the lab. Continued misuse of the lab will result in suspension from further lab use.
11. The printer in the computer lab should not be considered the students' personal printer. It is expected that students will plan to print assignments prior to arriving for class in the case that the printer may not be working or the computer lab is unavailable for student use. If the student fails to do so it will result in the submission of a late paper or assignment



<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>ATTENDANCE POLICY/LATE POLICY</b>
Effective: 06/2019 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 01/2021 Revised: 08/2018, 08/2019, 02/2021
Associate Dean, Faculty, San Diego City College, Nursing Education Program

**POLICY:** Regular attendance in the classroom and clinical area is necessary for students to meet the stated objectives of the program. Absences and lateness to clinical and theory may make it difficult for a student to meet course objectives. Evaluation of theory absences will be based on the student's ability to meet course objectives.

**PROCEDURE:**

1. Students must be on time for all classroom, laboratory and clinical activities; including any online activities. Students who are going to be late or absent from the classroom or clinical are to notify the Nursing Education office prior to 8:00 a.m. Students are expected to call **(619) 388-3441** each day they are absent for class or clinical. Due to San Diego City College Campus being temporarily closed, the student must email or call the Professor (s).
2. Students who are going to be late or absent from clinical activities are to notify the faculty/facility, prior to the time lab is scheduled to start, according to directions given by the clinical faculty.
3. For online/virtual learning modalities students are expected to confirm their computer, camera, microphone, and internet connection is working prior to the start of class or clinical. Should the student encounter any technical difficulties they must contact their instructor as soon as possible per faculty instruction.
4. A note signed by the student's physician releasing him/her for **full** duty, must be submitted to the faculty on the day of return from an absence due to illness of **three or more** consecutive days. This will be kept as part of the student's record.
5. A student **must** be on time for all clinical activities. A student who is late to the clinical area will be considered tardy. Students **must** report to their clinical instructor as soon as they arrive to their clinical unit at the hospital.
6. A student who is late up to **7 minutes** to clinical will be given a written warning on the first occurrence, placed on a professionalism contract on the second occurrence and dismissed from the program on the third occurrence. A student late **8 minutes or more** will be considered absent for the day and will be sent home, as any lateness is disruptive to patient-care. Timekeeping will be determined at the clinical instructor's discretion.
7. Students who leave the clinical area early (less than one hour) will be considered tardy. Students who leave more than one hour early will be considered absent for the day. Students who do not return on time to the designated area will be considered absent for the day.
8. Students are responsible for all make-up work due to absences from class and must make arrangements with the faculty for all work missed.
9. Full attendance in the clinical area is expected in order for objectives to be met and to provide adequate opportunities for evaluation. Repeated absences will result in a clinical grade of "Unsatisfactory/Unsafe" for the course. Two (2) absences in theory and clinical is considered excessive in an 8-week course.
10. **Repeated patterns** of absences across courses will be reviewed by the Director of Nursing Education. Continued patterns of tardiness/absenteeism will result in dismissal from the nursing program.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>ABSENCES AND LATENESS RELATED TO EXAMINATIONS</b>
Effective: 06/2016 Reviewed: 06/2017, 8/2018, 08/2019, 10/2020 Revised: 08/2018, 3/2021
Associate Dean, Faculty, San Diego City College, Nursing Education Program

**POLICY:** Students are expected to be present for all examinations.

**PROCEDURE:**

1. If a student is going to be late or absent from a scheduled course or ATI Proctored exam, the Nursing Education Department and the course professor must be notified, **prior** to the scheduled exam time. Circumstances causing absences will be evaluated on an individual basis by the director of nursing, department chair and course coordinator.
2. If a student is late for a scheduled course exam, he/she will have to wait and take the exam. For non-excused absences or non-excused late arrivals, the maximum score attainable will be 75% and no extra points for the collaborative exam will be given.
3. If a student misses a course exam **and has called** in to report the absence, the student must take the exam on the first day back to campus or online at a time agreed upon by the exam proctor. For non-excused absences or non-excused late arrivals, the maximum score attainable will be 75%.
4. If the student does not call in the absence, he/she will not be permitted to take the exam and achieve a **zero** for that exam. Circumstances causing absences will be evaluated on an individual basis by the director of nursing, department chair and course coordinator.
5. If the student is more than 20 minutes late to the Proctored ATI testing session, the student will forfeit that opportunity to take the exam and will be considered absent. The student will still be required to take the exam but will only get a maximum of 25 points.
6. If the student is absent from the Proctored ATI testing session and **DOES NOT CALL** the nursing office and the proctor prior to the exam, the student will still be required to take the exam but will only get a maximum of 25 points.
7. For online Proctor Exams, students should begin the login and verification process per Proctorio's and Faculty's guidelines at least 30 minutes before the official start of the exam.
8. For online exams students should confirm their computer is functioning, plugged in, and has Proctorio downloaded onto it before beginning the login and verification process.
9. For online exams students should inform faculty of any technical difficulties immediately per facility guidance.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION EXAM CONFIDENTIALITY</b>
Effective: 06/2016 Reviewed: 06/01/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Students will maintain confidentiality and integrity regarding examinations/diagnostic testing at all times.

1. Sharing information related to any examinations or ATI diagnostic assessments is a violation of integrity and the Code of Conduct.
2. Any violation of confidentiality may result in dismissal from the Nursing Education Program. Any student caught cheating on an examination will receive a grade of zero (0) for that examination.
3. Dismissal from the program without possibility of readmission results from any violation of the examination confidentiality.
4. Refer to the Social Media policy regarding exam confidentiality.
5. Exams may be proctored on campus or online
6. Use of personal headphones is not permitted.
7. Hoods or hoodies worn to the testing area must be down at all times.
8. Cell phones, watches, wallets, back packs or scratch paper are not permitted in the testing room.
9. Scratch paper will be provided by the proctor.

#### **For Proctored Exam on Campus:**

1. Use of personal headphones is not permitted. Hoods or hoodies worn to the testing area must be down at all times.
2. Cell phones, watches, wallets, backpacks or scratch paper are not permitted in the testing room.
3. Scratch paper will be provided by the proctor.

#### **For Proctored Exam Online:**

1. All students must download and use Proctorio per faculty instructions and Proctorio's guidelines.
2. Use of headphones or earplugs may be permitted per faculty discretion. If permitted headphones or earplugs must be shown to the camera before the beginning of the test during the 'room scan.'
3. Students may provide blank scratch paper, both sides to be shown to the camera before the beginning of the test during the 'room scan.'
4. Use of cell phones, tablets, notes, books, or any other supplemental materials is strictly prohibited and may result in dismissal from the program without possibility of readmission.
5. Hoods or hoodies worn to the testing area must be down at all times.
6. To the best of the student's ability, students should test in a private, quiet environment free of all distractions, other persons, pets, and/or noises.

7. If students know they may experience difficulty testing in a private, quiet environment they should contact the appropriate faculty member and/or DSPS per faculty instruction to discuss how best to address the issue.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>ABSENCES AND CLINICAL MAKE-UP ASSIGNMENTS</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 01/2021 Revised: 10/2020
Associate Dean, Faculty, San Diego City College, Nursing Education Program

**POLICY:** Students who are absent from clinical will be required to make-up the absence.

**PROCEDURE:**

1. All make up clinical time will be (**1 hour make up time for every 1 hours missed**) = (1:1).

**CRITERIA FOR MAKE-UP ASSIGNMENT**

- Clinical instructor will assign the simulation or clinical experience related to the clinical objectives.
- Student will communicate with the course instructor regarding make up clinical time
- All make-up assignments must be completed prior to the start of the next course. If the make-as not been completed by the start of the next course, the student will receive an "**Incomplete**" for the course.
- Students receiving an "Incomplete" for the course must complete the clinical make-up hours by the end of the first week of the subsequent course to receive a grade in the course.
- Failure to complete the make-up hours by the end of the first week of the subsequent course will result in an unsuccessful grade in the course and the student will not be able to continue in the nursing program.

\*Exceptions to this policy: make-up assignments cannot be used in Nursing Education 146 & 246; all clinical time missed in NRSE 146 & 246 must be made up, hour for hour.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>LEAVE OF ABSENCE</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2018
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Students **in good standing** may request a temporary leave of absence with the program director, of no longer than one (1) week per year, from the nursing program for the following reasons: pregnancy, personal or family crisis, financial necessity, etc. Clinical make-up will be assigned at the discretion of each individual Professor or teaching team.

If more than one week of leave is needed, the student will be advised to withdraw from the nursing program and return at a later date to repeat the course(s), or complete the stipulated requirements.

Students who have an approved Leave of Absence (LOA) are exempt from the 75% maximum attainable score on a missed examination.

\*Note: No longer than one (1) week per academic year of leave is permitted from the nursing program for the following reasons: pregnancy, personal crisis, family crisis, or financial difficulties.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>PROCTORING IN THE NURSING DEPARTMENT AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES</b>
Effective: 01/2017 Reviewed: 08/2018, 08/2019, 10/2020 Revised: 08/2019
Associate Dean, San Diego City College, Nursing Education Program

*Students with disabilities who may need academic accommodation are encouraged to discuss their authorized accommodation from Disability Support Programs and Services (DSPS) with the Course Coordinator early in the semester so that accommodations may be implemented as soon as possible. Three copies of the accommodation letter (Authorized Academic Accommodation) must be presented to the appropriate faculty each semester.*

**POLICY:** The DSPS office and the Nursing Education Department have U- “knight” ed to offer test proctoring services. Time and location will be announced by the professor. Please note that there are some limitations to this service, in that if you are utilizing accommodation in addition to extended time and distraction reduced setting, you may need to receive your proctoring services through the DSPS office to ensure that all accommodations can be provided. Please speak with your instructor and/or DSPS counselor to discuss any questions or concerns that you have regarding the test proctoring process and the nursing Education Department collaboration.

**PROCEDURE:**

1. The student will notify the Nursing Education Department Course Coordinator by email of their desire to utilize DSPS test proctoring services;
2. The Nursing Education Department will contact the DSPS office to schedule and coordinate proctoring coverage for the exam.;
3. The DSPS office/Nursing Education Department will notify the student regarding the start; time and location of the proctored exam. All students must adhere to the policy governing “Absences and Lateness Related to Examinations”;
4. The student must arrive on time and prepared to take the exam at the scheduled proctoring time; and
5. If a student chooses to decline accommodations, the student must notify the Course Coordinator by email **three** days prior to the exam.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>NURSING STUDENT STANDARDS OF EXPECTATIONS AND RESPONSIBILITIES</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2018
Associate Dean, San Diego City College, Nursing Education Program

## **NURSING STUDENTS' BILL OF RESPONSIBILITIES**

- I have the responsibility to act as a competent adult and be proactive in my education.
- I have the responsibility to be truthful, polite and honest with my Professor.
- I have the responsibility to come to every class prepared to listen, participate and learn.
- I have the responsibility to read the assigned textbooks carefully, noting important ideas and rephrasing concepts in my own words.
- I have the responsibility to consult with other students, the Professor, a tutor and other resources whenever I need the extra help.
- I have the responsibility to understand that the Professor is not principally responsible for the quantitative representation of my comprehension, and that it is my job to study to the best of my abilities.
- I have the responsibility of keeping an open mind and trying to comprehend the information the Professor is teaching in the classroom or clinical setting.
- I have the responsibility to do assigned homework with proper attention and thought.
- I have the responsibility to view my Professor as a partner in my education, not someone who is intent on causing me pain and frustration.
- I have the responsibility to understand that I am not the only student in my class and that if I fall behind in class and all of my questions are not appropriately asked in the classroom setting, that I have the responsibility of going to my Professor's office for help.
- I have the responsibility of trying to integrate the present nursing content into all aspects of my professional life.
- I have the responsibility to accept that my work will be evaluated in terms of what skills any student in the course is expected to master.



<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>DIAGNOSTIC EXAMINATIONS</b>
<b>ASSESSMENT TECHNOLOGY INSTITUTE TESTING (ATI)</b>
Effective: 06/2016
Reviewed: 08/2017, 08/2018, 8/2019, 10/2020, 02/2021
Revised: 08/2019, 10/2020, 02/2021
Associate Dean, Faculty, San Diego City College, Nursing Education Program

**POLICY:** Standardized Assessments are used in the Nursing Program to assist students with the application of theoretical content to actual patient-care situations and to facilitate NCLEX-RN preparation.

1. Students achieving a level I or higher will receive ATI Assessment Points based on the Grid listed in the SDCC Nursing Student Handbook.
2. Students who receive less than a level I on the ATI will not receive points.
3. Students who receive less than a level I will not be required to retake the ATI exams.

*ATI PROCTORED EXAM SCHEDULE*

<b>SEMESTER I</b>	<b>COURSE</b>	<b>PROCTORED ATI</b>
NRSE 140	Foundations of Nursing	None
NRSE 141	Pharmacology for Nursing	None
NRSE 142	Medical/Surgical Nursing I	Fundamentals ATI
<b>SEMESTER II</b>		
NRSE 144	Medical/Surgical Nursing II	Nutrition ATI
NRSE 146	Maternal Child Health Nursing	Obstetrics ATI & Pediatrics ATI
<b>SEMESTER III</b>		
NRSE 240	Medical/Surgical Nursing III	Pharmacology ATI
NRSE 242	Psychosocial and Gerontological Nursing	Mental Health ATI
<b>SEMESTER IV</b>		
NRSE 244	Medical/Surgical Nursing IV	Medical Surgical ATI & Comprehensive Predictor ATI
NRSE 246	Leadership in Nursing	Leadership ATI & Comprehensive Predictor ATI

### ATI Recommended Study Plan

Weeks	Material/Content
Week 2	ATI Practice A
Week 3	ATI Practice A – Remediation
Week 4	ATI Practice B
Week 5	ATI Practice B – Remediation
Week 6	ATI Proctored Exam
Week 7	ATI Self-Remediation
Week 8	ATI Self-Remediation

**\*Note:** The ATI Recommended Study Plan is subject to change.

**SAN DIEGO CITY COLLEGE NURSING EDUCATION  
ASSESSMENT TECHNOLOGIES INSTITUTES (ATI) & POINTS**

ATI offers an assessment driven review program designed to enhance student academic and NCLEX-RN success. These include assessment indicators for academic success, critical thinking and learning, online tutorials, online practice assessment and proctored assessments over the major content areas in nursing. The nursing faculty highly recommends that the nursing students complete the on-line practices examinations to achieve a level 2.

ATI is worth 10% maximum of the cumulative grade based on the grading criteria listed in the course syllabus. NRSE 146, NRSE 244 B, and NRSE 246 B have 2 ATI examinations and each examination is 5% of the cumulative grade based on the grading criteria listed in the course syllabus.

**GRADING SCALE FOR ATI ASSESSMENTS' POINTS**

COURSE	ATI	LEVEL 3 Points	LEVEL 2 Points	LEVEL 1 Points	< LEVEL 1 Points
NRSE 142	Fundamentals of Nursing	100	75	25	0
NRSE 144	Nutritional Care	100	75	25	0
NRSE 146	Maternal/Newborn Nursing Care	100	75	25	0
NRSE 146	Nursing Care of Children	100	75	25	0
NRSE 235	Fundamentals of Nursing (LVN-RN)	100	75	25	0
NRSE 240	Pharmacology for Nursing Practice	100	75	25	0
NRSE 242	Mental Health Nursing Care	100	75	25	0
NRSE 244	Medical/Surgical Nursing Care	100	75	25	0
NRSE 246	Leadership	100	75	25	0

\*Note: No points will be awarded for the ATI Proctored Comprehensive Exam.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>EVALUATION OF LEARNING AND EXPECTED PROFICIENCY</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 03/2021 Revised: 08/2018, 03/2021
Associate Dean, Faculty, San Diego City College, Nursing Education Program

## **NURSING SKILLS VERIFICATION SIGN-OFF CHECKLIST AND PROCEDURES GUIDES**

Foundations of Nursing and Medical Surgical Nursing I, II, III & IV include Nursing Skills that may be demonstrated and evaluated in the nursing skills laboratory. Verification Sign-Off Checklists and Procedure Guides are available for each of those skills. Students are encouraged to keep a copy of each Skills Verification Sign-Off Checklist for a portfolio available to employers. The Procedure Guides must be viewed as a basis for learning, students should follow hospital specific policies, procedures and protocols.

### **METHODS OF EVALUATION**

1. Written examinations and quizzes on theory, clinical, and laboratory sessions
2. Written and presentation assignments in theory, clinical, and laboratory sessions
3. Simulation, clinical, and laboratory evaluation of nursing skills
4. Clinical performance evaluation
5. ATI Diagnostic Assessments/Examinations

### **EXPECTED DEGREE OF PROFICIENCY**

1. Students will be held responsible for the content in all prior nursing courses and modules and the application of this knowledge to the care of assigned patients.
2. Seventy-five percent (75%) cumulative weighted average on course examinations.
3. Satisfactory laboratory and clinical performance as determined by specified guidelines and criteria.
4. Satisfactory achievement on written assignments as determined by guidelines.
5. Appropriate participation in small group sessions and clinical conferences.
6. Participation and completion of community projects and collaborative activities.
7. Achievement of a 74.4% to 78.0% or 95% to 97% Probability of Passing on the ATI Comprehensive Predictor.

**\*Note:** Students must achieve a passing grade in the course, the nursing student must achieve an overall average of 75% on course examinations. Credit for the assignments in the course are not included into the grade calculations unless the minimum 75% on course exams is achieved.

SAN DIEGO CITY COLLEGE NURSING EDUCATION	
DOSAGE CALCULATION MATH PROFICIENCY	
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 10/2020 Revised: 08/2019	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY: Passing the Dosage Calculation Quiz is a pre-requisite for administering medications, a course requirement.** Students identified as having difficulty with mathematical computations will be referred for remediation measures and will not be allowed to rotate off the unit in clinical. Dosage calculation is an essential function of the Registered Nurse to be able to calculate medications in a timely manner with 100% accuracy. Each student enrolled in the Nursing Program will be required to pass all Dosage Calculation Quizzes with 100% accuracy.

#### **PROCEDURE:**

1. All students currently enrolled in the Nursing Program will be required to pass a dosage calculation quiz in each clinical course, prior to administering medications.
2. Students will be allowed a maximum of 3 quizzes to achieve 100%. If a student does not achieve 100% by the 3<sup>rd</sup> quiz, the student will receive a failing grade in the course and may not continue in the Nursing Program.
3. Students who do not pass the dosage calculation quiz on the first attempt must meet with the course coordinator for a remediation plan, that may include tutoring in the Math Center or additional resources.
4. Students must remediate for one week prior to retaking the dosage calculation quiz (scheduled with course coordinator).
5. The remediation content will be posted on Canvas and the student must bring the completed remediation materials on the scheduled retake date.
6. Students who do not complete the remediation materials will not be allowed to retake the dosage calculation quiz.
7. Students who do not achieve 100% on the dosage calculation quiz, and are therefore unable to administer medications, by the 4<sup>th</sup> week of the course, must withdraw and will receive a failing grade in the course

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>DOSAGE CALCULATION QUIZ FORMAT</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

1. Each quiz will be 10 questions, fill in the blank, case scenario format and include rounding rule directions.
2. Students are required to show their work per faculty instructions
3. Questions will reflect dosage calculations based on the student's level in the nursing program.
4. Answers must include the correct unit of measure (example: mL/hr, mcg) or it will be incorrect.
5. Dosage Calculation quizzes will be timed. The student will have 30 minutes to complete quiz.
6. The student will be able to use a basic function calculator for the quiz. Cell phones, iPads, advanced calculators, etc. may not be used.

SAN DIEGO CITY COLLEGE NURSING EDUCATION
Rounding Rules
Effective: 08/2017 Reviewed: 08/2018, 08/2019, 10/2020 Revised: 08/2018
Associate Dean, Nursing Faculty, and Tutors San Diego City College, Nursing Education Program

### **General Rounding Rules for Exams/Dosage Calculation Quiz**

#### **Documenting with calculation:**

All answers must be labeled correctly (This only applies to paper quizzes)

**Converting Weight:** Convert pounds to kilograms and round to the tenths **prior** to beginning the calculation (refer to example 10 on page 2).

#### **Basic rounding with decimals:**

**Must** having leading zero and **must not** have trailing zero

Example of Leading Zero	Example of Trailing Zero
Correct: 0.12	Correct: 4
Incorrect: .12	Incorrect: 4.0

**Rounding Up:** If the number to the right is equal to or greater than 5, round up by adding 1 to the number on the left

**Rounding Down:** If the number to the right is less than 5, round down by dropping the number, leaving the number to the left as is.

**For dosages less than 1.0:** Round to the nearest hundredth.

- For example, (rounding up): 0.746 mL. Look at the number in the thousandths place (6). Six is greater than 5. To round to hundredths, add 1 to the 4 in the hundredths place and drop the 6. The rounded dose is 0.75 mL.
- Or (rounding down): 0.743 mL=0.74mL. The calculated dose is 0.743 mL. Look at the number in the thousandths place (3). Three is less than 5. To round to the hundredth, drop the 3 and leave the 4 as is. The rounded dose is 0.74 mL.

**For dosages greater than 1.0:** Round to the nearest tenth.

- For example, (rounding up): 1.38=1.4. The calculated dose is 1.38 mg. Look at the number in the hundredths place (8). Eight is greater than 5. To round to the tenth, add 1 to the 3 in the tenth place and drop the 8. The rounded dose is 1.4 mg.
- Or (rounding down): 1.34 mL=1.3 mL. The calculated dose is 1.34 mL. Look at the number in the hundredths place (4). Four is less than 5. To round to the tenth, drop the 4 and leave the 3 as is. The rounded dose is 1.3 mL



### Examples of Rounding Rules:

1. For all liquid (mLs) p.o, injectable questions, and IV medications round to the **tenths** (1 place). For example:
  - a. Amoxicillin PO 2.5 mL *not* 2.54 mL
  - b. Dilaudid IV 2.5 mg *not* 2.53 mg
  - c. Heparin IV infusion 14.5 mL/hr *not* 14.54 mL/hr
  - d. Dopamine 58.5 mL/hr *not* 58.54
2. For scored tablets you may give  $\frac{1}{2}$  or  $\frac{1}{4}$  as indicated by the scoring. For example:
  - a. Warfarin 0.5 mg =  $\frac{1}{2}$  of 1 mg tablet scored in halves
  - b. Zanaflex 1 mg = 0.25 ( $\frac{1}{4}$ ) of 4 mg tablet scored in quarters
3. You **cannot** give less than the least scored tablet amount. For example:
  - a. Warfarin 0.25mg  $\neq$   $\frac{1}{4}$  of a 1 mg tablet scored in halves.
4. For I.V. fluid (mL/hr) questions round to a whole number. For example:
  - a. Normal Saline 80 mL/hr *not* 80.33 mL/hr.
5. For all IV infusion dosage questions, round to the **tenths** (1 place).
  - a. Heparin IV 1400 units/hr
  - b. Amiodarone 16.6 mL/hr
6. You **cannot** give a portion of an IV drop. Drops must be in whole numbers. For example:
  - a. NS 12.33 gtt/min = NS 12 gtt/min
7. You **cannot** give a portion of a capsule, time release meds, and unscored tablets. You must use a whole number. For example:
  - a. Colace 100 mg capsule
  - b. Procardia XL (nifedipine) 60mg
8. If the answer is  $< 1$ , round to the hundredths place. If the answer is  $> 1$  round to the tenths. For example:
  - a.  $< 1 = 0.35$  *not* 0.346 or 0.4
  - b.  $> 1 = 1.5$  *not* 1.45
9. Round to the nearest tenth for high risk medications  
\*Refer to ATI for list of high risk medications
10.  $76 \text{ lbs}/2.2 = 34.54=34.5 \text{ kg}$

Remember, when your answer requires a whole number, **basic rounding rules will apply**. If 4 or less, round *down*. If 5 or more, round *up*.

SAN DIEGO CITY COLLEGE NURSING EDUCATION GRADING PRACTICES	
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2019	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** Progression in the nursing program is contingent upon taking nursing courses in a specifically designated sequence and achieving a grade of "C" or better in each course. The letter grade earned by the student will be based on written examinations and assignments covering both classroom and clinical content. Grades are computed using the weighted average of examinations and assignments found in the syllabus (see example below).

**A "Satisfactory" clinical evaluation for performance of clinical and laboratory experiences must be achieved in order to successfully pass the course.** No actual letter grade for the clinical component is factored into the final course grade. An **"Unsatisfactory/Unsafe" clinical evaluation will result in a course grade of "F", which prevents the student from progressing in the Nursing Education Program.**

The grading scale is as follows:

Computation

100% - 91% = A  
90% - 83% = B  
82% - 75% = C  
74.4% - 65% = D\*  
  
64.4% - 0% = F\*

Example of Weighted Average

Sample Weights:

Exam I: **25%**  
Exam II: **30%**  
Exam III: **35% =  
90%**

Written Assignments: 10%

Multiply each exam grade (in % form) by the % weight (in decimal form). Add products and divide by the total percent weight.

Sample Grades:	Exam I: 80%	X	<b>0.25</b>	=	20
	Exam II: 72%	X	<b>0.30</b>	=	21.6
	Exam III: 83%	X	<b>0.35</b>	=	<u>29.05</u>
	Total:				70.65 / <b>0.9</b> divide by <b>90%</b>

Equals: **78.5%** weighted average of **ALL THREE (3)**-exam grades

➤ Unacceptable grades for progression in the Nursing Education Program. The usual rules of mathematical rounding will apply i.e., a score of 0.5 or above will be raised to the next higher grade level - (74.5 = 75%); a score of .4 or less will be recorded as the lesser grade level (74.4 = 74%).

➤ A 75% cumulative exam grade must be achieved prior to the addition of the assignment grade. Achieve a cumulative weighted average of 75% on written examinations:

**\*NOTE:** The student must achieve an overall cumulative weighted average of 75% on course exams to receive credit for the assignments in the course. The assignments will not be included into grade calculations unless the student has first achieved the required weighted exam average of 75%. After all additional assignments have been added, the student must achieve a weighted average of 75% to progress in the program. **\*NOTE: Faculty has up to 96 hours to post grades.**

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>EXAMINATION REVIEW</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2018, 08/2019, 10/2020
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** An exam review may be held following examinations, after all exams are completed. Faculty will be available at the review session to discuss the rationale for selected answers.

**No** cellphones, tape recorders, computers, smart watches, or other digital recording devices will be allowed during exam review. Any violation to this policy is a violation of student conduct and will result in dismissal from the Nursing Program.

Individual or group time **may** be scheduled for students to review their examination prior to final exams. Individual access to exams will be by appointment only with the theory professor.

**Addendum:** No video recording, screenshots, note taking, or paper/writing device materials will be allowed during the exam review. Exam review sessions will not be recorded by the professor.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>	
<b>SURVEYS, PROGRAM REVIEW, AND STUDENT PARTICIPATION</b>	
Effective: 06/2016	
Reviewed: 06/2017, 08/2018, 08/2019, 10/2020	
Revised:	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** The San Diego City College Nursing Education Program utilizes evidence based practice when creating/revising policies and procedures. Students are active participants in the Program Review Process through attendance of Student Faculty Forums, Faculty Meetings, and completion of surveys.

Students are expected to complete the following Surveys upon request:

1. Course Evaluation
2. Clinical Site Evaluation
3. Instructor Evaluation
4. Simulation Evaluation

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>DISMISSAL FROM THE PROGRAM</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2018
Associate Dean, Faculty, San Diego City College, Nursing Education Program

**POLICY:** A student who is dismissed from the Nursing Program for any reason must meet with the Director (or Assistant Director) for an exit interview. During the exit interview, a remediation/re-entry plan will be developed for the student if the student is eligible to return.

It is the responsibility of the student to officially withdraw from or drop all enrolled nursing courses. **The only exception is NRSE 141, Pharmacology for Nursing Practice. Students will be permitted to complete this course, if enrolled.**

The student is advised to review the Code of Student Conduct and Policy regarding reentry into Nursing Program. Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in the class.

## **PROCEDURE:**

A student may be dismissed from the Nursing Program for the following reasons:

1. Achieving a course grade below "C" in any nursing course.
2. Achieving less than Level II on the retake of any ATI Diagnostic testing.
3. Receiving an "Unsatisfactory/Unsafe" clinical evaluation, which demonstrates unsafe practices in providing patient care or the inability to meet specific clinical objectives and expectations.
4. Accumulation of unexcused absences, lateness/tardies.
5. Use of illicit drugs/substances in any District sponsored activity and/or on any district property.
6. **Repeating a violation of the INTEGRITY, PROFESSIONAL ETHICS, and PERSONAL RESPONSIBILITY POLICY.**
7. Repeating behaviors/actions already cited in a Student Success Plan (SSP).

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION PROGRAM READMISSION</b>
Effective: 06/2016
Reviewed: 06/2017, 8/2018, 8/2019, 4/2020 due to COVID-19 pandemic
Revised: 08/2018, 04/2020 due to COVID-19 pandemic
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** If a student is dropped from the nursing program due to academic failure, the student may reenter the program only once. If a student exits the program due to personal reasons, and is in good academic standing ( $\geq 75\%$  average, with satisfactory clinical evaluations), he/she can re-enter the program at the beginning of the course not completed at the time of exit. This will be considered a first admission for the purpose of this policy. A student who re-enters the program after a withdrawal for personal reasons and withdraws a second time will not be eligible for re-entry after the second withdrawal.

### **LIMITATIONS ON READMISSION**

**Due to the COVID-19 state of emergency, readmission into the nursing program during the 2020-2021 academic year will be postponed.**

Prospective students seeking readmission to the nursing program for the 2020-2021 academic year will be eligible for readmission into the nursing program during the 2021-2022 academic year. All stipulations written on the Exit Interview Form must be satisfactorily completed to be considered for readmission. The limitations and requirements for readmission into the nursing program is listed below:

1. Repetition of a course and Readmission into the nursing program is dependent on space availability.
2. Student must complete the Exit Interview process and any stipulations written on the Exit Interview Form.
3. Application and requests for readmission must be made so that there is no less than a 6 month and no more than a two (2) year absence from the nursing program.
4. After two (2) year absence the student must reapply for admission to the program from the beginning.
5. A student dismissed as a result of unsafe/unacceptable clinical practice will not be eligible for readmission.
6. Remediation requirements and deadlines stipulated upon the Exit Interview must be completed by the student prior to being readmitted to the program. Remediation requirements may include but are not limited to: dosage calculation proficiency, ATI assignments, quiz and skills demonstration.
7. Students **will not be eligible** for readmission under the following circumstances:
  - Unsatisfactory/Unsafe Behaviors
  - Violation of Integrity
  - Violation of Code of Conduct
  - Violation of Integrity, Professional Ethics, and/or Personal Responsibility
  - Unprofessional Behavior/ Uncivil Behavior, and/or Unethical Behavior in clinical or classroom

- Falsification of records including but not limited to:
  - Academic records
  - Background checks
  - Patient records in the clinical setting

## **PROCEDURES FOR READMISSION:**

1. An Exit Interview is required. Students are to schedule an appointment (14 days) post program dismissal with the Associate Dean of Nursing or the designee. The (14 days) time frame is a “cool-off” time frame. Appointments are made through emailing: [citycollegenursing@sdccd.edu](mailto:citycollegenursing@sdccd.edu)
2. A Readmission Application form must be submitted by the student requesting re-entry. Additionally, the student will be required to submit a typed essay addressing the following points:
  - a. Reason for exit;
  - b. Changes made to ensure success;
  - c. Continued experience in health care field (volunteer or paid) if any;
  - d. Enrollment in or completion of any college courses; and
  - e. Any other interventions the student has implemented to enhance success.

The application form and the essay must be submitted together. The application and essay must be submitted by the middle of the semester prior to requesting program reentry. For example, if a student exits the program in the Fall semester, the application for Readmission must be submitted prior to January 10<sup>th</sup>. If a student exits the program in the Spring the application for Readmission must be submitted prior to June 10<sup>th</sup>. **Readmission is contingent upon space availability and the ability to complete all Exit Interview requirements/deadlines.**

According to college policy, students earning a course grade of "I" (Incomplete) must complete the work stipulated or the grade will revert to an "F." An Incomplete **must** be cleared prior to reentry consideration.

Students who are dropped from the first year of the nursing program and then complete a Vocational Nursing Program at another accredited institution may be considered for admission to the LVN-RN Step-Up Program if evidence of VN licensure has been documented and other entrance requirements have been met.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION ATI LEVELS OF PROFICIENCY</b>
Effective: 06/2016 Reviewed: 06/01/2017, 8/2018, 8/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** All students are required to complete each assigned ATI Proctored Exams.

\*Note that these definitions were based on expertise of the nurse educators who participated in the cut score study. No empirical study was conducted relating NCLEX-RN performance to performance on the Content Mastery Series, nor was any study conducted demonstrating a statistical relationship between Content Mastery Series performance and actual job performance. These Proficiency Level definitions were used by cut score study participants for the purpose of making their empirical ratings of item difficulty.

### **LEVEL 1**

A student meeting the criterion for Proficiency Level 1:

Is expected to just meet NCLEX-RN® standards in this content area.

Should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.

Should meet the absolute minimum expectations for performance in this content area.

### **LEVEL 2**

A student meeting the criterion for Proficiency Level 2:

Is expected to readily meet NCLEX-RN standards in this content area.

Should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.

Should exceed minimum expectations for performance in this content area.

### **LEVEL 3**

A student meeting the criterion for Proficiency Level 3:

Is expected to exceed NCLEX-RN standards in this content area.

Should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.

Should exceed most expectations for performance in this content area.





# Clinical Information

## Clinical Policies

## Clinical Procedures

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>	
<b>SAN DIEGO NURSING SERVICE-EDUCATION CONSORTIUM BACKGROUND CHECK BACKGROUND SCREENING URINE DRUG SCREENING</b>	
Effective: 06/2016 Reviewed: 06/2017, 0/2018, 08/2019, 10/2020 Revised:	
San Diego Nursing Service-Education Consortium (SDNSEC) Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** The curriculum or program of study is approved by the California Board of Registered Nursing (BRN), which is under the jurisdiction of the Department of Consumer Affairs. The BRN is responsible for the control of Nursing Education Programs and nursing practice within the state. The prior conviction of a misdemeanor or felony crime, or disciplinary action against an LVN/LPN license, may influence eligibility for licensure as a Registered Nurse. Applicants with such prior convictions are urged to meet with the Director of Nursing Education for confidential advisement or to contact the Board or Registered Nursing for more specific information (<http://www.rn.ca.gov>) Students must have clear criminal background checks and drug screens to participate in placement in clinical facilities. Students under 18 years of age are exempt from this requirement.

1. All participating schools and agencies agree to adhere to a standardized process for clinical instructor/student screening.
2. The background check is not a requirement for admission to a nursing program; however, the process will be completed after an invitation for admission is received.
3. Nursing clinical instructors/students must have clear criminal background checks to participate in placement(s) in clinical facilities.
4. Prior to clinical experience the school will verify that the following information is on file for the assigned clinical instructor/students. (see#5)
5. Background checks will minimally include the following:
  - a. Seven years' residence/background history
  - b. Address verification
  - c. Sex offender database search
  - d. Two names (current legal and one other name)
  - e. Three counties
  - f. OIG search
  - g. Social Security Number verification
  - h. Search through applicable professional certification or licensing agency infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
  - i. Drug screen with urine sample
6. Clinical instructor/students will be unable to attend clinical facilities for appropriate reasons, including the following convictions:
  - a. Murder
  - b. Felony
  - c. Assault
  - d. Sexual Offenses/Sexual Assault
  - e. Abuse
  - f. Felony possession and furnishing (without certificate of rehabilitation)

- g. Other felonies involving weapons and/or violent crimes
  - h. Class B and Class A misdemeanor theft Felony theft
  - i. Fraud
- 7. The initial background check satisfies this requirement during continuous matriculation thru the program; should the educational process be interrupted; a new background check will be required.
- 8. Upon receipt of a “positive” background check, the clinical site will make a final determination whether the student will be accepted into the facility.
- 9. If the clinical student’s record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any students. (Applicable BRN guidelines will be incorporated into these guidelines as they become available).
- 10. Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
- 11. Final placement status based on background check information is the clinical site’s determination.
- 12. American DataBank shall include in any document used to obtain information from clinical instructor/students for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/American DataBank to share the results of the background check with the clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in clinical rotation.
- 13. Schools shall indemnify and hold healthcare facilities harmless from any and all actions or claims that may be asserted by clinical instructor/students arising out of healthcare facilities’ rejection of any clinical instructor/student from clinical rotation based on the results of a criminal background check or any claim that such a background check was conducted improperly. American DataBank shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.
- 14. Students must meet all requirements established by each of the clinical agencies. These requirements are subject to change and may be revised while the student is enrolled in the nursing program. Clinical agencies currently mandate that students meet all health screening requirements and have no previous conviction of a felony or fraud to a government agency, patient abuse, felony of controlled substances, etc.
- 15. If a San Diego City College Nursing Student is denied access to a clinical site by the clinical agency, that student will be unable to continue in the program.

16. Upon completion the results will be delivered to the applicant by American DataBank.
17. Clinical instructor/students must provide information allowing American DataBank to conduct a background check and with authorization to share any positive or flag results on the background check with healthcare facilities to which students may apply or to which students may be assigned for clinical nursing courses or clinical rotation (the school's clinical affiliates). American DataBank will conduct an internal review, verify the clinical instructor/student information and send any flagged or positive results to the clinical sites for review.
18. Upon receipt of a "positive" background check, the clinical site will make a final determination whether the clinical instructor/student will be accepted into the facility. The site will use the same guidelines used for the acceptance/rejection of an employment application in approving clinical instructor and student placement at their site.
19. If the clinical instructor/student's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any clinical instructor/students. (Applicable BRN and/or BVN/PT guidelines will be incorporated into these guidelines as they become available).
20. If the clinical instructor/students record is not clear they will be responsible for obtaining documents and having the record corrected to clear it.
21. Clinical instructor/students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago. Final placement status based on background check information is the clinical site's determination.
22. American DataBank shall include in any document used to obtain information from clinical instructor/students for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/American DataBank to share the results of the background check with the clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in clinical rotation.

Students accepted into the San Diego City College Nursing Education Program will be required to successfully complete the clinical objectives of the courses held in clinical health care facilities. The clinical health care facilities require criminal background checks and urine drug screening, as a condition of placement.

Refusal to submit to a background check, urine drug screen at any time, or failure to meet clearance criteria established by the health care facility, may prevent placement in the Directed Clinical Practice/clinically-based course and thus, it may not be possible to remain in the program or successfully complete the program.

Health care facilities require adherence to strict standards of conduct. Facilities may refuse educational access to any person who does not adhere to the facility's standards of safety, health and ethical behavior. Violation of program policies regarding clinical or policies established by the SDNSEC will result in immediate dismissal from the program.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>American Data Bank/Complio</b>
Effective: 12/2018 Reviewed: 08/2019, 10/2020 Revised: 12/2020
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** All students must have a Complio account by **January fifteen (15) each year**. This account is used by the clinical facilities to ensure compliance with all requirements for attending clinicals at the specific facility. When uploading the evidence of each requirement the following descriptive identifier is to be used for each item uploaded:

- a. Measles/Measles titer
- b. Mumps/Mumps titer
- c. Rubella/Rubella titer
- d. Varicella/Varicella
- e. Hepatitis B Dose one
- f. Hepatitis B Dose two
- g. Hepatitis B Dose three
- h. Hepatitis B titer
- i. Hepatitis B repeat titer
- j. TDap
- k. Quantiferon Gold
- l. Influenza
- m. CPR
- n. Physical Exam
- o. Medical History
- p. Background check
- q. Drug Screening
- r. Student Handbook
- s. Nurses Service Organization malpractice insurance policy

**PROCEDURE:**

1. Go to [www.sdnahcbackground.com](http://www.sdnahcbackground.com) and click on New Users Create an Account. After you create your Gmail account you will receive an email with an activation link. Your email account needs to be your first name and last name. **For example: mary.doe@gmail.com**  
Make sure to use the same professional Gmail address that you will use for the college for the next two years.
2. You must follow this link to log in to your account. If you do not click on this link your account will not be activated.
3. The account with American Data Bank/Complio is to be initiated after **December 20** and before **January 15** each year you attend the Nursing Education Program. You will choose the San Diego City College Tracking Package AND the San Diego Nursing Consortium Background and Drug Screening.
4. Upload copies of all required documents using the titles listed in the policy above.
5. Reference the Complio User Guide provided during orientation for the requirements and questions you may have regarding the account process.
6. Students will also need to complete various educational packages for the health care facility they will attend for clinical rotations. These packages will be assigned when assignments for clinical placements have been made. Attention to the date and time requirements is critical for the student to maintain their place in the clinical rotation and continue in the Nursing Education Program. No exceptions can be made for students not meeting these deadlines.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>ACCOMODATIONS IN THE CLINICAL ENVIRONMENT</b>
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 11/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Students must discuss the accommodations they are requesting for their clinical placements with a DSPS counselor. DSPS will engage in the interactive process with the student to decide whether the student needs accommodations in the clinical placement. DSPS will communicate with the student and the clinical instructor to assist with implementation of the accommodations if needed.

**PROCEDURE:**

If DSPS has approved a proposed accommodation and the clinical placement cannot implement it, the Nursing Department shall do one or more of the following:

1. Work with the placement to implement the accommodation or negotiate implementation of an equally effective alternative.
2. Place the student in another placement that is equally effective for the student.

<b>SAN DIEGO CITY COLLEGE</b> <b>NURSING EDUCATION</b>	
<b>RELEASE OF INFORMATION TO CLINICAL AGENCIES</b>	
Effective: 06/2016	
Reviewed: 06/2017, 08/2018, 08/2019, 11/2020	
Revised:	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** Students must meet all requirements established by each of the clinical agencies. These requirements are subject to change and may be revised while the student is enrolled in the nursing program. Clinical agencies currently mandate that students meet all health screening requirements and have no previous conviction of a felony or fraud to a government agency, patient abuse, felony of controlled substances, etc.

Clinical agencies conduct a variety of background checks on students including obtaining clearance from the Office of the Inspector General (dealing with Medicare/Medical fraud and other aspects of the Department of Health and Human Services) and criminal background checks.

If a San Diego City College Nursing Student is denied access to a clinical site by the clinical agency, that student will be unable to continue in the program.

Clinical rotations are mandatory and student information is released to the clinical agency for background screening purposes.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>STUDENT RESPONSIBILITIES RELATED TO CLINICAL EXPERIENCES</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020 Revised: 08/2019
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Each student will be responsible for reviewing all clinical objectives as presented in the course syllabus and the weekly learning modules. Each student is accountable for all previously introduced concepts and skills. The clinical evaluation is based on the continued application and integration of previously learned material within the current clinical learning experience.

The Nursing Program is a demanding commitment of time and energy. If it is absolutely necessary for the student to work during the program, the student is expected to arrange his/her working schedule so that no interference will occur with meeting his/her responsibilities with any facet of the nursing program. Work hours **MUST NOT** be scheduled immediately prior to attendance in the clinical area (**example: the student will not work a night shift prior to a day shift clinical**).

The clinical experience will begin and end at times specified in the class syllabus or clinical expectations handed out by each clinical faculty. Students must be on time for all clinical experiences and are expected to arrive at the assigned clinical unit at least 10 minutes before the clinical begins (i.e., at 6:20 a.m. for the 6:30 a.m. clinical).

Students are required to give the hospital and/or clinical faculty advance notice when they are going to be late or are unable to attend clinical for any reason. This should be done as soon as possible. **In addition to leaving a message with the clinical faculty, the student is to notify the nursing education office on campus (388-3441).**

Lunch and break times will be based on the following criteria: hospital policy, level of student and nature of the assignment. **Break times will not be cumulative; students will not be permitted to leave the clinical site earlier than the stipulated schedule in lieu of taking a lunch break.**

**Pre-clinical preparation is expected.** Students will be required to do pre-clinical research in the clinical area on their own time. Specific expectations for pre-clinical research and site specific time frames for pre-clinical research will be given to the student, by the clinical instructor, during each clinical orientation. Students must wear school uniform for pre-clinical research. **Prior to performing pre-clinical research, students must make contact with the person in charge and identify themselves and their purpose for being on the unit.**

**Students are not permitted to have any patient contact when performing pre-clinical research. Students may not be accompanied by anyone to the clinical unit.**

A patient's condition is not to be discussed with anyone not directly involved with their care. All hospital information is confidential and students may access information only for educational purposes. Removing patient care plans or medication sheets, printing/photocopying documents from the patient's chart, and/or care plan, or accessing non-assigned patients' documents is not permitted. A hospital is legally responsible for patient information and this privacy must be protected. One should never make any statements or comments to a patient's family, a police officer or the press.



Review consequences of HIPAA violations in your online program.

<http://healthsciences.ucsd.edu/compliance/privacy/hipaa-training/Documents/4-HIPAA%20Privacy%20101%20Plus%20Intermediate%20Registry-Updated-11-14-2012.pdf>

Students are expected to act as professionals with the utmost respect for patient confidentiality. This means that any discussion of patients in public places such as cafeterias and elevators is inappropriate. Discussion of patients with the student's family members must not occur.

Students will only be expected to perform care and skills for which they have been educationally prepared. It is the responsibility of the student to bring to the attention of the faculty and/or agency staff areas of care and skills for which they have not been formally prepared or previously supervised. Direct patient care may only be provided when clinical faculty or designated preceptor is present in the clinical facility.

Students may be assigned to care for patients with communicable diseases such as MRSA, AIDS, and Hepatitis. When immunization is possible, it may afford extra protection. Standard precautions will be taught and practiced.

Students who are judged by the clinical faculty as unable to provide safe patient care because of illness or lack of clinical preparation will not be permitted to give care and may be asked to leave the clinical setting. Such action will constitute a clinical absence and must be made up.

If, at any time, in the judgment of the clinical faculty, a student's conduct displays a potential harm to the well-being of patients, the student will be directed to leave the clinical area.

A student **must** inform the clinical faculty if he/she must leave the clinical agency prior to the scheduled time. Reporting off duty to **both** the faculty and primary nurse ensures continuity of care and is required any time a student leaves the unit. At no time may a student leave the facility during assigned clinical hours for personal errands.

No personal messages or phone calls are to be received by students while in the clinical area.

**Students may not carry cell phones, mobile devices, or smart watches onto any clinical unit.**

If an emergency arises, messages should be left with the nursing education office and an attempt will be made to contact the student.

#### **WHEN TO CALL YOUR INSTRUCTOR:**

- Whenever there is a change in your patient's condition.
- Whenever you do a procedure for the first time in the hospital--whether or not you were observed in the skills lab.
- Whenever you need to perform a procedure at a new clinical site or with a different instructor.
- When you are not perfectly clear on what to do or how to do it
- When you are getting behind in your assignment and feel you will not finish on time.
- When you finish everything and have "nothing to do."
- If anything unsafe happens to your patient (i.e., a fall).
- If you are having difficulty with the nursing staff.
- If you injure yourself in any way (i.e., needle puncture, back strain).

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>INFECTION CONTROL POLICY</b>
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Medical history and examination cannot reliably identify all patients infected with viral or other blood-borne pathogens. Therefore, blood and body-fluid precautions should be consistently used for **all** patients. This approach is referred to as "universal blood and body-fluid precautions" or "standard precautions," and is recommended by the SDCC faculty in conjunction with the Centers for Disease Control (CDC).

**PROCEDURE:**

1. All health care students and faculty should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated.
2. Gloves should be worn when touching blood, blood products, mucous membranes and body fluids (urine, feces, saliva, wound drainage). For your convenience, it is recommended that you carry a pair of gloves in your uniform pocket at all times.
3. Gloves should be changed after contact with each patient. Gloves must be removed prior to exiting the room.
4. Hands should be washed prior to and immediately after every patient contact, even when gloves are worn. Hands or other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands must also be washed before and after practicing each procedure involving another person as a patient.
5. As there is increasing evidence from the CDC that artificial nails are more likely than natural nails to harbor pathogens that can lead to nosocomial infections, artificial nails, and nail extenders may not be worn in the clinical area.
6. Masks and protective eyewear or face-shields must be worn during procedures that are likely to generate droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes. Students must carry goggles with them whenever in the clinical area.
7. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Contaminated gowns are to be discarded per hospital policy.
8. Disposable articles contaminated with blood, blood products, wound drainage or body secretions/excretions should be disposed of per hospital policy.
9. All health care students and faculty should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleansing used instruments; during disposal of used needles; when handling sharp instruments after procedures.

10. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand.
11. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
12. Health-care students or faculty who have open lesions or weeping dermatitis may be required to utilize appropriate protective measures (such as double gloving) or, depending on the extent and location of lesions, refrain from all direct patient care and from handling equipment until the condition resolves.
13. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in patient care areas where the need for resuscitation is predictable.
14. Although pregnancy is not known to create a greater risk of contracting HIV infection, health-care providers who develop HIV infection during pregnancy may place the infant at risk of infection resulting from perinatal transmission. Additionally, several of the opportunistic diseases associated with HIV infection may be hazardous to the unborn fetus. For these reasons students and faculty who are pregnant should refrain from direct care of patients with known HIV infection.

<b>SAN DIEGO CITY COLLEGE</b> <b>NURSING EDUCATION</b>	
<b>LATEX SENSITIVITY</b>	
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised:	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** Latex-sensitive students must have a letter from a physician documenting the latex sensitivity and the treatment that will be required in the event of an adverse reaction prior to engaging in any clinical or laboratory practicum in the first semester of the Nursing Program. The student must keep the emergency medications with them at all times when involved with school related functions or school related activities throughout the entire nursing program.

Latex-sensitive students will use only non-latex supplies. Latex free gloves must be provided by the student during the on-campus laboratory practicum. During clinical, students may use hospital latex-free gloves supplied by the hospital.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>CLINICAL EVALUATION CLINICAL GRADING</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Each student is responsible for reviewing all clinical objectives as presented in the course syllabus and the weekly learning modules. Each student is accountable for all previously introduced concepts and skills. The clinical evaluation is based on the continued application and integration of previously learned material within the current clinical learning experience.

Students are responsible for reviewing the criteria for determining the grades of Satisfactory, Needs Improvement and Unsatisfactory/Unsafe.

Clinical instructors will evaluate student progress in a variety of ways, such as: planned and incidental observation of patient assessment, problem identification, care plan development and implementation and evaluation of patient care, as outlined in the course clinical objectives and the weekly learning modules.

Each student will be responsible for submitting, to the clinical instructor, a weekly online anecdotal entry. This will be used by the student and faculty as a communication tool to state objectives that have been met successfully, to explore feelings elicited from clinical assignments, and to seek assistance from the faculty when clinical objectives have not been met.

The faculty may initiate a Clinical Counseling Record at any time when an incident occurs in the clinical area, which demonstrates a potential safety hazard to the patient, a lack of preparedness on the part of the student or a specific learning difficulty/area of concern.

**To achieve a grade of "Satisfactory" in the clinical component of the nursing course, the student must:**

1. Achieve a passing grade or a satisfactory evaluation on all required written clinical assignments.
2. Satisfactorily meet designated clinical objectives and clinical expectations consistently throughout the course.
3. Regularly attend scheduled meetings of clinical rotations and on-campus laboratory sessions.
4. Satisfactorily complete and submit the weekly online anecdotal entry.
5. Successfully pass a written dosage calculations proficiency quiz.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>CLINICAL PERFORMANCE SCALE</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 10/2020
Associate Dean, San Diego City College, Nursing Education Program

#### **SATISFACTORY**

- A. Definition:  
Performs at expected level, or above, independently or with minimal faculty guidance and demonstrates consistent behaviors in meeting specified clinical objectives & clinical expectations.
- B. Expected Outcomes:  
Student progresses to the next level.

#### **NEEDS IMPROVEMENT**

- A. Definition:  
Performs at expected level with faculty guidance only. Student performance in the clinical area demonstrates weaknesses that have the potential for violations of safety, and/or inability to consistently meet specified clinical objectives and clinical expectations.
- B. Expected Outcomes:
  - 1. Student may receive a "Needs Improvement" evaluation at mid-rotation or end-rotation in any assigned clinical area (except NE 246).
    - a. The student is notified in writing that performance is substandard as evidenced by the Clinical Counseling Record.
    - b. Specific deficiencies are noted.
    - c. A joint remediation plan is developed by the student and instructor.
    - d. The contract is signed, which defines:
      - (1) Behavioral indicators for change.
      - (2) Target or due dates for reassessment.
    - e. The Director of the Nursing Program shall be notified of the student's behaviors and shall receive copies of Clinical Counseling Record.
  - 2. If the "Needs Improvement" rating is received at mid-rotation, the student must meet the requirements for minimum satisfactory performance by the end of the rotation. If the minimum standards are not met, a 3-way conference may be scheduled with the student, the instructor and the Director of Nursing Education. The student will receive an "Unsatisfactory/Unsafe" clinical evaluation and will not be allowed to progress in the nursing program.
  - 3. If the "Needs Improvement" is received at the end of the rotation in any clinical course (except NE 246), the student will receive an Incomplete (I) in the course and a Student Success Plan (SSP) for remediation is developed by the student, current instructor and next clinical instructor. The specific "target" or due date will be determined by the group developing the contract (mid rotation). If the "Needs Improvement" is not corrected by the target date, the student will receive an "Unsatisfactory/Unsafe" clinical evaluation in the previous course and will not be allowed to progress in the nursing program. The Incomplete will be changed to a grade of "D".
  - 4. A student earning a "Needs Improvement" in the same behavioral area(s) for

- two consecutive clinical rotations will receive an "Unsatisfactory/Unsafe" clinical evaluation and will not be allowed to progress in the nursing program.
5. A student earning a "Needs Improvement" will not be assigned to alternate learning activities, such as observational experiences, career/health fairs or nursing student association functions.

#### UNSATISFACTORY/UNSAFE

- A. Definition:  
Unable to perform at expected level even with faculty guidance. Student performance in the clinical area which demonstrates consistent patterns of behavior that are indicators of safety violations, either actual or potential, that do not improve with remediation, or behavior which reflects the student's inability to meet the specified course objectives and clinical expectations.
- B. A student may receive an "Unsatisfactory/Unsafe" evaluation at any time during the course of the clinical rotation.
- C. A student receiving an "Unsatisfactory/Unsafe" clinical evaluation will not be allowed to progress in the Nursing Program.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>CRITERIA FOR UNSAFE CLINICAL PERFORMANCE</b>
Effective: 06/2016 Reviewed: 06/2017, 8/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

Unsafe clinical behavior may include, **but is not limited to**, the following.

<b>Safety (S)</b>	<b>Examples</b>
A. Violates or threatens the physical safety of the patient.	Comes unprepared to clinical; injures a patient; fails to properly position patient; does not appropriately utilize side rails/restraints; functions under the influence of substances affecting performance.
B. Violates or threatens the psychosocial safety of the patient.	Repeatedly uses non-therapeutic techniques; attacks/degrades the individual's beliefs or values.
C. Violates or threatens the microbiological safety of the patient.	Fails to recognize and correct violations of medical asepsis/sterile technique; does not wash hands appropriately when caring for patients; does not maintain standard precautions.
D. Violates or threatens the chemical safety of the patient.	Violates any of the <b>7</b> rights of medication administration; fails to accurately prepare, calculate, and monitor IV infusions.
E. Violates or threatens the thermal safety of the patient.	Fails to observe safety precautions during O <sub>2</sub> therapy; injures patient with hot or cold applications.
<b>Nursing Process (NP)</b>	<b>Examples</b>
Inadequately and/or inaccurately: A. assesses the patient. B. plans the care and outcomes for the patient. C. implements therapeutic interventions. D. evaluates patient care.	Unable to identify basic human needs; fails to observe/report/chart critical patient data; uses poor judgment and/or makes decisions resulting in ineffective nursing care.
<b>Skills (SK)</b>	<b>Examples</b>
A. Unable to perform expected clinical performance objectives and/or skills.	First semester student fails to obtain accurate vital signs; second semester student fails to maintain sterile technique; unable to verbalize key information previously covered in lab and/or class; third or fourth semester student unable to manage and/or prioritize multiple patient assignment.



<b>Decision Making (DM)</b>		<b>Examples</b>
A.	Assumes inappropriate independence in action or decisions.	Performs procedures not yet evaluated; fails to appropriately seek assistance.
B.	Fails to recognize own limitations, incompetence and/or legal responsibilities.	Refuses to admit error; fails to complete assigned nursing responsibilities, cannot identify own legal responsibility in specific nursing situations.
<b>Professional Accountability (PA)</b>		<b>Examples</b>
A.	Fails to accept ethical and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the ANA Code for Nurses, NSNA Code of Academic and Clinical Conduct, and the Nurse Practice Act.	Fails to conduct self in professional manner; falsifies records; does not follow school/hospital policies and procedures; participates in cheating and/or plagiarism.
B.	Violates patient confidentiality	Removes snapshots, pictures, or printed patient data from the facility; shares patient information with individuals outside the health team.

SAN DIEGO CITY COLLEGE NURSING EDUCATION CLINICAL SIMULATION	
Effective: 06/2016	
Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020	
Revised:	
Associate Dean, San Diego City College, Nursing Education Program	

**POLICY:** The San Diego City College Department of Nursing Education utilizes various clinical simulation activities designed to replicate real-life experiences to enhance and support classroom and clinical learning. The simulation experiences create a learning environment in which students are able to analyze their actions, reflect on their skills and critique their clinical decision making. The active, collaborative learning during the simulation experience will enhance acquisition and retention of knowledge and skills.

The simulation experiences are designed to reflect the learning objectives outlined in the nursing curriculum and coordinate with content presented in classroom and clinical situations. Various simulation techniques are utilized, including simulated documentation, task trainers, mannequins, and standardized patient methodologies.

**Critical thinking** in nursing is an essential component of professional accountability and quality nursing care. The nursing faculty at San Diego City College has defined critical thinking as follows: A cognitive (way of thinking) and affective (utilizing the individual's emotions or feelings) method of processing (collecting and deciphering information) that encompasses reflective reasoning (thoughtful decision-making) and problem solving. The Simulation experience is designed to assist students in the development and enhancement of critical thinking skills.

The ideal critical thinker is consistently questioning, well informed, trustful of reason, open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, cautious in making judgments, willing to reconsider, clear about issues, organized in complex situations, diligent in seeking relevant information and persistent in seeking results. It is these attributes that the Simulation experience seeks to strengthen.

The Simulation lab is a clinical experience, and all policies related to clinical attendance apply, including wearing the full uniform, with all equipment (stethoscope, watch, penlight and bandage scissors), timely arrival and completion of assigned activities. Students and Instructors are expected to honor the core values established for the profession of nursing by the National League for Nursing (NLN):

**CARING:** promoting health, healing and hope in response to the human condition

**INTEGRITY:** respecting the dignity and moral wholeness of every person without conditions or limitation;

**DIVERSITY:** affirming the uniqueness of and differences among persons, ideas, values and ethnicities

**EXCELLENCE:** creating and implementing transformative strategies with daring ingenuity

## The Simulation Experience

The simulation experience is composed of four (4) parts: preparation, implementation, debriefing and evaluation.

**Preparation:** Information required to prepare for the simulation is provided to students in advance of the assigned simulation experience. Such preparation includes, but is not limited to, research of disease processes and nursing interventions, pathophysiology, medications and treatments, development of care plans and review of technical skills. On the day of the simulation, students will have the opportunity to review preparation materials and will also be oriented to the functioning of the equipment to be used in the simulation.

**Scenario Implementation:** Students will be assigned roles appropriate to program level and content. The students will be supervised and guided by an instructor familiar with simulation implementation. Students will have the opportunity to interact with each other and a simulated patient, as well as with the instructor. The instructor will facilitate the simulation, control the mannequin, serve as a resource and may role-play various members of the health care team, including primary care provider, supervisor, etc.

**Debriefing:** At the completion of the simulation, students will be asked to reflect upon the experience. Debriefing discussions will focus on the following:

- **Reflection-in-Action:** engaging the student in reflection on actions during the simulation;
- **Reflection-on-Action:** looking back at the simulation and exploring actions taken and feelings related to those actions; and
- **Reflection-beyond-Action:** exploring “what if” situations and expanding knowledge beyond the limitations of the simulation into future clinical practice.

**Evaluation:** Students will be asked to complete evaluations of the simulation experience, including rating satisfaction with overall instructional strategies, effectiveness of debriefing, etc. Data from the evaluations will be utilized to improve the program on an ongoing basis. Student performance will be evaluated by the instructor and areas for improvement will be discussed with the student.

## Quality and Safety Education in Nursing (QSEN)

The faculty of San Diego City College Department of Nursing Education believes in, and supports, the efforts of the Robert Wood Johnson Foundation to improve the quality of nursing care and nursing education. “The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.” ([www.QSEN.org](http://www.QSEN.org))

The faculty have developed simulation objectives and assessment instruments designed to assist the pre-licensure student in attaining the knowledge, skills and attitudes outlined in the selected QSEN competencies appropriate for the simulation environment. These competencies include:

- [Teamwork and Collaboration](#)
- [Evidence-based Practice \(EBP\)](#)
- [Quality Improvement \(QI\)](#)
- [Safety](#)
- [Informatics](#)

## THE SIMULATION PROMISE

More than an alternative to clinical, the Simulation experience is designed to be an experience where students and instructor work together to ensure the success of all students in the group. The Simulation Lab is a place where students can hone their nursing skills in an environment of mutual support and respect. Mis-steps are not mistakes or errors, but a chance to learn and improve.

## FULFILLING THE PROMISE

**Participate:** come to simulation prepared! The experience means so much more if you are ready to work!

**Exhibit Professionalism:** The Simulation lab is a clinical experience, and all policies related to clinical attendance apply.

**Ask Questions:** Use your critical thinking and be prepared to ask “Why?” many times!

**Seek Answers and Solve Problems:** Work together with students and instructor to develop solutions to patient care problems.

**Avoid Distractions:** Successful students are focused during learning experiences. Staying engaged is a key to a successful simulation experience. Please leave all cell phones and other electronic devices in the “OFF” position (not silent, but off) to help us create a learning environment dedicated to the task at hand.

There are simulation materials posted on the Canvas site for your nursing class. Please familiarize yourself with those materials and bring materials to simulation as requested. Look for announcements on Blackboard to see what to bring.

**Working together, students and instructors can fulfill the promise of excellence in learning.**

### Simulation Day Plan

Time Frame (8am-4pm)	Activity
Hours 1 (8a-9a)	“Pre-Conference” <ul style="list-style-type: none"><li>Review objectives, plan for the day, prerequisite knowledge<ul style="list-style-type: none"><li>Cognitive</li><li>Psychomotor</li></ul></li></ul>
Hours 2-4 (9a-11a)	Review & Practice related assessments <ul style="list-style-type: none"><li>Perform and Document Assessment</li><li>Identify normal &amp; abnormal findings from assessment</li></ul>
Hours 4-6 (12a-3p)	Work through desired scenario <ul style="list-style-type: none"><li>Perform skills</li><li>Document tasks</li></ul>
Hours 7-8 (3p-4p)	Debrief <ul style="list-style-type: none"><li>What went well</li><li>What did not go well</li><li>What would have worked better</li><li>Comments from colleagues</li></ul> Care Plans Clean Up

**Breaks** will be provided as appropriate throughout the day, including a lunch break.

<b>SAN DIEGO CITY COLLEGE</b>
<b>NURSING EDUCATION</b>
<b>ATTENDANCE TRACKING</b>
<b>SKILLS LABORATORY COURSE</b>
Effective: 06/2016
Reviewed: 06/2017, 08/2018, 08/2019, 10/2020
Revised: 08/2019, 10/2020, 02/2021
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** Due to COVID-19 pandemic, the following lab courses have been temporary postponed: NRSE 108, NRSE 121, NRSE 206, and NRSE 208.

SAN DIEGO CITY COLLEGE NURSING EDUCATION CLINICAL DRESS CODE
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020 Revised: 08/2019
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** The student is expected to maintain a professional appearance while in the clinical setting. Excesses in makeup, perfume/cologne or jewelry, hairstyles which compromise the sterile environment, and the wearing of ill-fitting uniforms, may make it difficult for the student to be regarded by others as a professional. Ultimately, the decision concerning a student's professional appearance will rest with the clinical faculty. Students must be in appropriate attire at all times including when they are in the facility doing pre-clinical research. Uniforms may not be worn outside of school sanctioned clinical activities. **Adherence to the Dress Code is mandatory.** Students must leave the clinical site, if not appropriately attired or well-groomed, resulting in a clinical absence.

1. Uniform School-specified clean uniform whenever student is in the clinical area, including preclinical research. Only school specific black long sleeve shirts purchased at ACE Uniforms may be worn under uniform. **Undergarments must not be visible under uniforms.** Uniforms must be washed after each wearing.
2. Scents The use of perfumes, scented lotions, colognes or aftershave **is not allowed** due to possible patient sensitivity or allergy. Cigarette smoke/odor is not acceptable in the clinical area.
3. Hair Hair color must fall within naturally occurring shades, be neat, clean and up off the collar or secured back. Facial hair must be clean and neatly trimmed.
4. Nails Fingernails must be clean, neat and fingertip length only. Clear un-chipped polish may be worn. No artificial or acrylic nails or components thereof are permitted. (Refer to Infection Control Policy).
5. Makeup May be worn in moderation.
6. Jewelry Only wedding rings or plain, simple rings are permitted (maximum – **one ring per hand**).
7. Piercing No piercing or jewelry/hardware may be evident except for one small stud earring in each earlobe.
8. Tattoos All tattoos must be covered at all times.
9. Patch The San Diego City College Nursing Student Patch must be affixed to the left upper sleeve of each uniform and lab coat.

10.     ID Badge       The picture identification name badge must be worn and clearly visible during all clinical activities. Facilities will require students to be sent home if ID badge is not evident.
11.     Lab Coats       Specified School lab coat: Dove only. Ace Apparel Sweater, jackets, are not permitted in the patient care areas.
12.     Shoes and Socks   Clean black leather oxfords or slip-on leather shoes with closed toes and heels. All-leather black athletic shoes are acceptable (brand name lettering must be in black only). Canvas tennis shoes are not acceptable. Above-the- ankle socks must be black. No “no-show” socks allowed.
13.     Equipment       Stethoscope, safety goggles, watch with a sweep second hand or digital second indicator, penlight, bandage scissors and ballpoint pen with black ballpoint pen with black items include pocket organizer, hemostat, back support and calculator.  
\*\*\*No cellphones allowed in the clinical area.\*\*\*

In addition to the dress code, it is expected that all students follow good personal hygiene habits, which include taking a daily bath or shower, the use of an effective deodorant, a daily change of undergarments and frequent oral hygiene.

Modifications of the Dress Code may be made for certain clinical rotations based on the policies of the facility utilized. Such changes will be described by your clinical instructor **to comply with clinical facility requirements.**

#### Attire for On-campus Clinical Laboratory

Because we are concerned about the safety and privacy of each of you as individuals, it is extremely important for you to be protectively and appropriately dressed during laboratory practice exercises.

During all on campus clinical laboratory experiences students are required to wear full uniform, including name badges. Hair must be up and off the shoulders. Supportive undergarments are recommended for all laboratory activities. Inappropriate attire will preclude your participation in class activities.

In addition, in order to meet specific learning objectives for certain courses, each student will be required to practice and demonstrate nursing skills. Each student may be asked to serve as the patient or the nurse. The practice of these skills may cause a slight degree of embarrassment for some students, since certain body parts may need to be exposed. Appropriate draping will be performed and individual's privacy will be maintained.

**Note:** Students will be responsible for restoring the lab to its original state at the end of each day.



Nursing Education

Student Nurses Association

Program Completion

Graduation/Pinning



<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>PROFESSIONAL ORGANIZATIONS</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

One of the achievements of professional nursing after World War II was the completion of the plan for the reorganization of the structure of professional nursing, which resulted in two major national organizations. One organization of, by, and for professional nurses, to have full responsibility for those functions, which the members of any profession should perform for themselves, is the American Nurses' Association (ANA). The second organization, the National League for Nursing (NLN) brought together the National League for Nursing Education, the American Association of Collegiate Schools of Nursing and the National Organization for Public Health Nursing (Griffin & Griffin, History and Trends of Professional Nursing).

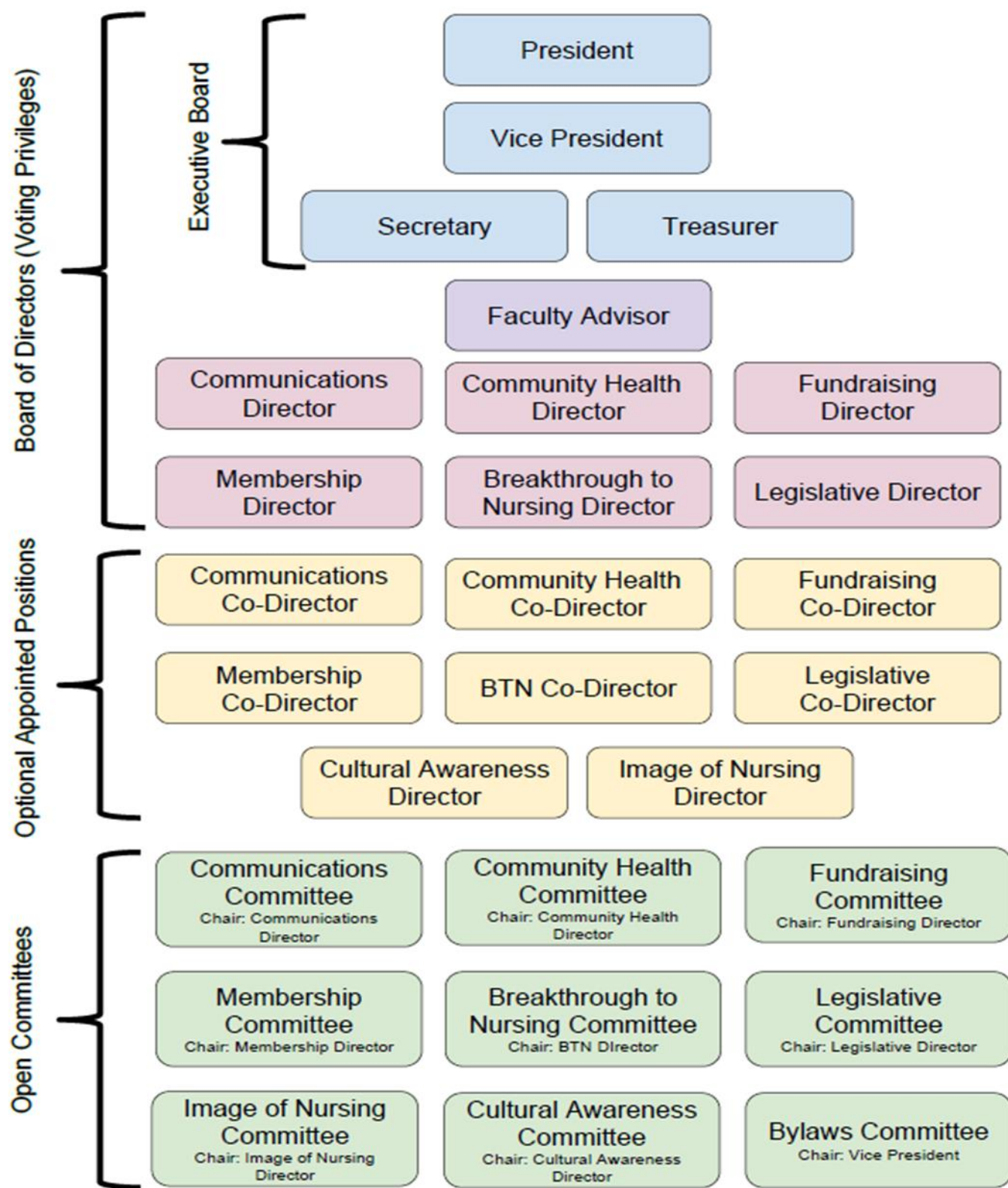
Through ANA, nurses work for the continuing improvement of professional practice, the economic and general welfare of nurses and the health needs of the American public. Nurses and friends of nursing of all races, creeds and national origins, act together to provide the people of their communities with the best possible nursing service and to assure quality nursing education according to NLN policies.

The student in nursing is encouraged to begin participating in professional organizations while yet a student. To enable the student to do this, the National Student Nurses' Association (NSNA) was formed. The NSNA was organized during the convention of the National League for Nursing in 1953, in Cleveland, Ohio.

The San Diego Student Nurses' Association is a regional branch of the California State Student Nurses' Association. Each registered nursing program in the region forms a separate local association.

The San Diego City College Associate Degree Nursing Program is expected to organize and form a local association at the beginning of each year. Membership dues are collected for the National SNA and the California Nursing Students' Association (CNSA). Local dues are determined by the local membership and retained in the local organization's treasury.

## SDCC NSA Organizational Chart



<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>SDCC NSA BYLAWS</b>
Effective: 05/2018 Reviewed: 05/2017, 08/2019, 11/2020 Revised: 06/2018
SDCC Nursing Student Association, Associate Dean, Faculty San Diego City College, Nursing Education Program

## SDCC NURSING STUDENTS' ASSOCIATION BYLAWS

### **ARTICLE I - SAN DIEGO CITY COLLEGE NURSING STUDENTS' ASSOCIATION**

**Section 1.** The name of this organization shall be the San Diego City College Nursing Students' Association (SDCC NSA).

### **ARTICLE II - PURPOSE AND FUNCTION**

#### **Section 1. Purpose**

To assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.

To provide programs representative of fundamental interests and concerns to nursing students.

To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

#### **Section 2. Function**

To have direct input into standards of nursing education and influence the education process.

To influence health care, nursing education and practice through legislative activities as appropriate.

To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.

To represent nursing students to the consumer, to institutions, and other organizations.

To promote and encourage students' participation in interdisciplinary activities.

To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.

To promote and encourage collaborative relationships with nursing and health related organizations.

## **ARTICLE III - MEMBERS**

### **Section 1. School Constituent**

School constituent membership is composed of active or associate members who are of the NSNA and the state association when one exists.

SDCC NSA shall be composed of at least 10 members from San Diego City College or the total school enrollment if less than 10. There shall be only one chapter on this school campus.

For yearly recognition as a constituent, an officer of the SDCC NSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

SDCC NSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and California Nursing Students Association (CNSA) exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SDCC NSA or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, SDCC NSA will indemnify and hold harmless the NSNA and CNSA from any liability.

### **Section 2. Categories of Constituent Membership**

Members of the constituent associations shall be:

#### **A. Active members:**

Students enrolled in state approved programs leading to licensure as a registered nurse.  
Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.  
Active members shall have all the privileges of membership.

#### **B. Associate members:**

Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.  
Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

#### **C. Individual members:**

1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.

2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

D. Active and associate membership shall be renewable annually.

### **Section 3. Membership after Graduation**

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

## **ARTICLE IV - DUES**

The annual NSNA dues for active and associate members shall be \$25 per member, plus \$15 state dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.

Please note that the combined annual dues increase to \$45 in the second year if the membership is renewed rather than purchased using the two-year membership option.

The annual NSNA dues for active and associate members joining for two years shall be \$50 per member, plus \$30 state dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

Any member who fails to pay current dues shall forfeit all privileges of membership.

Nursing students who do not wish to be NSNA members are still required to pay school-specific student dues of up to \$50 each semester.

The school association Board of Directors shall have the authority to change the school dues, providing such dues do not exceed the amounts set in these bylaws.

All dues are non-refundable, including for students who discontinue the program for any reason.

## **ARTICLE V. - Board of Directors**

### **Section 1. Definition and Qualifications**

A. The governing body of SDCC NSA shall be the elected and appointed Executive and General Board of Directors.

B. To be eligible to serve on the Board of Directors, a person shall:

Hold CSNA membership and active City College ASG card.

Be a nursing student in good academic standing for the entire term of office.

Be a nursing student free of any Student Success Plans for Unprofessionalism.

### **Section 2. Composition**

A. The Executive Board of Directors of the SDCC NSA chapter shall be comprised of the President,

Vice President, Treasurer and Secretary.

B. The remaining General Board of Directors shall be comprised of the, Community Health Director(s), Breakthrough to Nursing Director(s), Fundraising Director(s), Membership Director(s), Legislative Director(s), Communications Director(s).

C. The President has the authority to appoint Co-directorship to any Board position if deemed necessary with a two-thirds (2/3) majority vote of the Board of Directors.

D. Any Board of Director position comprised of co-directorship shall only constitute one vote.

### **Section 3. Term of Office**

A. All officers shall be elected by the members of the SDCC NSA chapter, at the official election during the Spring semester which must occur two (2) weeks prior to the end of the semester.

B. A transition meeting will be held after the election where each officer will meet with the newly elected officer to discuss the job description and responsibilities.

C. Each newly elected officer shall hold his or her position from the transition meeting following his or her election until the transition meeting of the following year.

E. In addition, each officer shall act in an advisory capacity to the newly elected officer until August 31st.

### **Section 4. Responsibilities**

A. The Board of Directors shall be responsible for:

Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

Filling vacancies in any office by two-thirds majority vote of Board of Directors, except the office of President in which situation the Vice President will assume the role of President.

Reviewing expenditures, revenues, policies and procedures, and any other business of the association.

Notifying student body of events such as career fairs, speaking engagements, scholarships, professional development and other opportunities.

Reviewing and making any necessary changes to bylaws annually.

Appointing Directors of Cultural Awareness and/or Image of Nursing should the Board of Directors deem the positions beneficial.

### **Section 5. Duties of the Board of Directors**

A. President

Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.

Shall schedule and serve as chairperson of the Board of Directors meetings.

Shall schedule and facilitate general membership meetings.

Shall complete the annual Club Recognition Packet for SDCC NSA with City College Student Affairs prior to the deadline.

Shall appoint new directors and/or special committees as needed.

Shall approve expenditures and co-sign approved checks.  
Shall represent SDCC NSA as head delegate at state and national conventions as budget appropriations and personal schedule allow.  
Shall submit the Official Application for CNSA Constituency Status by January 18, or as otherwise designated.  
Shall submit the Official Application for NSNA Constituency Status by February 21 or as otherwise designated.  
Shall notify CNSA organization of local events such as career fairs, speaking engagements, and other events in order to encourage the participation of other local Student Nurses' Association chapters, as deemed appropriate.  
Shall organize orientation leadership meeting for the new Board of Directors before the start of the summer session.

#### B. Vice President

Shall assume responsibility of the office of President in the event of vacancy occurring in the office until the next regular election.  
Shall preside at meetings in the absence of the President.  
Shall assist the President as needed.  
Shall serve as chairperson of the Pinning Ceremony Committee.  
Shall serve as chairperson of Bylaws Committee and be responsible for updating, reviewing and recommending changes in the Bylaws on an as-needed basis.  
Shall be responsible for recruiting and selecting members to serve as delegates at conventions.  
Shall coordinate annual elections.  
Shall co-sign checks for approved expenses in the absence of the President.

#### C. Secretary

Shall produce an agenda for each meeting, made available twenty-four (24) hours prior to meeting scheduled time.  
Shall record the minutes of all meetings and reproduce copies within seventy-two (72) hours after the meeting. A copy must be sent to the Faculty Advisor and the Board of Directors. A copy must also be posted on the SDCC NSA Website.  
Shall keep on file as a permanent record all minutes, reports, papers and documents.  
Shall assist the Communications Director with official correspondence.  
Shall maintain accurate files of names, phone numbers and email addresses of all student body members.  
Shall reserve rooms for all SDCC NSA meetings and events per the request of the Board of Directors.  
Shall update NSNA with Board of Directors' and Faculty Advisors' contact information annually.  
Shall attend weekly Inter Club Council Meetings or coordinate an alternate.

#### D. Treasurer

Shall act as custodian of all SDCC NSA funds.  
Shall be responsible for collecting dues from student body.  
Shall deposit \$1500.00 each semester from annual student dues into first-year cohort account to be safeguarded as pinning ceremony funds for first-year class.  
Shall be required to keep a permanent record of all dues received from members and any other income and disbursements.  
Shall make all approved monetary disbursements with the co-signature of the President or Vice-President (prior approval by the president is required).

Shall bring requests for reimbursements before the SDCC NSA board for approval.  
Shall ensure that all expenses and reimbursements are accompanied by appropriate receipts, and store the receipts in the Treasurer's box.  
Shall maintain accountability for all SDCC NSA assets.  
Shall keep accurate financial records of acquisitions, reimbursements, expenses, and disbursements, and make monthly reports of those records to be submitted to Faculty Advisor and President.  
Shall collect and deposit all monies generated by fundraising activities.  
Shall complete Tax ID Receipt Letter for all donating vendors.  
Shall ensure all financial business (reimbursements, deposits, etc.) is closed at the close of the term of office. A list of items pending should be submitted along with all books of account for audit as specified by the Executive Board.  
Shall continually update the budget by stating the current balance, and future expenditures that can be expected at each open meeting.  
Shall submit financial reports to the Board of Directors and membership as directed by President.

#### E. Communications Director

Shall serve as chairperson of the Communications Committee.  
Shall manage social media accounts and website.  
Compile and distribute email communication with student body regarding upcoming scholarship opportunities, events and other relevant material at regular intervals as determined by Board of Directors.  
Shall promote SDCC NSA events to surrounding schools and CNSA chapters.  
Shall be responsible for updating SDCC NSA on-campus events calendar on a monthly basis.  
Shall compose quarterly newsletter to be distributed to the student body, staff and alumni.  
Shall compile record of photographs of hosted events, student body members and other relevant historical documentation for use in pinning ceremonies, newsletters, website and social media accounts.

#### F. Community Health Director

Shall serve as chairperson of the Community Health Committee  
Shall develop community outreach programs and advertise events to encourage student involvement.  
Shall be responsible for arranging as many community service events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per semester.  
Shall organize a minimum of one-chapter community outreach event that is in alignment with a CNSA Monthly Health Observance Toolkit, available at <http://www.cnsa.org/community-health-resources>.  
Shall maintain a list of community contacts to pass on to future chapter members.  
Shall apply for the annual CNSA Community Health Award.

#### G. Membership Director

Shall serve as chairperson of the Membership Committee.  
Shall inform student body about benefits of CNSA involvement with the goal of recruitment.  
Shall maintain accurate files of names, phone numbers and email addresses of all SDCC NSA members.  
Shall be responsible for tracking, encouraging and facilitating member participation in all committees, meetings and events.  
Shall approve the number of cord points each event is worth per the request of the Board of Director who is hosting the event.  
Shall be responsible for presenting informative presentation to incoming students during Nursing



Student Success course.

Shall be responsible for arranging as many fellowship events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per year.

#### H. Breakthrough to Nursing Director

Shall serve as chairperson of the Breakthrough to Nursing Committee.

Shall organize nursing outreach efforts within the community to increase the number of minorities interested in the profession of nursing and promote a positive image of nursing.

Shall be responsible for arranging as many breakthroughs to nursing events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per year.

Shall be responsible for promoting and pairing students interested in Mentor and Mentee program.

#### I. Fundraising Director

Shall serve as chairperson of Fundraising Committee.

Shall establish a list of fundraising activities for the semester by the first open meeting of the semester.

Shall coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies and tracking of SDCC NSA inventory on hand.

Shall be responsible for working with vendors and Treasurer to Complete Tax ID Receipt letter for all donating vendors.

Shall inform all students of items for sale and method of ordering.

Shall be responsible for arranging as many fundraising events as voted on annually by the Board of Directors, meeting a minimum of at least 2 events per semester.

#### J. Legislative Director

Shall serve as chairperson of Legislative/Resolution Committee.

Shall prepare and work with the Communications Committee to disseminate information regarding current legislation related to the field of nursing.

Shall disseminate information regarding Nursing Students in Sacramento Internship (NSSI).

Collaborate with faculty and authors (committee members) to provide information and resources to the CNSA constituency for developing a resolution. First draft of proposed resolution due September 6.

Assist authors with the preparation and submission of resolutions to the CNSA House of Delegates.

Final draft of proposed resolution due September 19.

Preside at the resolutions hearing at the annual convention and conference. Present proposed resolution at CNSA State Convention.

Utilize CNSA's Toolkit to guide drafting and presenting resolution:

<http://www.cnsa.org/2016-resolutions-toolkit>

### **Section 6. Removal from Office**

Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.

An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.

If an officer is placed on a Student Success Plan for Unprofessionalism, they will be required to step down from their position.

Prior notification of two weeks shall be given to the individual in question and a Board of Directors meeting shall be held to review the circumstances.

## **ARTICLE VI - ELECTIONS**

### **Section 1. Election of Board of Directors**

Elections shall be held annually during the Spring semester and must occur two (2) weeks prior to the end of the semester.

A student shall be eligible for election only if he or she is a nursing student with one (1) academic year remaining, is in good academic standing, and is not on a Student Success Plan for Unprofessionalism.

Students who will be joining the second year class in fall from the LVN Step-up Program or other re-entry, can be eligible to run for any position except President and Vice President.

Candidates will submit written platforms of intention to the Faculty Advisor, Student Success Advisor or other faculty designee, as well as to the current Executive Board of Directors for viewing by all student body members.

Nursing students with one (1) academic year remaining are entitled to vote upon attendance to election meeting.

All elections shall be by secret ballot.

A plurality vote of those entitled to vote constitutes an official election. In the event of a tie, a re-vote shall be held.

## **ARTICLE VII - Appointments**

A. Appointments may be made to fill vacant positions of the Executive Board, Directorship and Co-Directorship.

B. Students eligible for appointment to the Board or a Co-Director position, must be nursing students in good academic standing and without a Student Success Plan for Unprofessionalism.

C. The President must bring potential appointments to the Board of Directors who can approve the appointment with a plurality vote of all voting members or by a vote at a Board meeting in which quorum has been established.

D. Members appointed to a position will serve in their role in a probationary capacity for two weeks, during which they may be dismissed summarily at the discretion of the Board of Directors. After this probationary period, removal from office will be the same as for elected positions.

## **ARTICLE VIII - MEETINGS**

### **Section 1. Membership Meetings**

Meeting dates and times shall be set by the Board of Directors.

Membership meetings shall be held at minimum four times per semester and shall be open to active and associate members.

Meeting location and time will be posted on the chapter bulletin board and website at least two weeks prior to the meeting.

### **Section 2. Board of Directors Meetings**

Meeting dates and times shall be set by the Board of Directors.

Board of Directors Meetings shall be open or closed to the public as determined by the Board of Directors.

Minutes of the Board of Directors Meetings shall be made available to the membership within 48 hours.

### **Section 3. Quorum**

A. A quorum for board meetings shall consist of two-thirds ( $\frac{2}{3}$ ) of the board and must include either the President or Vice President.

B. A quorum at general meetings shall consist of the President or Vice President and ten other members.

## **ARTICLE IX - COMMITTEES**

### **Section 1. Appointments**

Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

### **Section 2. Responsibilities**

All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report the same to the general membership.

### **Section 3. Composition**

A. All committees are required to have a minimum of one (1) first-year student member.

## **ARTICLE X - APPROPRIATION OF FUNDS**

Appropriation of funds shall be approved with a plurality vote of the Board of Directors once a Board of Directors meeting quorum is established.

Appropriation of funds may also be approved with a plurality vote of the general membership once a membership meeting quorum is established.

Individual expenditures in excess of \$500 must be voted on in a Board of Directors meeting made open to the membership or in a general membership meeting.

Individual expenditures in excess of \$500 may not be approved by a vote unless the vote is published on the meeting agenda, and the agenda is made available to the membership 48 hours in advance of the meeting.

Approved expenditures must be noted in the minutes of the meeting in which they were approved. Those minutes must then be approved at a second meeting. The submission of both the minutes which include to expenditure vote and the minutes which include the approval of the first minutes, must be submitted to the accounting office to make withdrawals.

The Treasurer may determine the method of distribution of funds in approved expenditures.

## **ARTICLE XI - DELEGATES**

### **Section 1. Purpose and Function**

To serve as spokesperson for this association at the annual state and national conventions.

Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.

Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

### **Section 2. Qualification and Appointment**

Qualifications to serve as delegate will be determined by the Board of Directors.

The Board of Directors will appoint delegates who meet the qualifications.

### **Section 3. Delegate Representation**

#### **A. School constituents:**

The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

Selection and/or election by members of the school chapter according to chapter bylaws; or  
Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.

School chapters shall approve the appointment.

The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.

A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.

All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

## **ARTICLE XII - AMENDMENTS**

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least ten (10) days prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

## **ARTICLE XIV - ADVISORS**

This local chapter shall have one or two advisors who are faculty members of the Associate Degree Nursing Program who shall counsel as the need arises.

\*Note: Areas of conformity with NSNA Bylaws are in BOLD print.

These bolded areas must be in school chapter bylaws in order to be a NSNA chapter.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>NATIONAL STUDENT NURSES ASSOCIATION CODE OF CONDUCT</b>
Effective: 4/2001 Reviewed: 06/2002, 08/2003, 08/2004, 8/2005, 08/2006, 08/2007, 08/2008, 08/2009, 08/2010, 08/2011, 08/2012, 8/2013, 08/2014, 08/2015, 08/2016, 08/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

## PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

## A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper

- authorizations are obtained from patients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
  16. Strive to achieve and maintain an optimal level of personal health.
  17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
  18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

**Adopted by the NSNA House of Delegates, Nashville, TN on April 6, 2001.**

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>CALIFORNIA BOARD OF REGISTERED NURSING POLICY ON DENIAL OF LICENSURE</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020 Revised:
Associate Dean, San Diego City College, Nursing Education Program

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code, Sections: 480-487, 496, 810, 820-828, 2750-2765, and 2795-2797. <http://www.mn.ca.gov/pdfs/enforcement/discguide.pdf>

The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety or welfare (California Administrative Code, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of a crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the license application.
- Breach of examination security.

Convictions:

The Board considers most convictions involving sex crimes, drug crimes and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of the Nurse Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs or dangerous devices.
- Conviction of assault and/or battery.

Rehabilitation:

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

When considering a denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant (California Administrative Code, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution or other sanctions.
5. Evidence of rehabilitation submitted by applicant.



It should be noted that the Board applies the same denial criteria for applications for interim permits and temporary licenses as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the preceding criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>PROGRAM COMPLETION/ PETITION FOR GRADUATION, ATI LIVE REVIEW AND TRANSCRIPT</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2019
Associate Dean, San Diego City College, Nursing Education Program

Students are responsible for completing the General Education requirements for the Associate Degree prior to taking the National Licensure Examination (NCLEX-RN).

It is imperative that each student plan their educational program to complete these courses in a timely manner. Students completing the nursing education program without completing degree requirements may be limited in their ability to transfer to baccalaureate institutions or practice nursing in other states. Students who do not adhere to this policy, must complete community service work under the guidance and direction of the Dean of Nursing.

#### **PETITION FOR GRADUATION:**

Students are responsible for filing a Petition for Evaluation & Graduation consideration with the Evaluation's Office by the end of the first year of the program for generic students and at the onset of the Fall semester for LVN-RN Advanced Placement Students. Failure to petition for graduation will delay the student's Approval for Candidacy for NCLEX.

#### **PROCEDURE:**

1. Students must pay all program fees including SDCC NSA dues according to the SDCC NSA bylaws by the end of week 4 after the start of each semester.
2. Students must pay all San Diego City College fees.
3. File a Petition for Evaluation and Graduation consideration for all at the start of the "Third Semester" of the program.
4. The SDCC Nursing Education Program recommends attending the ATI Live Review after the completion of the Program.

<b>SAN DIEGO CITY COLLEGE NURSING EDUCATION</b>
<b>GRADUATION/COMPLETION CEREMONY</b>
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020 Revised: 01/2021
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** A completion/pinning ceremony may be conducted at the end of the second year of the nursing program, indicating that each student has met the necessary program requirements. At this time, students will receive the designated school pin, which they have previously purchased.

The completion ceremony will be held on campus, drive-thru, or via Zoom and all students are expected to attend. Families and friends of the graduates are invited as well.

The students, with the assistance of the Associate Dean/Director and the faculty advisors, will work together to plan and organize this celebration. A standard protocol must be followed. **The Associate Dean/Director of Nursing Education must approve all details and final arrangements pertaining to the completion ceremony.**

In addition, students completing the ADN program will graduate, as a group, at the San Diego City College Graduation Ceremony. Students will wear white caps and gowns to differentiate them from other degree candidates. Students are to purchase caps and gowns from the bookstore for a nominal fee.

## **NURSING PLEDGE**

*In the full knowledge of the responsibilities I am undertaking, I promise to care for my patients with all the knowledge, skills and understanding I possess, with compassion and respect for the inherent dignity, worth and uniqueness of every individual, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.*

*I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action, which might endanger the quality of life or health.*

*I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team.*

*With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.*

**Adapted from Ruby L. Wilson, EdD, RN, Professor of Nursing, Dean Emerita, School of Nursing, Assistant to the Chancellor of Health Affairs, Duke University Medical Center, Durham, NC.**

SAN DIEGO CITY COLLEGE NURSING EDUCATION PINNING CEREMONY
Effective: 06/2016 Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020 Revised: 08/2019, 10/2020, 01/2021
Associate Dean, San Diego City College, Nursing Education Program

**POLICY:** The completion/pinning ceremony represents the culmination of an educational program that prepares individuals to enter the profession of nursing. **All** students who have satisfactorily met the curricular requirements are **required to participate** in this significant event. It is at this time that students will receive the designated school pin as a symbol of their accomplishment (Please note that pins are purchased by individual students or encumbered by organization dues).

The Pinning Ceremony will be held on the campus of San Diego City College, drive-thru, or via Zoom. Arrangements must be made at least six months in advance to reserve the venue for rehearsal use and the event itself (Please check with the Student Services Committee for specific details). Months in advance, contact must be made regarding any services being used for any needed equipment and set up of same.

**Items required:**

- Flags (California & USA)
- Chairs for students & speakers
- Podium with microphone
- Additional microphones
- Table for nurses' pins and Table Cloth

A graduation committee may be formed under the direction of the Vice-President, according to ADSNA By-laws, to work on additional details pertaining to the ceremony, such as:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Flowers and decorations            | Music (singer, accompanist, songs) |
| • Ordering & display of pins         | Invitations/announcements*         |
| • Program/program covers             | Photographer                       |
| • Slide presentation                 | Speakers                           |
| • Cards of acknowledgement/thank you | Reception                          |

Invitations are to be supplied to the Nursing Department Senior Clerk for distribution to various campus administrators and community representatives.

**Please note:** The words "Licensed", "Registered Nurse", or "RN" may not be printed on the program or any distributed announcements/invitations. Copies of programs, invitations and announcements from previous completion ceremonies are available from the Senior Clerk.

**Reminder:** All details of the program, including selection of speakers, announcements, invitations, etc., are to be approved by the Associate Dean/Director, Nursing Education. Printed materials must be proofread by the respective faculty advisor(s) and program director/associate dean.

### **Pinning Ceremony Program:**

**The printed formal program will include, but is not limited to, the following components:**

1. Processional
2. Pledge of Allegiance
3. Welcome
4. Introductions
5. Speakers
6. Pinning of students\*
7. Presentation of Class
8. Recessional

Each student is allowed to fill out a typed 3x5 index card with their acknowledgements for graduation. If the ceremony is conducted via Zoom, then the students are required to Canvas message the faculty their acknowledgements for graduation.

The Associate Dean or Director's designee will perform the actual pinning. Students who choose not to purchase a PIN must bring in a facsimile to be used. **Pins must be approved by the associate dean/director.**

In addition, a variety of musical selections may be incorporated within the body of the ceremony. These selections are to be decided by a class vote with input from the faculty advisor and Director. The class is to vote on an overall "theme" for the completion ceremony, which represents the message that they want to impart, as they move on in their professional careers.

If slides are to be used during the ceremony, they must be previewed by the faculty advisor and the Director, well in advance; and, if approved, are to be coordinated with audio-visual technician.

### **Attire:**

Students are required to wear the designated school uniform **without** the student patch.



Nursing Education

# APPENDICES

## ATI COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM

### What is ATI?

Assessment Technologies Institute (ATI) offers an assessment driven review program designed to enhance student academic and NCLEX-RN success. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking and learning styles, online tutorials, online practice assessments and proctored assessments over the major content areas in nursing. ATI information and orientation resources can be accessed from the ATI student home page.

**It is highly recommended that students spend time navigating through these orientation materials.**

### COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM (CARP)

The CARP is designed to assist students on the licensure exam and enhance overall academic success while enrolled in the Nursing Education Program. Used as a comprehensive program, and combined with the content of the Nursing Education Program, the CARP can assist students prepare for course exams more efficiently, as well as increase confidence and familiarity with content that reflects the NCLEX exam.

### Modular Study

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work. These modules may be assigned by instructors during the course and/or as part of active learning/remediation following assessments.

### Tutorials

ATI offers unique Tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary and a Critical Thinking Guide.

### Assessments

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that are scheduled during the nursing courses. The Comprehensive Predictor is a comprehensive assessment tool that is predictive for passing the NCLEX-RN. Scores are reported for content, nursing process, critical thinking, therapeutic interventions, communication skills and cognitive level.

### Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or fully understood as demonstrated by performance on an assessment. Active Learning/Remediation is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate using the Focused Review which contains links to ATI review modules, media clips and active learning templates.

Instructors have online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students must provide documentation that the

required Practice Assessments and Remediation is completed using the “My Transcript” feature under the “My Results” tab of the ATI Student Home Page and submit the transcript prior to taking the Proctored Assessment.

The complete package of student assessment and review materials includes:

## **I. Entrance**

Test of Essential Academic Skills (TEAS) Self-Assessment Inventory  
Critical Thinking Entrance/Exit Assessment  
Quest for Academic Success

## **II. Content Mastery Series**

Assessment and review are designed in accordance with the NCLEX-RN test blueprint and cover the following nursing specialty areas:

- **Fundamentals of Nursing** - Includes foundations of practice, health care continuum, holistic healing, nursing process, growth and development, helping relationships, basic communication, teaching and learning, leadership, management and change, health assessment, basic nursing skills, perioperative nursing care, supporting sensoriperceptual functioning and basic comfort care needs. **(NRSE 142)**
- **Maternal/Newborn Nursing Care** - Includes content on women's health care, physiologic changes and potential complications during pregnancy, labor, delivery and the postpartum period. Newborn care and potential health care problems are included. Cultural considerations, pharmacology and nutrition are integrated into this lifespan approach test. **(NRSE 146)**
- **Nursing Care of Children** - Covers topics related to the growth and development of children, common health disorders, socio-cultural and emotional issues, communication and therapeutic modalities. **(NRSE 146)**
- **Mental Health Nursing Care** - Contains content related to mental health disorders, therapeutic milieu, special populations and stress/crisis management. **(NRSE 242)**
- **Medical/Surgical Nursing Care** - Covers the major physiologic systems, as well as fluid and electrolyte, acid-base balance and pharmacological considerations. **(NRSE 244)**
- **Nutritional Care** – Covers nutritional concepts and dietary management for specific health care problems. **(NRSE 144)**
- **Pharmacology for Nursing Practice** - Covers basic pharmacological principles and management of health care disorders with medications. Some components of the test include dosage and fluid calculations, drug relationship indications and interactions and safety with medication administration. **(NRSE 240)**
- **Nursing Leadership** - Assesses the student's knowledge regarding the nurse's role in leadership and management within the multidisciplinary team. Included are items related to safety, decision-making, supervision, planning, counseling, delegation and identification of client needs. **(NRSE 246)**



## RN Comprehensive Predictor® 2019 Probability of Passing Expectancy Table

### PROBABILITY OF PASSING NCLEX-RN® ON THE FIRST ATTEMPT

The purpose of the **“Predicted Probability of Passing NCLEX-RN on the First Attempt”** is to provide a numeric indication of the likelihood of passing the NCLEX-RN at the student’s current level of readiness.

For example, a student with a score of 71.3% correct would be expected to have a 90% chance of passing the NCLEX-RN on the first attempt. Although this is a high probability of success, it is not a guarantee.

The table below summarizes student performance on this assessment as it relates to NCLEX success. San Diego City College Nursing Education Program **Probability of Passing is 97% (74.7% to 78.0%)**.

<b>RN Comprehensive Predictor Individual Score</b>	<b>Predicted Probability of Passing the NCLEX-RN</b>
80.7% to 100%	99%
78.7% to 80.0%	98%
<b>74.7% to 78.0%</b>	<b>95% to 97%</b>
71.3% to 74.0%	90% to 94%
69.3% to 70.7%	85% to 89%
67.3% to 68.7%	80% to 84%
64.7% to 66.7%	70% to 79%
62.7% to 64.0%	60% to 69%
60.7% to 62.0%	50% to 59%
59.3% to 60.0%	40% to 49%
56.7% to 58.7%	30% to 39%
56.7% to 58.7%	30% to 39%
0% to 56.0%	1% to 29%

## NURSING PROCESS / CARE PLANNING GUIDE TO EXPECTATIONS AND REQUIREMENTS

**Definition:** The Nursing Process is a systematic, rational method of planning and providing nursing care. Its goal is to identify a patient's health care status, actual or potential health problem, to establish plans to meet unmet needs, and to implement specific nursing interventions to meet those unmet needs. It provides a framework within which nurses use their knowledge and skills of human response to express caring.

### Faculty expectations in red

**Assessment** – Collection, validation, organization and recording of patient data

- Gather information, collect data systematically – history (HX), physical exam (PE), Diagnostics. **Include all Basic Needs on Assessment tool**
- Organize and Record –
  - Subjective - what the patient says (SYMPTOMS) and
  - Objective - what you see - clear, factual, no interpretation needed (lab, diagnostic data), uses accepted standard (SIGNS).**Should see signs and symptoms (S & S) of whatever nursing diagnosis used**
- Validate the data - compare subjective & objective, clarify ambiguous or vague statements, double check extremely abnormal data, determine presence of factors that may interfere with accurate measurement

**Diagnosis** - a clinical judgment about an individual, family or community response to actual or potential health problem / life process for which the nurse can prescribe primary interventions for treatment or prevention.

- Cluster, analyze and interpret data,
- Draw conclusions, identify problems/patient needs and prioritize them.
- Identify Risks and strengths - resources, abilities to cope.
- Must use PES format, Problem, Etiology, Signs and Symptoms. **Required**
- Format: Problem r/t: \_\_\_\_\_ AEB: \_\_\_\_\_ **Required**

**Planning / Outcomes** – Setting priorities, establishing outcomes and selecting nursing interventions to develop a nursing care plan.

- Set priorities - what is important to you and to the patient? -- safety, physiologic needs usually first.
  - Establish **patient** outcomes - what you hope to achieve with the patient -- must be mutual, measurable, observable, behavioral, realistic and have a time frame. Should be reduction or alleviation of problem.
  - Format: The patient will: (achievement) AEB: observable evidence of outcome by: (timeframe) **Required**
  - Select Nursing Interventions - specific activities the nurse plans & implements to help patient achieve expected outcomes.
  - Must be: individualized and specific for patient, realistic, based on scientific principles, nursing knowledge, experience, within established standards of care.
  - Should define what is to be done, when, how often, duration, sequence of performance. Teach, support, comfort, respect patient and encourage patient to participate.
  - Format: The nurse will: (define specific action) \_\_\_\_\_ **Required**
- Develop plan of Care - write it down in usable terms

Implementation – The nurse completes actions necessary for outcome achievement.

- Interventions are Independent – the nurse prescribes, performs, supports, counsels, teaches, monitors – includes health promotion, prevention, physical care  
**2 of 3 Required**
- Collaborative Interventions – actions carried out in collaboration with other health team members – MD, physical therapist (PT), social worker (SW) ... **1 of 3 required**
- Dependent Interventions are prescribed by MD, performed by nurse.
- Record interventions carried out & patient response to them

Evaluation - deliberate, systematic process in which nurse determines patient's progress toward outcome achievement and effectiveness of Nursing Care Plan (NCP).

- Identify expected outcomes to evaluate,
- Collect data related to outcomes,
- Compare data with expectations,
- Judge whether outcome achieved,  
**Require Met, Partially Met and Unmet, must say HOW outcome met**
- Draw conclusions about interventions,
- Review & modify plan of care.
- **If Unmet or Partially Met, must indicate HOW care plan will be modified**
- Did patient meet outcome? Did the interventions work? Do you need to start over?

### **Patch Instructions**

#### **Before you apply your patch:**

- To set the colors of the patch:
  - Soak patch for 2 hours in a bowl of ¼ cup vinegar and ¼ cup warm water
  - Let dry
 

This should set the colors of your patch so it will be safe to wash with the uniform. When washing any garment with a patch, use only non-chlorine bleach.

#### **Patch Application:** There are 3 methods for attaching your new patch:

- To sew:
  - By machine, use a large basting stitch (6-8 stitches per inch); Stitch around outer edge.
  - By hand, stitch over outer edge of patch with a whip stitch.
  - Many dry cleaners also do applications of this kind.
- To “Tack-It”
  - Using a temporary bond glue allows you to remove your patch for garment washing. We have discovered a product called “Arleene’s Tack-it”. This can be purchased at many craft stores or Walmart stores.
  - Follow direction on bottle:
 

Apply a thin coat to back of patch, making sure to spread evenly and over entire patch. Let dry 24 hours.

Remove patch before washing garment.

When patch loses “tackiness” (after 6-8 wearings) reapply Tack-it.
- To Iron on: (This method applies to most Dove patches. However, if your patch does not have a shiny white backing, it cannot be ironed on).
  - Center patch over area to be ironed.
  - Pass a hot iron over the patch two or three times until the entire patch has been covered.
 

This should adhere the patch to your uniform, however, a few stitches around the edges will help keep it securely in place through repeated washings.
  - An ironed-on patch may be removed by reheating the patch with a hot iron

## REQUEST FOR A LETTER OF REFERENCE / RECOMMENDATION

Date of Request \_\_\_\_\_ Instructor \_\_\_\_\_

Student Name \_\_\_\_\_ Telephone \_\_\_\_\_

Student Address \_\_\_\_\_

Date letter needed \_\_\_\_\_

Letter to be mailed \_\_\_\_\_ Picked up from Office \_\_\_\_\_ Mailed to facility \_\_\_\_\_

Please list the semester, year and course in which you completed the class with the above instructor  
Theory \_\_\_\_\_

Clinical \_\_\_\_\_

Please provide the following information concerning the letter and the person to whom the letter is to be addressed

Name \_\_\_\_\_ Title \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

Purpose of the letter (employment, scholarship, etc.) \_\_\_\_\_

Specific information that needs to be included in the body of the letter

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**Prior to submitting a request for reference, personally contact the faculty to ensure the faculty is available for writing the recommendation in the time frame requested.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Challenging the CNA Test  
Information for students that have completed  
Fundamentals of Nursing Or  
Military Medical Experience with a DD214

Below is a copy of the **back** of the California Department of Public Health (CDPH) document 283B, to be completed by the applicant. The highlighted area refers to the equivalency documentation that must be sent with the 283B form. The **bolded** is what the applicant has to do. More information can be found at: <http://regionaltestingcenter.org/>. This web site has a skills testing guide, practice tests and the necessary forms (283B and livescan forms). They are also a good resource if you need to call.

The CDPH website link is <http://www.cdph.ca.gov/certlic/occupations/Pages/AidesAndTechs.aspx> This website is more difficult to navigate but has additional information.

Aide and Technician Certification Section (ATCS) is the California Department of Public Health– where nurse assistant and home health aide certification is processed.

**Copy from back of 283B form:**

**C. EQUIVALENCY-TRAINED NURSE ASSISTANT APPLICANTS**

If the applicant is presently in (or completed) a Registered Nurse, Licensed Vocational Nurse or Licensed Psychiatric Technician program or has medical training in military services; or has received the above license(s) from a foreign country or U.S. state, the applicant will not have to take further training and may qualify to take the competency evaluation.

Submit the following to ATCS:

- An official, sealed transcript of training (students can substitute the transcript with a sealed letter on official school letterhead listing equivalent training in at least “fundamentals of nursing”. The letter must include the completion date(s) of training);
- If discharged from the military, a copy of the DD-214 can substitute for the original transcript;
- Proof of work providing nursing services, for compensation in the last two (2) years (not required for nursing students or if the college degree was received in the last two (2) years); and
- A copy of the completed Request for a copy of the completed Request for Live Scan Services (BCIA 8016) form; and this completed application form.

If eligible, ATCS will send information regarding taking the competency evaluation. Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal review is in progress.

# SAN DIEGO CITY COLLEGE NURSING EDUCATION STUDENT SUCCESS PLAN

Date: \_\_\_\_\_ Student: \_\_\_\_\_ Faculty: \_\_\_\_\_

Beginning Date of Strategic Plan for Success:

End Date of Student Success Plan (SSP): Upon Completion of Program or:

Nature of the Problem	Supportive Evidence of the Problem
<input type="checkbox"/> <i>Absenteeism</i> <input type="checkbox"/> <i>Tardiness</i> <input type="checkbox"/> <i>EXAM Failure</i> <input type="checkbox"/> <i>Unprofessionalism</i> <input type="checkbox"/> <i>Did not meet established deadlines</i>	
<input type="checkbox"/> <i>Unprepared for Clinical:</i> <input type="checkbox"/> <i>Unsatisfactory Plan of Client Care</i> <input type="checkbox"/> <i>Did not research client problems/diagnoses, lab values, medications, potential complications, etc.</i>	
<input type="checkbox"/> <i>Unsafe Clinical Practice:</i> <input type="checkbox"/> <i>Did not demonstrate mastery of basic skills</i> <input type="checkbox"/> <i>Unable to calculate medication dosages, IV rates, heparin drips, etc.</i> <input type="checkbox"/> <i>Unable to communicate clearly or comprehend the English language</i> <input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Noncompliance with dress code</i>	
<input type="checkbox"/> <i>Did not follow through on faculty recommendations for remediation</i>	
<input type="checkbox"/> <i>Lacking in professional demeanor:</i> <input type="checkbox"/> <i>Does not relate effectively with faculty, staff, clients, and peers</i> <input type="checkbox"/> <i>Violated client confidentiality</i> <input type="checkbox"/> <i>Does not communicate truthfully/honestly with faculty and staff</i> <i>Demonstrates irresponsible behavior by:</i> <input type="checkbox"/> <i>Does not follow faculty directions /instructions</i> <input type="checkbox"/> <i>Other:</i>	
<input type="checkbox"/> <i>Other:</i>	

<i>Recommendations for overcoming the problem (s): (check all that apply)</i>	
<input type="checkbox"/> <i>Improve academic/clinical preparation</i> <input type="checkbox"/> <i>Seek counseling for personal and or academic concerns possible</i> <input type="checkbox"/> <i>Improve written communication skills</i> <input type="checkbox"/> <i>Practice in Nursing Skills Lab with Faculty</i>	<input type="checkbox"/> <i>Improve psychomotor skills</i> <input type="checkbox"/> <i>Reduce outside work hours if possible</i> <input type="checkbox"/> <i>Improve verbal communication skills</i> <input type="checkbox"/> <i>Check-off Nursing Skills Lab with Faculty</i>
<i>Remediation Limitations/Obligation: (check all the apply)</i>	
<input type="checkbox"/> <i>Must meet with faculty on a _____ basis</i> <input type="checkbox"/> <i>Must wear proper attire with appropriate equipment</i> <input type="checkbox"/> <i>Other:</i>	<input type="checkbox"/> <i>Must meet with the Peer Tutor</i> <input type="checkbox"/> <i>Must meet with the Student Success Advisor</i>
<i>Student Success Plan (not addressed above):</i> <i>Note: SS Plans are enforced for the entire specific Nursing Program.</i> <i>Noncompliance with deadlines or recommendations can result in possible course failure.</i>	
<i>Plan of action:</i>	

**Signature Acknowledgment, Understanding, Receipt of the SSP.**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/Dept. Chair or Assistant Director: \_\_\_\_\_

Date: \_\_\_\_\_





Nursing Education  
VOLUNTEER VERIFICATION FORM

**SECTION 1: Student Information**

Please Type or Print

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Email: \_\_\_\_\_ (must state a valid email address)

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

Date of the Event: \_\_\_\_\_

Describe briefly the type of work you engaged in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print or type the name of the Volunteer Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Completed: \_\_\_\_\_

**SECTION 2: Volunteer Representative Information**

Volunteer Representative:

Print Name and Title \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip

Date: \_\_\_\_\_

Signature of Volunteer Representative: \_\_\_\_\_

**NOTE:** Return a copy of the signed form to the Nursing Department.

**VERIFICATION OF READING/REVIEWING STUDENT HANDBOOK: 2021-2022**

I \_\_\_\_\_ hereby certify that I read each page of the Nursing Education Student Handbook, that I am fully familiar with the contents within the document and that I fully understand and agree to its terms and provisions.

The policies and procedures written in the handbook are designed to assist students as they progress through the program and answer some of the most frequently asked questions. Contents presented in the handbook are in accordance with the San Diego Community College District, additional student information is also available in the college catalog. The Student Handbook is subject to change. Any/all changes to the student handbook will be communicated to the students in a timely manner.

Any questions that I have about the Nursing Education Program and the contents of the Student Handbook have been fully explained to my satisfaction. Any addendums to the document will be communicated with me via e-mail and will be posted on the SDCC Nursing Website.

<http://www.sdccity.edu/learn/nursing>

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

SAN DIEGO CITY COLLEGE NURSING EDUCATION COVID-19 Protocol
Effective: 09/2020 Reviewed: 09/2020, 10/2020, 02/2021 Revised: 10/2020, 11/2020, 02/2021
Associate Dean, San Diego City College, Nursing Education Program

As part of SARS-CoV-2 containment related to the COVID-19 pandemic, the following School of Nursing Education Policy has been implemented.

*The SDCC Nursing Department Program takes the health and well-being of each student seriously. A failure to accurately report your health status or a change in health status places other students, faculty, patients and healthcare workers at risk, and is considered an integrity/safety violation which may incur sanctions such as dismissal from the program. Students that are sick are required to immediately remove themselves from high risk exposure situations such as attending class, attending clinical or skills lab.*

**Prescreening:** Students and instructors will be prescreened with a questionnaire a prior to each clinical shift, using the San Diego City College (SDCC) School of Nursing Screening Tool. Temperature checks and additional screening criteria will be performed upon entry to the clinical facility or the campus according to the facility policy.

***Students and faculty who are scheduled to come on campus for a clinical experience will be required weekly COVID-19 testing.***

**COVID-19 Testing:** SDCC does not offer COVID-19 testing but will provide students and faculty with information and resources regarding COVID-19 testing sites in the county.

***In all cases, and for all students on campus or at clinical facilities, if you have a change in your health status that is related to symptoms, exposure, or Lab-confirmed case of COVID-19 the following applies:***

**Presenting with COVID-19 like symptoms:**

Reporting:

1. Inform the Course Coordinator(s) and Clinical Instructors of your situation.
2. Inform your medical provider of the situation or condition and request for COVID-19 test. If the medical provider does not order a COVID-19 test, obtain a free COVID-19 test at a local testing site.
3. The Course Coordinator(s) will follow up with you and provide you with all the necessary information on the next-steps.

**Possible Exposures:**

\*Refer to the CDC website for possible exposure guidelines/recommendations for Healthcare Personnel

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html#:~:text=Data%20are%20limited%20for%20the,person%20with%20confirmed%20COVID%2D19.>

**Positive COVID-19 Test:**

*Students and faculty will adhere to each clinical facilities COVID-19 policy and San Diego City Community College District Policy.* By necessity, this self-isolation entails removal from the clinical area by both student and faculty. The course instructors will be responsible for notifying the exposed students/faculty of the possible exposure within 4 hours of receiving exposure information (notification to be done within HIPAA guidelines). The Nursing Program Dean/Director will notify the specific institution(s) to which the students and faculty members have been assigned and will notify the SD Public Health Department for further guidance and further contact tracing. Possible Exposure/Positive COVID-19 Test:

**Guidelines for returning to clinical:**

Students and faculty will adhere to each clinical facilities COVID-19 policy.

Students and faculty must be asymptomatic from COVID-19 related symptoms.

**Guidelines for returning to campus:**

**Students and faculty will adhere to the district COVID-19 guidelines for returning to campus.**

*The Program Dean/Director will contact the clinical liaison and the entire clinical group including instructor will be tested for COVID-19.*

Students or faculty who have had a possible exposure during participation in program activities are referred to the SDCCD Workman's Compensation Provider, in accordance with SDCCD's policy on work-related illness or injury.

The Associate Dean/Program Director will notify campus administrative leaders of suspected or actual exposures, or COVID-19 cases, in accordance with established SDCCD's policy.