Revision & Policy: Yuba College Nursing Department reserves the privilege of revising the policies and procedures found in this handbook at any time deemed advisable. Revisions are made in writing and effective as of the date on the revision. Students are notified of revisions using District standard communication methods. Students are expected to review and be accountable to the revisions at the time of posting. Students are responsible for checking those communication sources for updated information at minimum once a semester. Program policies are reviewed on an ongoing basis by the Yuba College Nursing Curriculum Committee and revised as needed. The Yuba College Student Nurse Handbook, and revisions, are posted to the program website.
Congratulations and Welcome to the Yuba College Nursing Program

Nursing is a dynamic profession. The profession requires a high degree of commitment and capacity to assume responsibility for another human being and the capacity to demonstrate initiative by the Nurse. Likewise, as a student nurse, the learning to accomplish the professional roles of the Registered Nurse takes a tremendous amount of initiative, work ethic, maturity, and personal responsibility.

The Yuba College faculty facilitates this learning for the student nurse by creating educational opportunities. It is each student’s responsibility to seize these opportunities. Learning is a reciprocal process in which both teacher and learner participate. Students will be guided through each course by a number of talented thoughtful professionals with years of creativity and experience in nursing and nursing education. Yuba College Nursing has long been regarded as a rigorous program, but also a rich learning experience which when completed, affords the student a level of proficiency that is highly regarded throughout the North State.

This handbook provides a guide for you to navigating the standards and expectations of this program. We strongly encourage you to review it frequently. Again, welcome and we are very pleased you have chosen Yuba College for your journey into Nursing.

Sincerely,

Yuba College Nursing Faculty, Program Director, and Staff
YUBA COLLEGE DEPARTMENT OF NURSING
FACULTY / STAFF DIRECTORY
(All office locations are in the Health & Public Safety 2100 Bldg.)

Acting Director of Nursing
Professor Sally Rudstrom, MSN, RN
Office #2105C
530/741-6785 – srudstro@yccd.edu

Nursing Department Faculty

Lynette Garcia, BSN, RN
Office #2124 – 530/740-1747
lgarcia@yccd.edu

Vicki Machado, MSN, RN
Office #2114 – 530/867-5923
vmachado@yccd.edu

Sheila Scroggins, MSN, RN, FNP
Office 2125 – 530/741-6959
sscroggi@yccd.edu

Roxanne Snyder, DNP, FNP-BC
Office #2115
rsnyder@yccd.edu

Marsha Resler-Stansbury, MSN, RN
Office #2117 – 741-6901
mresler@yccd.edu

Colleen Monahan, MAed, RN
Office #2118 – 530/741-4384
cmonahan@yccd.edu

Clark Smith, MSN, RN
Office #2112, 530/740-1724
csmith@yccd.edu

Ruth Tamulonis, MSN, RN
Office #2116, 530/740-1705
rtamulon@yccd.edu
YUBA COLLEGE DEPARTMENT OF NURSING
FACULTY / STAFF DIRECTORY
(All office locations are in the Health & Public Safety Bldg.) – Cont’d.

Adjunct Faculty

Eric Vincent, FNP, BSN, RN  evincent@yccd.edu
Marsha Stansbury, MSN, RN  mstansbu@yccd.edu
Office #2117 – 530/741-6901

Alyson Dingler, RN
Clinical Instructor

Heather Barden, RN
Clinical Instructor

Iris Barnaja
Clinical Instructor

Ellen Chan, RN
Clinical Instructor

Neda Afshar
Clinical Instructor

Diane Patterson, RN
Clinical Instructor

Nursing Department Staff

Rita Montejano, Admin. Sec. II
Office #2105, 530/741-6784
rmonteja@yccd.edu
Simulation Coordinator
Erin Hendrix-Marino, LVN
Office # 2120C

Sarah Guanzon
Temporary Clerical Assistant
G0335806@go.yccd.edu

Nursing Department Contact Info.:

Yuba College Department of Nursing
2088 N. Beale Road – Marysville CA 95901
530/741-6784
Website: http://nursing.yccd.edu
ATTENTION: IMPORTANT ANNOUNCEMENT for all Yuba College Nursing Applicants. On September 1, 2011 we transitioned to a strict email notification process, using the Yuba College student email system. The email assignment (@go.yccd.edu) occurs with an application to the College. This will be the only means of communication to students throughout the program. (Students are highly encouraged to forward their @go emails to their regular email account so that no communication is missed. Those that do not forward their emails risk missing critical information through their @go account if not checked daily.)

*****     *****

Current policies and procedures document that all newly admitted nursing students into our program will be required to maintain a 75% grade in all theory/clinical courses offered in the Yuba College Nursing Program. This does not include Pharmacology or Pathophysiology (70% or higher is required to pass Pharmacology and/or Pathophysiology).

*****     *****

Yuba College Nursing students are only allowed one repeat, or readmission into, one core nursing course during the progression through the program (P&P #004.0). This includes Pharmacology and Pathophysiology. All policies and procedures are available for review on the Nursing website (nursing.yccd.edu). Students are encouraged to review all policies and procedures for information related to the Nursing Program.

Thank you, Sally Rudstrom - Director of Nursing
Organization of Handbook

**Part I**
Department of Nursing General Information
Rules & Regulation

**Part II**
Associate Degree Nursing Program
Information, Policies and Procedures

**Part III**
College Policies and Procedures

**Part IV**
Nursing Student Safety & Use
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Skills Lab / Simulation Lab
&
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Part I

Department of Nursing
General Information
Rules & Regulations
YUBA COLLEGE NURSING CURRICULUM

The curriculum for the Associate Degree Nursing Program is developed in collaboration with Board of Registered Nursing “Content Required for Licensure”, instructional research and resources for Associate Degree Nursing Programs, the California Nursing Practice Act, and community nursing standards. The Yuba College curriculum is a dynamic creative educational model and is approved by the Board of Registered Nursing and the Yuba College Curriculum Committee.

The curriculum is designed for the full-time student. There are no part-time offerings in the Associate Degree Nursing Program. Student commitment consists of a minimum of 15-20 hours of study each week to maintain an average standing within the rigorous curriculum.

Associate Degree Nursing Program

Mission Statement

Offer an Associate Degree Nursing Program that fosters nursing excellence for diverse communities through the creation of a teaching and learning environment founded on evidence-based practice, and committed to developing competent, caring nurses.

Vision

Aspire to be the nursing program of choice that graduates highly skilled clinicians who will shape the future of nursing.

Philosophy

The philosophy of the Associate Degree in Nursing program focuses on the individual needs of learners and clients (persons), within the context of families, communities, and environments who exist on a health-illness continuum. Learning occurs via a dynamic and synergistic process that prepares the learner to function effectively as an entry-level registered nurse, provider of care across the health/illness continuum, and as a member within the profession.

Organizing (Conceptual) Framework

The organizing framework is based on the nursing process, nursing competencies and educational outcomes that facilitate the integration of information relevant to nursing and patient care. Curriculum and course sequence progress from simple to complex knowledge and skills with emphasis on caring, problem solving, and critical thinking. We believe that there are philosophical values critical to and inherent in nursing and nursing education that should be the foundation upon which educational experiences are structured.
Person

Each individual is a unique person and has an open system with physiological, psychological, social, cultural, developmental and spiritual needs that are in constant interaction with the environment.

Health Continuum

A dynamic state of equilibrium maintained by lines of defense exists on a continuum between optimal functioning, or wellness, and alterations in functioning, or illness. Health is affected by lifestyle behaviors and noxious stressors.

Environment

The environment interacts dynamically with the person, nursing, and health, and consists of internal and external factors that impact the individual.

Nursing

“Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, communities, and populations” (American Nurses Association, 2010, p. 10). It is an applied science based upon principles from the biological, physical, and behavioral sciences, as they relate to the diagnosis and treatment of human responses to actual and potential health problems. Nurses collaborate with health team members and respond to the care of clients across the life cycle based upon an individual's physiological, psychological, social, cultural and spiritual needs.

Education

Education is a dynamic and synergistic process of sharing information between individuals which results in a modification of behavior. Education respects the student as an individual and recognizes that each student has different educational, experiential, cultural, spiritual, economic, and social backgrounds with a unique support system. The aim of education is to develop critical thinking and problem solving skills in a positive, innovative environment which moves from beginning (simple) to advanced (complex) competencies.

Teaching/Learning

It is the responsibility of nurse educators to utilize sound educational practices and theoretical concepts to present relevant knowledge and skills which reflect current healthcare practices and to facilitate student achievement at the highest level. Recognition of differences in individual needs, learning styles, ethnicity, and cultural backgrounds are essential components to effective teacher-learner interactions.
Yuba College Nursing Programs prepare students for entry level registered nursing positions in a variety of work settings. Following completion of the programs, graduates are eligible to take state board licensing examination (NCLEX-RN) and to provide total patient care as new graduate.

Total patient care is defined by California Code 1443.5. STANDARDS OF COMPETENT PERFORMANCE found at the Website: http://www.rn.ca.gov/regulations/title16.shtml#1443.5

1. Formulates a nursing diagnosis through observation of the client’s physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

2. Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client’s safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

3. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client’s health needs.

4. Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

5. Evaluates the effectiveness of the care plan through observation of the client’s physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.

6. Acts as the client’s advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

The Associate Degree Nursing Program leads to licensure as a Registered Nurse (RN), following successful completion of the state NCLEX examination. RN’s work to: promote health, prevent disease, detect alternations in health, and help cope with illness. They are health advocates and educators for patients, families, and communities.

In hospitals, RN’s assess and evaluate patient’s progress and determine nursing care needs. Critical thinking and decision making are the hallmarks of the registered nurse role. The RN manages the patient, their illness, and the responses to that illness. They may also provide basic bedside care, give medications, and perform procedures. RN’s often supervise LVN’s, nurse’s aides, and other members of the health care team.

RN’s may work in specialty areas such as the emergency room, surgery, pediatrics, maternity, or intensive care. RN’s may work in a variety of health care settings including offices, clinics, corporations, schools, and home health.
Yuba College also offers an **LVN to RN Career Ladder program**. To enter this career ladder program, Licensed Vocational Nurses must complete all prerequisites, admission qualifications, pre-testing qualifications (TEAS V and PN to RN exam) for the ADN program, and hold an active unrestricted LVN California license with IV Therapy certification. Once qualified, students must successfully complete the Nursing Bridge course (N37) before they are admitted to the third semester of the ADN program on a space available basis. Admission into Nursing N37 does not guarantee a space in the second year of the program (semester three). Students will have to wait until a vacancy is available for them to enter the third semester of the program. Vacancies may take one or two semesters to become available. Applications for this program are available on the web at http://nursing.yccd.edu A hard copy of the application must be printed and submitted with official, sealed transcripts. It is recommended that students meet with an academic counselor to ensure all graduation requirements have been met.

**TECHNOLOGY REQUIREMENTS**

It is expected that students have keyboarding, and are computer literate prior to entering the program. Academically prepared papers are required, and some assignments and testing require computer use. Courses in the ADN program are web-enhanced; some have extensive online requirements which require computer use. Nursing students will be required to purchase book bundles that will supply them with hard copy books, in addition to electronic copy support materials. Computers are available on campus for student use. Yuba College has a significant simulation emphasis in most courses which have simulated technological equipment that students are required to master. The clinical setting uses an Electronic Medical Record system (EMR) which requires mastery of the technology. Nursing in general requires a high degree of technological knowledge necessary to practice, and therefore so does nursing education.

**HEALTH LIMITATIONS**

A high level of wellness is necessary to meet the demands of the nursing curriculum and meet standards set by clinical agencies. In addition, the health and safety of patients, agency staff, and other students must be protected.

Physical or emotional illness that interferes with the student’s ability to meet course requirements or jeopardizes the health and safety of others will not be tolerated. This could include, but is not limited to, mental or physical illness, use of certain types of medications, surgical procedures, or substance abuse problems. Any student illness or injury which does not allow the student to meet the physical requirements set forth by any one of the clinical agencies used by the program will be prohibited from continuing in the program until such time as the student can demonstrate compliance with the clinical agency requirements. Students must notify their instructor and/or the Director of Nursing if they have received any diagnosis/injury/illness that may interfere with the student’s ability to meet all course requirements.

Pregnancy may pose special problems. While the student’s continuation in the program during pregnancy is encouraged, it is necessary that the instructor be informed of the
pregnancy as soon as possible, which will allow for compliance with agency and college policy. The student must notify the Director of Nursing in writing and submit a signed statement from the student’s attending medical doctor verifying that the student may safely participate in the program without restrictions, and must be obtained and kept on file in the Nursing Office. It is the student’s responsibility to ensure that these steps are completed as soon as possible upon identification of the pregnancy. Students that are not able to procure participation without restrictions may need to consider dropping and repeating the course.

Any student in this course who has a documented disability has the responsibility to contact the instructor personally as soon as possible. Discussion regarding reasonable and appropriate academic accommodations necessary to ensure full participation and educational opportunity will be held, with possible referral to the Disabled Student Program located on campus.

Health clearance is required as an admission requirement to the program. It is expected that all students will complete a health history and physical which documents all health problems and medical therapies. If during the program a health issue arises, the student may be required to complete another health clearance to continue in the program, and/or provide written notice from their medical provider that they may participate in the program with no restrictions. Clinical Agency site policies and procedures on physical requirements for RNs may dictate whether or not an illness or injury, or medication regime would prohibit them from beginning or continuing in the nursing program.

CPR COURSE COMPLETION, TB TESTING & OTHER IMMUNIZATIONS
All students must acquire and maintain a valid CPR card and have annual TB testing (policy for Yuba College Department of Nursing students calls for renewal of TB/PPD by month 11 of previous screen). Students that pass the 11-months mark on their TB screen will need to provide a two-step screen. The CPR card must be the Professional/Health Care Provider Rescuer from the American Red Cross, American Heart Association, or American Safety Health Institute (ASHI). A current copy of the CPR card & TB status must be on file in the Nursing Department office. New hospital regulations require students to renew their TB screen and CPR so that they do not lapse/expire during the semester. This means that students must be aware of when their expiration date is (11 months after the last TB screen would be the expiration date). Students must renew before the beginning of the school semester, and submit their documentation to the designated vendor and/or Nursing Office. Students must keep extra copies of CPR, TB, and flu documentation in their possession during all clinical times. This will ensure the documentation can be provided immediately if requested by hospital facilities.

Students who do not have a copy of their current CPR card on file or current TB testing results, or current immunizations on file are considered non-compliant and will not be allowed to participate (or continue) in clinical experiences until compliant. Absences from scheduled clinical experiences, due to lack of required documentation, may result in course dismissal or failure. Students are expected to provide a copy of their TB, CPR and flu documents to the Nursing Office personnel upon request and keep extra copies of these documents. Students will be required to submit health information/CPR by deadlines offered by Nursing. Students who do not submit all required health information by deadline will not
be eligible to enter (or continue in) the program, and or may be dropped for non-compliance of health requirements.

**UNIFORM REGULATIONS**
Uniform regulations are designed for the safety of both patients and nurses, and to assist students to achieve a professional appearance. Uniform regulations are designed for easy identification of students in the nursing programs. The student is encouraged to use good judgment in using these guidelines. In the event there is a controversy regarding interpretation, it is the instructor’s responsibility to determine what is appropriate and professional in any situation. All students must conform to each agency’s dress code regulations. Students who are out of compliance may be sent home.

Nursing students are required to purchase only the designated, approved Yuba College uniform. Additional information on the purchase of uniforms will be provided at orientation. The standard Yuba College Nursing uniform shall consist of white scrub top (with pockets) and navy blue scrub pants. Material of uniform should be thick-quality material and must not be see-through. Colored under-clothes must not be visible through your scrub top. Student are encouraged to purchase a warm-up jacket (white) as regular sweaters, etc. over the uniform are not allowed. Students may not purchase/wear a lab coat. Shoes must be white, either uniform or athletic shoes. Open toes and open heels are not allowed. No partial heel; no clogs; sling backs. Entire heel must be enclosed. Hose or socks must be worn.

Official Yuba College Nursing name badges must be worn during Skills Labs and Clinical experiences. They must be clipped onto the upper 1/3 of the scrub top or warm up jacket and must be **clearly visible** at all times. Name badges are not to be attached to lanyards. Each clinical facility also requires their institutional name badges to be worn. Each clinical facility will provide the student with their name badge by appointment. Both are required to be worn in any and all clinical sites. Uniforms are also required during any Yuba College onsite clinical/lab activity.

Official name badges are available from the nursing department prior to the start of the program after submission of two passport photos in orientation. The cost of the name badge is $10.00. A condition for participating in the clinical settings is that each student will return all badges to their current instructor at the end of each semester. Those name badges will be returned at the beginning of the subsequent semester. Students graduating from the program will be required to return all badges to the Nursing Dept. office prior to the end of the semester (or risk receiving an “incomplete” grade, per P&P #015.0)

In settings where street clothes are appropriate, such as when students are in designated outpatient settings or doing clinical preparation in the hospital, name badges must be worn. On those occasions, students are expected to wear appropriate business attire (which does not include shorts, jeans, or sweat suits) along with their uniform lab coat. Instructors will advise students of specific requirements for these occasions.

Students are expected to be well groomed. No fragrances should be worn in health care facilities. For the safety and comfort of patients, use fragrance free deodorant, soaps, body wash, shampoo, conditioner, and other personal care products when scheduled for clinical
assignments. The odor of cigarette smoke (or any body odor) will not be tolerated on clothing, breath, personal articles, or paperwork. Gum chewing is unprofessional and not allowed in the clinical area or skills lab.

Hair must be well-groomed, neat, clean, and under control so that it does not interfere with vision or asepsis. Long hair must be tied back or contained. Hair color must be natural tones; no un-natural colors allowed (e.g. green, pink, or any hair color that is not natural, including highlights). Facial hair (beards and mustaches) must be kept clean and trimmed. Fingernails must be kept clean and at a length that does not interfere with care of patients (not to exceed tips of fingers). If polish is worn, it must be in good repair and in neutral tones (no neon or dark colors allowed). Students are required to follow uniform/dress/grooming policies of clinical facilities where they are assigned. Artificial nails are prohibited.

Jewelry is not to be worn when in uniform with the exception of a wedding band or other small ring, and, if desired one set of small pierced earrings. Gems on rings are not recommended as it may cause tears in gloves and compromise sterile techniques. Earrings must be small posts as no dangling earrings are allowed, and no gems. Only one set of earrings are allowed. Multiple piercings on ears are not allowed. No other visible jewelry (including pierced) is to be worn. Piercing jewelry is not allowed to be visible. The policy on tattoos is that students may not have a tattoo that is visible on their body. Any tattoos on hands, neck or wrists must be in process of removal prior to the start of nursing school. Students with tattoos to be removed must speak with Director of Nursing for removal plan before the start of school or risk dismissal from the program.

Stethoscope, bandage scissors, pen, penlight and a small notebook in the pocket are an integral part of the nursing uniform. Information regarding recommended stethoscopes will be given the first week of class. Purchase of penlights must be from an approved uniform shop. Do not purchase an LED penlight, as it could cause serious injury to eyes.

**CELL PHONES – COMPUTERS**

Students who carry cellular phones and/or pagers are required to set the devices so that they do not ring or make other sounds during classroom and clinical sessions. If calls or pages (messages on the phone or vibrations on a phone or pager) are received during regularly scheduled class times, the student is expected to wait until the next break to return the call. If students make/receive phone calls during clinical, they may be sent home and absence counted against them. Time away from the assigned clinical unit, if not a regularly scheduled break, will be counted as absence time. The student must notify instructor and appropriate staff before leaving the clinical area. These unscheduled breaks should be reserved for emergency calls only. Individual instructors may have cell phone usage preferences, please clarify with your instructor at the start of each class.

Should the student determine a call must be answered during lecture they must leave the classroom area before returning the call. The student must wait until the next break before returning to class. Do not return to class during lecture as this is disrupting to other students and the instructor. Students are encouraged to use electronic resources just as they would book and notepads. E-books are allowed for use in this program.
ATTENDANCE

Competence, responsibility, and accountability are key concepts and expected behaviors in nursing. Demonstration of each is critical for success both as a student and as a licensed nurse. Student success in achieving learning objectives is directly related to attendance in both the classroom and clinical facilities. Clinical experiences are unique in that they provide the arenas for progressive application of theory; the refining of technical skills, confidence building, decision making; and the development of leadership skills. Each student will therefore be individually evaluated with regard to consistent attendance and to the student’s ability to meet course/program learning objectives.

CLINICAL ACCOUNTABILITY

Accountability is a key word in the discipline and profession of nursing. The materials in the Yuba College Student Nurse Handbook contain the philosophy, policies, procedures, and general information which will facilitate student success in the program. Students are expected to be accountable and responsible for understanding the content of this handbook.

Students are required to ensure that TB, and CPR do not lapse during the semester. Additionally:

1. Maintain a current Basic Life Support (BLS) certification for health care providers. At the start of every semester the student will provide their instructor with a copy of their current CPR card. Students should make extra copies.
2. Establish and maintain compliance with program health and immunization requirements through designated vendor. Students should make extra copies of their TB and flu documentation for presentation as requested.
3. Establish and maintain health facility compliance as outlined by each institution.
4. Assume nursing responsibilities under the guidance and direction of only their instructor or as outlined by course outcomes.
5. Perform only those nursing skills and functions learned and validated in the program and as outlined by the California Nursing Practice Act.
6. Fit Testing – All students are required to submit to and pass a fit testing mask procedure. Those students that do not pass due to full beards and/or sideburns will be required to purchase a PAPR Hood for use in all clinical settings. The cost of the hood will be the responsibility of the student. This is a requirement from CDC and State guidelines.

NOTIFICATION OF CLINICAL ABSENCE TO INSTRUCTOR

It is the professional responsibility of the student to notify the instructor prior to the start of the clinical day if he/she will be absent. Each instructor will provide the specific process for his/her respective clinical group. Absences from scheduled clinical experiences may result in course failure.
**CLINICAL EXPERIENCE**

As a nursing student you are a guest in each clinical facility in which you learn, and as such, should know that conduct should be in accordance with being a guest. Respect at all times will be afforded each institution and institution’s staff.

Attendance is required for all clinical assignments. If more than 10% of total clinical hours or more than 50% of a specific rotation is missed, faculty will evaluate the student’s ability to meet clinical objectives. Should it be determined that a student is jeopardizing his/her ability to meet all objectives, the student will be asked to petition the faculty for consideration to remain in the program. The petition must include documentation of how learning objectives have been, and/or may be met in spite of the absences.

If the petition is approved, the student will be allowed to continue in the program but will be placed on a learning contract or an unsatisfactory progress report that will specify the expected behaviors for the remainder of the semester. If the petition is not approved, the student will be dismissed from the program (See handbook policy for readmission). Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.

The student shall be responsible for:
1. Conforming to hospital and program standards in regard to dress, appearance, and health documentation
2. Notifying the appropriate instructor in a timely manner of absences.
3. Communicating with instructor regarding questions or problems.
4. Giving total patient care within the limits of their learning experience to all assigned patients.
5. Being in the clinical agency in a student role only at the following times:
   a. Clinical practice when the instructor is present.
   b. Periods of assigned, approved observation.
   c. Independent preparation for clinical assignments (approved by faculty).
   d. Orientation sessions or scheduled classes.

**SAFE/UNSAFE CLINICAL PERFORMANCE**

**SAFE CLINICAL PERFORMANCE**

1. Safe clinical practice for a student is a collaborative effort between student and instructor. Safe practice is seen when students demonstrate growth during clinical assignments through application of knowledge and skills from previous and concurrent courses.
2. Students are expected to demonstrate growth as they progress through courses. They are expected to meet clinical expectations consistently as listed in course objectives and on the clinical evaluation tool.
3. Students are expected to arrive at the site of clinical assignments on time and be prepared to provide safe, competent patient care.
4. Students are expected to follow instructor direction in all aspects of patient care.
5. If the level of unsafe practice on the part of the student rises to the level of gross negligence as defined by Government Code Sect. 1442, the student may be dismissed from the program.

**UNSAFE CLINICAL PERFORMANCE**

1. When a student demonstrates unsafe clinical practice, they will be removed from the clinical site. Unsafe clinical practice is behavior that places the patient, staff or other person in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm or placing another person at risk for physical harm. Emotional jeopardy results when the student creates an environment of anxiety or distress that puts the patient, the staff, or other person at risk for emotional or psychological harm.

2. Failure to report significant changes in an assigned patient’s condition or care to the instructor may create an unsafe condition. Failure to follow guidelines specified by the instructor or follow agency policy and procedures may constitute unsafe behavior.

**UNSATISFACTORY CLINICAL PERFORMANCE**

1. With unsatisfactory clinical performance, the instructor will verbally explain the problem and learning options to the student.

2. If the clinical performance continues to be unsatisfactory and the instructor’s evaluation is that the student is unsafe, a Progress Report or Learning Contract may be initiated.
   a. The Learning Contract or Progress Report describes in writing specific problems that must be corrected in order for the student to receive a passing clinical grade. The instructor will make recommendations in writing to help the students achieve this goal.
   b. Student and instructor will sign the learning contract or progress report. The student will be given a copy with the original placed in the student’s file.
   c. Failure to meet terms of learning contract or progress report will result in a failing clinical grade or no credit. The student will not be eligible to continue in the course.

3. Yuba College Nursing uses the same determination for unsafe clinical performance as the Title 16, California Code of Regulations “Standards of Competent Performance” definitions for incompetence and gross negligence.

**Section 1442. Gross Negligence**

As used in Section 2761 of the code, “gross negligence” includes an extreme departure from the standard of care which, under similar circumstances, would have ordinarily been exercised by a competent registered nurse. Such an extreme departure means the repeated failure to provide nursing care as required or failure to provide care or to exercise ordinary precaution in a single situation which the nurse knew, or should have known, could have jeopardized the client’s health or life.

Note:
Authority cited: Section 2715, Business and Professions Code. Reference: Section 2761, Business and Professions Code. History: 1. New Article 4 (Sections 1442 and 1443) filed 3-26-74; effective thirtieth day thereafter. (Register 74, No. 13). For
history of former Article 4 (Sections 1442 an 1443), see Registers 57, No. 15, and 64, No. 3. 2. Amendment filed 5-29-81; effective thirtieth day thereafter (Register 81, No. 22). 3. Amendment filed 6-17-85; effective thirtieth day thereafter (Register 85, No. 25).

**Section 1443. Incompetence** - As used in Section 2761 of the code, “incompetence” means the lack of possession of or the failure to exercise that degree of learning, skill, care and experience ordinarily possessed and exercised by a competent registered nurse as described in Section 1443.5.

Note:
Authority cited: Section 2715, Business and Professions Code. Reference: Section 2761, Business and Professions Code. History: 1. Amendment filed 5-29-81; effective thirtieth day thereafter (Register 81, No. 22). 2. Amendment filed 6-17-85; effective thirtieth day thereafter (Register 85, No. 25).

**GRADING**
The grading for all theory/clinical (cumulative) courses is on a point system as follows:

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

Students should be aware that no rounding of decimals is done for grading. Grading requirements are at the discretion of the instructor of record.

**Assessment Tests:**
Standardized testing materials are adjunct instructional materials that may be required for some courses. These are required assessments that students must purchase through the every semester though a designated vendor. These materials support student understanding and application of course content. To ensure each student’s successful completion of the Yuba College Nursing Program and passing NCLEX-RN on first attempt, a mandatory, cumulative Program Assessment Examination will be taken by all students in their 4th semester.

**PROGRAM EVALUATIONS**
Yuba College Nursing wants students to do an evaluation of their class and the program. At the completion of every semester students will be requested to complete an anonymous online course evaluation. Many changes take place as a result of the evaluation suggestions, critique and descriptions. Each student has a professional responsibility to complete these evaluation surveys every semester. A link to the survey is available on every course Canvas site at the end of each semester. We also welcome a general critique of our program on the same survey. Further, each survey will also ask students to evaluate the clinical facilities they have had learning activities with.

Once students have graduated from Yuba College, Nursing Department will continue to request evaluation information for students as practitioners. Be assured that this graduate
survey information is anonymous, and its sole purpose is to improve the program, its curriculum and its retention and success on the NCLEX.

All Faculty are evaluated at minimum every 3 years. So, faculty evaluations will occur periodically during the program. Student questionnaires will be completed during this faculty evaluation process, which are anonymous. Those questionnaires will provide the faculty member with valuable information for improvement in teaching.

**THEORY/LECTURE**

In the classroom-based course, you are expected to come to class prepared and engage in effective discussion. There are many reading/video assignments that must be completed before attending class; prepare accordingly. Selected parts of the course may be online as directed by your instructor. Responses that extend, clarify, give a new perspective or take issue with a particular stance are important. All commentary is to be respectful, helpful and enrich the discussion.

Theory (classroom) attendance is mandatory. Special notation should be made for attendance for the following:

1. Scheduled guest speaker.
2. Special class presentations planned by instructor and announced in advance.
3. All announced/scheduled exams not available online. Online exams are posted for a specified period of time and are proctored. Students who do not complete the exams during the specified period will receive no credit. If, due to an emergency, the student is unable to complete the exam during the specified time period, the instructor must be notified *in advance*. There are penalties for taking an exam late. If the student cannot take an examination as scheduled it is the student’s responsibility to make arrangement with their instructors for approved proctoring.

Students are responsible for information presented in the classroom. Examinations may include information presented in the classroom, as well as information on assigned videotapes, textbook reading, and online assignments. Students are expected to be present and participate in all lecture presentations. Instructors have the right to give unannounced quizzes. Students must be present at the time offered and complete these quizzes to receive credit.

**TAPE RECORDE**RS

Students are not allowed to tape test review sessions. Any recording of lectures requires instructor permission. Lectures are archived and may be viewed from any computer with internet access at any time after the classroom presentation. Watching of live lecture videos from home or location other than the classroom is now allowed. Only students registered in the specific class will be allowed access to archived lectures. Lectures are the intellectual property of the instructor. Downloading and/or dissemination of this content is prohibited without the express permission of the instructor.
TARDINESS

Tardiness is serious. In the clinical setting, it interferes with patient care and is disruptive to others. Students are expected to arrive in assigned clinical areas properly attired, prepared and ready to begin patient care at least 10 minutes before scheduled clinical time.

If a student is 15 minutes late without notifying the instructor, he/she will be counted absent for that clinical experience. Instructors will monitor and document tardiness. Any chronic pattern of tardiness will necessitate a learning contract or unsatisfactory progress report and may lead to failure or dismissal. Tardiness in the classroom is disruptive to peers and instructor. Students are expected to be on time for all class sessions.

MAKEUP ASSIGNMENTS

On the first school day upon returning from an absence, it is the student’s responsibility to contact the instructor to arrange for missed assignments in either clinical or theory. In cases where assignments cannot be duplicated, alternative assignments may be given. Generally two days of clinical absence is considered significant, and could jeopardize progress in the clinical course.

YUBA COLLEGE NURSING DEPARTMENT PETITION PROCESS

The Nursing Department affords all students a process by which the student can remedy a problem or make a determination on a request. This process is to be used by the student for any and all issues a student may encounter in our program that is outside the scope of normal course procedures. All student petitions are taken before the full faculty each month for discussion and action. Therefore all petitions will only be adjudicated once each month or less if no meeting is available at the time of the petition. This process is also followed when a student desires re-entry into a course or our program. Petition forms can be attained in the nursing office or downloaded from the nursing website.

READMISSION TO NURSING PROGRAMS

1. A student who withdraws or fails an individual nursing course or leaves the program may re-enter Yuba College’s Nursing Program only once. Re-entry is not guaranteed and is dependent on space availability and faculty approval. Students who leave the program will be categorized as leaving in “good standing” or “not in good standing”. A student must petition for re-entry into any course. Students who are out of the program for more than two semesters are invited to re-apply as a first semester student.

2. Returning students, at the time of departure from Yuba College Nursing Course(s), must have met with Director of Nursing within 10 business days of the departure to be considered for readmission.

3. Returning students who have departed from Yuba College Nursing Course(s) must have submitted his/her Yuba College Identification Badge(s) to the Director of Nursing within 10 business days of the departure to be considered for readmission. Students that do not return all nursing badges may create a breach of security with the hospital facilities and may incur a liability. Hospital facilities will determine the
consequences for breach of security.

4. All students requesting re-entry or advanced standing admission must make that request in writing by completing a petition form (Form #0020.1) and a letter formally requesting re-entry into the Yuba College Nursing Program.

5. Students whose departure was for gross negligence, incompetence, GPA in nursing core courses is less than 2.0, or unsafe nursing practice will be ineligible to re-enter courses in the Yuba College Nursing Program.

6. At any time, UNSAFE NURSING CARE is grounds for immediate dismissal from the clinical setting and or program.

7. Policy and procedures for re-entry are included under Part III section of this handbook. All Department of Nursing Policies and Procedures are listed on the nursing website (http://nursing.yccd.edu).

8. **ACADEMIC HONESTY / PROFESSIONALISM**

Academic honesty is directly related to ethical clinical practice in nursing. Therefore, evidence of cheating/plagiarism, in theory or clinical courses, will not be tolerated. Students who are dismissed due to academic dishonesty are ineligible for re-entry into the program. For example, failure to report errors in the clinical setting, such as medication errors, is considered unethical and is grounds for immediate dismissal. Failure to follow directions from instructor regarding patient care is also considered unsafe behavior. Evidence of collaboration on in-class tests, take-home tests, computer testing, and written assignments, also falls under this policy. Indiscriminate use of cell phones and other electronic devices that compromises privacy of patients and/or patient records and/or college testing and confidential materials is grounds for dismissal.

Patient confidentiality is the legal right of all patients. Students who breach patient confidentiality can be dismissed from the program, but may also be civilly liable for such disclosures.

Professionalism in nursing includes not discussing information related to assignments that are to be completed individually, or discussion sharing of testing information. Information obtained about patients/clients in the clinical settings is confidential and cannot be shared or discussed outside the clinical/educational setting. Confidential information given by an instructor regarding your performance is expected to remain confidential. This information is not to be shared with other students. When there is an issue regarding an assignment or an evaluation, students are expected to follow the complaint procedure. This includes first discussing the concern with the specific course instructor, and following the chain of command. Infractions involving unprofessional behavior and/or confidentiality can result in verbal warning, written warning (unsatisfactory progress report or learning contract), or dismissal. Any concerns about the nursing programs can be addressed with the Nursing Director.

In addition to the Standards of Conduct applicable to all Yuba College students, those enrolled in the Associate Degree Nursing Program must adhere to **Standards of Conduct and Expected Student Behaviors.** Standards of Conduct and Expected Student behaviors are: Students in the Associate Degree Nursing Program are expected to demonstrate professional behavior both in the classroom and in all clinical settings. Ethical
behaviors that are required of a registered nurse are emphasized throughout the program. Students are representatives of the Yuba College Associate Degree Nursing Program and the Nursing Profession. Students are obligated to comply with, and function within, the framework of the California Nursing Practice Act and the California Board of Registered Nursing “Standards of Competent Performance”. Students function under the guidance of the Nursing Faculty and the professional Registered Nurses in the clinical facilities. Students are expected to comply with all policies and procedures outlined in the Yuba College Student Nurse Handbook. The clinical agencies in which the students train, and the healthcare consumers with which the students come in contact with, expect students of the Nursing Program to be well prepared and conduct themselves with professionalism and integrity, which includes maintaining and fostering a professional role with clinical facilities and staff. There are behaviors that are serious enough to result in dismissal from the Nursing Program.

METHODS OF EVALUATION AND GRADING

1. Course grades will be a percent score and a corresponding letter grade based on the points accumulated out of the total points possible. Points may be acquired from the following: exams; attendance; and assignments such as discussions, quizzes, and papers. In the ADN program, clinical performance is part of the final course grade. No rounding of grade points are done for calculation purposes. Grading requirements are at the discretion of the instructor of record.

Students forfeit 10% for taking an exam any time other than the scheduled time. In applying the 10% forfeiture, the intent is that the highest score possible would be 90%. The exam grade would be calculated on this basis. This policy does not apply to online tests.

2. When a student takes a test out of scheduled time the student has seven (7) days from the originally scheduled test date to make arrangements with the instructor to take the exam. Any exception to this time frame would be based on prior approval of the course instructor. Students may petition faculty as a whole within 2 weeks of taking late exam to review the 10% forfeiture. Computerized testing must be completed within the prescribed date and time limit set by the course instructor.

3. Quizzes may be given unannounced. They may not be made up.

4. Evidence of cheating on test or on any written assignment will result in a grade of zero and is grounds for dismissal (See Academic Honesty).

5. The minimum passing grade is 75% in theory/clinical, cumulative. (See individual course syllabus for more specific guidelines for course grading). Each student is responsible for all theory content previously taught in (previous semesters) curriculum, and may be tested on this content as well as any new content at the discretion of the instructor. The clinical portion of your grading will be a pass/fail. However, a “pass” must be the equivalent to 75% or higher.
6. Each instructor will provide a method for test review. If a student has questions regarding the scoring of an exam, the student must ask to have questions addressed before the next scheduled exam. After that time, a grade change will not be considered.

Students are reminded that tests, test keys, and completed scantrons may not leave the classroom either during the test or the review. Should this occur, the student grade will be withheld pending review by the college Disciplinary committee.

7. An incomplete (I) in a nursing course must be removed prior to beginning the next nursing course. If not removed, such a grade becomes a grade of F or the alternate grade assigned by the instructor.

8. Students failing to meet the minimum standard of a “C” (75%) in a required course may not continue in the nursing program because they have not met prerequisites for the succeeding course.

9. Each course syllabus identifies the details of grading for that course.

**WRITTEN PAPERS**

No late papers will be accepted without prior approval of the instructor. If approved by the instructor, the program penalty for late papers is 2% per day for a maximum of five days, **including weekends**. Following these 5 days, the highest possible grade on the paper is 75%. With a second late paper, the student may be given a learning contract or unsatisfactory progress report for problems related to professional behavior.

Unless otherwise directed by course instructor, written assignments must be submitted typed and professionally presented (correct spelling, grammar, and format). Papers that are not typed or formatted according to instructor specifications will be returned ungraded. In this instance, the late paper penalty will apply. Failure to meet this requirement will result in grade penalty, an incomplete grade, and/or a failure in course competency. Other requirements (which may be more stringent), or exceptions for written work will be listed in individual course syllabus.

**ASSESSMENT TESTING**

Near the end of the 4th semester of the nursing program, as a requirement for receiving course credit, students are required to take a comprehensive assessment tests. This test will provide information to each student related to their preparedness to take the NCLEX Examination. Costs of these tests are the student’s responsibility.

**LIBRARY, COUNSELING AND STUDENT RESOURCES**

A list of reserve books can be found in the library. The Media Center in the library and the Nursing Office have a catalog of available video tapes. Nursing videos are archived and can be viewed online by students. Many audiovisual support resources are also located and available in the nursing lab. Many online reference materials are available through the Yuba
College library for research in topics for nursing.

All students in first semester must meet with an Academic Counselor to ensure that all graduation requirements are being met. This must be completed before the end of the first semester. Students are required to provide a copy of their “ADN checklist” (which documents the completion of support coursework) and submit to the Nursing office. Appointments for counseling can be made by calling 530/634-7766 to meet with an academic counselor.

MEALS/TRANSPORTATION

Meals and a reliable source of transportation are the responsibility of each student. Travel to alternate campus sites and a variety of clinical agencies is required. Dependence on car pooling may be convenient, but not possible in all instances. Student must be independently mobile to avail themselves of all the required learning experiences, and to insure punctuality at all clinical agencies. Any problems arising in this area must be solved by the student. Travel or location considerations are never used for clinical site selection for students. Clinical rotation determination will not be determined according to student geographical residence.

LEAVE OF ABSENCE

The college’s leave of absence policy does not apply to the nursing program.

GENERAL COMMUNICATIONS AND CONTACTING INSTRUCTORS / DIRECTOR

Faculty office hours are posted outside each instructor’s office and on the college website. In addition, office hours, office locations, phone or pager numbers, and e-mail addresses are listed in individual course syllabi.

Schedule an appointment with the Director of Nursing through the Nursing Department Secretary (741-6784). The Program Director has a link on the Yuba College Portal for confidential communications via email for the student with concerns who would like to communicate student concerns with the director.

All communications should be completed through the college @go emailing system. Blackboard is also used significantly for instructor student communications. The Yuba College Portal will also be used for many general program communications including cancellation of skills labs, etc. It is recommended that each student check their portal site, @go email, and Blackboard several times per week.

FINANCIAL AID

As students of Yuba College, Nursing students may apply for any Yuba College financial assistance program. Those needing financial assistance are encouraged to explore their eligibility status with the Financial Aid Office.
Alert-U – Students must sign up for Alert-U, found on [http://yccd.edu](http://yccd.edu). Alert-U is an emergency short messaging service developed for college and university communities. Campus department managers will send text messages to subscribers’ mobile devices, communicating critical campus updates to students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates.

**INSURANCE / INJURIES**

1. **Classroom-Related or On-Campus Activities**

All students, by virtue of payment of the enrollment fee, are covered with *Accident Insurance* for any in classroom-related or on campus activity, including lab experiences. This group policy provides secondary “back up” coverage for the student’s primary insurance policy. **If injured in the classroom, the student must notify their instructor immediately.**

If urgent medical treatment is needed, contact campus police (life threatening call 911) and complete an Accident Report form, it can be obtained from the Vice President of Academic and Student Services website or office.

If it is not an emergency, the student is to go (or have instructor call) to the Vice President of Academic and Student Services Office for follow up and completion of appropriate paperwork (Accident Report).

If any medical treatment was necessary (within 120 days), the student needs to complete an insurance claim form. Insurance claim forms need to be completed and mailed by the student immediately following medical treatment (returning back on campus). Forms are available at the Vice President of Academic and Student Services Office.

2. **Clinical Activities**

In addition, nursing students are covered by *Workers Compensation Insurance* during their clinical experience. **In the event of an injury while in the clinical area, the student must report the incident to their clinical instructor immediately.**

The faculty will follow the process as directed by the Personnel Analyst in the Human Resources Department, which includes completion of Workers’ Compensation Claim forms. If medical care is obtained, any and all medical reports need to be forwarded directly to the Personnel Analyst in the Human Resources Department immediately.

The agency on whose premises the injury occurred may also require completion of appropriate agency form(s).

**COMPLETION/PINNING CEREMONIES (GRADUATION)**

Completion/pinning ceremonies will be scheduled for nursing students completing the nursing programs during the last week of the semester. The ceremony will be scheduled at the Marysville campus. Students who participate are expected to wear business professional attire. Participation is optional.
The completion/pinning ceremony follows a standardized program. Time, date, and location are scheduled in advance by faculty and are not negotiable. If students wish, they may take part in determining specific parts of the program such as music selection and speakers.

It is suggested that a Graduation Committee of 3 to 4 students, representing all sites, be identified in the fourth semester to coordinate planning. Due to time constraints, each graduating class is limited to one public speaker and one student speaker and either a class song or a slide presentation. Speakers, program changes, videos and music must be pre-approved by the Program Director. No other decorations or equipment may be added without prior approval. A reception may be held following the ceremony if desired. Planning and expenses associated with the reception are the responsibility of the students. Appropriate paperwork must be filed to request location and time of reception.

All fund raising for the ceremony must be done through and according to fundraising policies and procedures provided by YC Student Services/Campus Life, Miriam Root at 741-6726.

Students order and pay for their own invitations. Invitations must be ordered a minimum of 6 weeks before the end of the 4th semester through the Nursing Department. Invitation costs must be paid at the time they are ordered. Program printing costs are covered by the department. Design of invitations and programs, as well as sequencing of events at the pinning ceremony, are determined by the department faculty and director. Other optional costs for students include: nursing pin, candles, flowers, decorations, and reception costs (food). If students wish to have a candle-lighting observance at the conclusion of the ceremony, non-drip wax candles must be used.

Many graduating classes leave a memorial to the Nursing Department. This is entirely optional and has included such things as scholarships, lab equipment, or computer software. The Yuba College Foundation maintains both a Nursing Scholarship Fund and a Nursing Instruction Fund. Donations to these funds are the basis for loans and grants for nursing students and for purchase of equipment for student use.

Nursing pins are optional. If desired, students must designate a representative who will collect completed forms and mail them together for one shipping fee. Pins are shipped together to the Nursing Department. Students are encouraged to walk in the College Graduation Ceremony (for Associate Degree), but must petition with Campus Life to participate.

Early in the fourth semester, the Committee (representatives of ADN) should complete the following:

1. Submit facilities requests for Pinning Ceremony, Reception if requested, and Rehearsal and submit copies to the Nursing office.
2. Form a Yuba College Nursing Club to participate in fund raising activities. Make contact with Marian Root for club formation and paperwork.
3. Complete and mail pin orders.
4. Determine number of invitations to be ordered (check with dept. secretary). Seating is
very limited in campus facilities. Tickets for available seats may be issued by the Nursing Department, if necessary.

5. Choose a speaker(s), if desired. One public speaker and one student speaker is allowed. As noted, speeches and videos must be approved in advance by the program director or the faculty advisor.

6. Draft a program for graduation in collaboration with Nursing Department and graduate students. Decide on music or slide show. Work with faculty advisor to finalize plans for this presentation.

7. Finalize plans for reception (optional). If the reception is to be held on campus, contact second/third semester students who may serve as ushers, servers, and clean up people. If you wish to use the quad area outside the Nursing Department for your reception, ensure facility request has been submitted. Clean up following the reception is the responsibility of the graduating class.

8. Plan with your faculty advisor, for a ceremony practice session. Facility paperwork must be submitted for rehearsal as well. The grad committee should collaborate with Joseph Stottman, Theater Technician, and Teresa Aaronson for reservation of the theater facilities. Graduates must be available for the practice session.

Secretary or Director will complete the following:

1. Review and submit facility request form to reserve the auditorium or other room for rehearsal, pinning ceremony and reception for students.

2. Order and mail out invitations to VIPs (invitation costs must be paid at the time they are ordered, optional-students may purchase/print themselves). Students will be responsible for payment/printing of programs and must provide 30 copies to Nursing Dept.

3. Department secretary will send invitations to agencies, administration, support faculty, preceptors, and advisory board(s). Secretary will notify participating college administrators of time and date of ceremony.

4. The Director (or designee) will review the program, speeches, and audio-visual for final approval prior to the pinning ceremony. Students shall submit all materials to the Nursing office 1-2 weeks before ceremony for review by Director.

EXAM CHALLENGE PROCEDURE

Information about the challenge procedure is available in the Yuba College Catalog. Students are expected to make an appointment with the Director of Nursing to discuss the procedure prior to scheduling the challenge exam. (Example: Psychiatric Technician (Psych Tech) students may challenge N33, Psychiatric Nursing)

I. GENERAL REQUIREMENTS
   A. Consult College Catalog first.
   B. Segments of courses cannot be challenged.

II. ELIGIBILITY
   1. Students must have been accepted into the Nursing Program before permission to challenge will be granted.
   2. Students may not be enrolled in a course at the time of challenge.
III. PREPARATION FOR CHALLENGE

1. Students considering challenge are encouraged to consult with an Academic counselor in order to make appropriate academic decisions.

2. Students who expect to transfer challenge credits to another institution are strongly advised to acquaint themselves with the policies of that institution in regard to transferability of challenge and CR grades.

3. Students wishing to challenge a nursing course must plan for an adequate period of preparation. Course outlines, objectives, textbook, and bibliography lists are available for this preparation. An explanation of the test format will also be given.

4. Preparation for a challenge examination should be planned to permit entry into the class on the first day, should the challenge be failed. Clinical re-entry is entirely dependent upon available space.

CHALLENGE CREDIT – NURSING

For the applicant whose previous education and experience indicate a related or equivalent background, faculty will allow the student an opportunity to challenge the equivalent course work. The form on the following page must be completed prior to the beginning of the module for which credit is requested.

The pharmacology calculation of dosage test and math competency testing requires a higher performance level of 80%. All nursing course challenge exams must be passed at a 75% performance level. Individual schedules for challenge exams will be established with each applicant in writing and must be followed exactly. Please see form included in this handbook.

Note:
An applicant may only challenge an exam once. If he/she is successful, he/she will be given credit for that section of the curriculum. If unsuccessful, the applicant must observe program guidelines and apply/enroll/complete the challenged areas as a regularly enrolled student. If no spaces are available at the time of application, the student must reapply within the next incoming class or be admitted as space becomes available.

RELEASE OF INFORMATION

All students in Yuba College Nursing Programs are required to sign a Release of Information form. This form specifies which information the student is willing to have released to others. Clinical agencies require some information before students are allowed in the clinical area. Without a signed release no information can be released, and the student will not be eligible for clinical placement and program continuation. The form is located at the end of this student handbook (page 42).
**CHALLENGE CREDIT APPLICATION**

I ____________________________ having been informed that I qualify for challenge credit, on the basis of previous education or experience, request to complete challenge exams and/or skill testing.

Upon successful completion of selected exams/skills I request credit for the corresponding section of the curriculum, which I understand will be no more than 120 hours.

_________________________________
Signature of student

____________________
Date

Outcome of testing_____________________________________________________________

Credit granted

_________________________________
Signature and Title of Examiner

____________________
Date

I ____________________________ having been informed that I qualify for challenge credit, on the basis of previous education or experience, hereby waive my right to complete challenge exams and/or skill testing. I understand that as a result I must participate in classroom/lab hours and complete regularly scheduled exams and skill testing.

_________________________________
Signature of Student /Date
Part II

Associate Degree Nursing Program And Curriculum

MISSION: Yuba College Nursing offers an Associate Degree Nursing Program that fosters nursing excellence for diverse communities through the creation of a teaching and learning environment founded on evidence-based practice, safety nursing practice, and committed to developing competent caring nurses.

VISION: Yuba College Nursing aspires to be the nursing program of choice that graduates highly skilled safe clinicians who will shape the future of nursing.
ASSOCIATE DEGREE NURSING PROGRAM
INFORMATION, POLICIES AND PROCEDURES

NURSING PROCESS

Nursing process serves as the mechanism by which knowledge related to health, human needs, and nursing skills can be applied. It provides the framework for teaching the application of theoretical knowledge to the individual client.

SAFETY

Nursing professional and legal obligation is to do no harm. Inherent in providing an individual with quality nursing care is the concept of safe practice as a Nurse. All nursing curriculum, mission, philosophy and instruction use patient safety as a guiding paradigm.

THREADS – NURSING ROLES

The use of the nursing process is carried out in roles of provider of care, communicator, manager of care, teacher or advocate, and practicing member of the profession. While the entire curriculum is based upon being a provider of care, specific learning is needed to become competent as a beginning practitioner in the other nursing roles. Each course in the program specifically addresses the subject matter related to the nursing roles.

PROGRAM TERMINAL OBJECTIVES

Upon completion of the Associate Degree Nursing Program, the graduate, in collaboration with other health professionals, and in a variety of settings, will be prepared to care for clients of all ages and utilize the nursing process to:

I. Assist clients in their adaptation to stressors by selectively applying knowledge from biophysical, psycho-social, and nursing sciences as a basis for own nursing practice.

II. Apply knowledge about environmental milieu, including society, cultures, and subcultures, in providing care for culturally diverse populations,

III. Establish and maintain therapeutic communication with clients, families, groups, and other health team members,

IV. Manage care for client or group of clients through coordination of client, or family care with effective use of resources and work systems,

V. Use selected knowledge and skills in establishing and maintaining effective communication with clients and health team members related to making decisions.
VI. Assist client or family identify and meet basic health needs and coordinate care of client and family using a multi-disciplinary approach,

VII. Provide client or family education to promote health & prevent illness using appropriate resources.

VIII Promote a climate in which client or family may act in their own interest and intervene when client or family are unable to act in their own interest,

IX. Practice within legal and ethical boundaries and be accountable for ethical, legal, and professional responsibilities related to nursing practice.

CURRENT PROGRAM PROGRESSION AND REQUIREMENTS: CURRICULUM PLAN

NOTE: Yuba College Nursing is currently transitioning to a new curriculum and will incrementally introduce new semester courses and requirements.

**Prerequisites:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 4, Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Biol 5, Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Biol 6, Intro. Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Eng 1A, Reading and Composition</td>
<td>4</td>
</tr>
<tr>
<td>Math 52, Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 2A or 2B</td>
<td>4-5</td>
</tr>
<tr>
<td>Nurs 36 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 26 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>Applicants must have cumulative GPA of 2.5 or greater in Biol. Other course work must be C or better.</td>
<td></td>
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</tbody>
</table>

**General Education and Support Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;CS 10, Nutrition (must be taken no later than first semester)</td>
<td>3</td>
</tr>
<tr>
<td>Psych 1A, General Psychology (must be taken no later than second semester)</td>
<td>3</td>
</tr>
<tr>
<td>Soc 1, or Soc. 2 or Soc. 5 or Anthro 2 Speech 1, Public Speaking or Speech 6, Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective Pharmacology (must be taken no later than first semester)</td>
<td>3</td>
</tr>
</tbody>
</table>
It is highly recommended that students plan ahead and take the general education and support courses prior to beginning the nursing program. Nutrition can be taken as late as first semester, and Psych 1A can be taken no later than 2nd semester. However, Nursing courses cannot be flexed around required general education classes. It is highly recommended that these courses be completed prior to the start of the Nursing Program.

**Facebook:** Students are invited to become active in the Yuba College Facebook page. It is certainly not mandatory, but is a great social network for all Yuba College nursing students and graduates.

**Recommended Sequence of Nursing Courses (Units for theory/clinical)**

<table>
<thead>
<tr>
<th>1st. Semester</th>
<th>2nd. Semester</th>
<th>3rd. Semester</th>
<th>4th. Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 55 (optional) 1</td>
<td>OB Nurs (1.5/2) 3.5</td>
<td>Pediatric Nurs (1.5/2) 3.5</td>
<td>Psych. Nurs (2/2) 4</td>
</tr>
<tr>
<td>Nurs 56 (optional) 1</td>
<td></td>
<td></td>
<td>Leadership (1/2) 3</td>
</tr>
</tbody>
</table>

*All required courses must be completed with a grade of “C” (75%) or better to progress through the curriculum. A student who fails an individual nursing course or leaves the program may re-enter (one course in) Yuba College’s Nursing Program only once. Re-entry is not guaranteed and is dependent on space availability and full faculty approval. Students who leave the program will be categorized as leaving in “good standing” or “not in good standing”. A student can petition for reconsideration. Students who take courses out of the recommended sequence are subject to space availability, and may not be able to complete the course when desired.*

**CLASS REPRESENTATIVES** – Each class shall elect at least one representative (no more than three representatives).

**DUTIES & RESPONSIBILITIES OF THE REPRESENTATIVES AND OFFICERS ARE AS FOLLOWS:**

1. At least one representative shall attend semester level ADN faculty meetings. Students may be asked to participate in Nursing Curriculum Committee meetings and/or other related committees needing student input.
2. Communicate information to classmates at all sites regarding program changes.
3. Communicate instruction information or changes to classmates at all sites.
4. Communicate student issues to faculty.

**FACULTY MEETINGS** – Times and places to be announced and posted each semester.
REGISTERED NURSE LICENSURE

Candidates who successfully complete the Associate Degree Nursing program are academically eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to practice as a Registered Nurse.

The Board of Registered Nursing is required by law to review the history of previous convictions. You may be denied licensure by the Board of Registered Nursing even if you successfully complete the program and pass the licensure examination.

NOTE: Licensure in any state is governed by the NURSE PRACTICE ACT OF THAT STATE. Endorsement of one’s licensure by a different state depends on individual evaluation of the candidate’s original licensure credential in comparison to that STATE’S LICENSURE REQUIREMENTS.

BRN CONTACT INFORMATION:

Department of Consumer Affairs
Board of Registered Nursing
1625 Market Blvd. Suite N 217
Sacramento, CA. 95834-1924

Phone: (916) 322-3350
E-mail: www.rn.ca.gov
Part III

Program and College Policies and Procedures

SUGGESTED GUIDELINES FOR SCHOOLS REGARDING DRUG ABUSE AMONG STUDENTS IN NURSING PROGRAMS
DRUG ABUSE – STATEMENT OF GUIDELINES

School authorities and nursing faculty have, from time to time, asked the State Boards for suggested guidelines in dealing with the problem of nursing students under the influence of drugs or other chemicals, particularly in clinical facilities.

1. The State Boards of Nursing recognize that drug abuse is an occupational hazard of nursing and medicine. It, therefore recommends that students be apprised, at an early point in their instruction, that abuse of drugs, alcoholic beverages, or other chemicals, can prevent them from being licensed, or can result in the loss of licensure, in addition to criminal and civil censure.

2. Improper student conduct and/or lack of proper supervision in the clinical area can result in unsafe patient care, which in turn can result in civil liability, loss of clinical facilities, loss of program accreditation, or loss of licensure. It, therefore, is mandatory that the instructor have the unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct and performance.

3. The school administration must conform to requirements regarding nursing programs and faculty set forth in the Nursing Practice Act and the Board’s regulations promulgated there under.

In support and understanding of the above statements, Yuba College Nursing Faculty introduce to the students, the fact that drug abuse is an occupational hazard. In the nursing curriculum, theoretical concepts are presented related to legal and ethical dilemmas associated with this problem. The Nursing Program will follow the Student Code of Conduct and Drug Testing Policy and Procedure.

DRUG TESTING POLICY

Yuba College shall require drug testing for the following:

1. All applicants who have received a conditional offer of admission to nursing programs must successfully complete a pre-admission drug testing, which is a 10-panel drug test by a vendor selected by Nursing. Any applicant who refuses to test will have their conditional offer of admission rescinded. Offer of admission will be withdrawn for students with positive results. A dilute result will require student to pay for re-testing. A second dilute result will be considered positive, and student will be disqualified from entering the Nursing Program. Students taking prescription medication that may interfere with drug screening must make an appointment to meet with the Director of Nursing for review. Some prescribed medications may not be used while in the clinical settings. Review of medication regime by Director of Nursing will determine whether the student may attend clinical rotations. (Absence from participation in clinical rotations for any reason may risk the students’ status in the program.)

2. Students progressing through the nursing programs are required to submit to testing if there is reasonable suspicion that the student is under the influence of a prohibited...
substance. Failure to report for testing when requested will result in dismissal from the program. Positive test results will also result in dismissal from the program.

3. Some clinical facilities require drug testing if absent as a student from that particular agency for more than 30 days. This will require the student to have to drug test again, if out for the summer, or have been on leave from the facility for any reason for greater than 30 days. This drug test is at the student’s expense. Typically, the hospital will provide the drug testing by appointment. If a student’s drug test is determined to be a positive drug screen, regardless if the student has a prescription for that medication, they will be denied access to their facility for a prescribed period. Subsequent re-testing, and clearance will be required.

**Impaired by alcohol, drugs, and or emotional illness policy:**

**Purpose:** To provide guidance for supporting an impaired student as directed by regulation.

a. Any student who exhibits signs of alcoholism, drug or emotional illness will be removed from the classroom and clinical setting.

b. Behaviors on the part of the student that lead the instructor to a reasonable suspicion that the student is under the influence of drugs or alcohol will generate the implementation of this procedure.

1. When a student exhibits behavior that lead the instructor to be reasonably suspicious that the student is under the influence of a drug or alcohol, the following procedure is implemented:
   a. The student is immediately removed from the classroom or clinical area to a private secure location.
   b. The instructor will immediately report the incident to the Director of the Nursing Program, or her representative.
   c. The student will be requested to take an immediate drug screen.
   d. If the student refuses to take the drug screen, the student will be considered positive, and the student will be dismissed from the program.
   e. The Director of Nursing or her representative will escort the student to the testing facility for a 10 panel urine drug screen.
   f. Once the drug screen is completed the student will find or be provided transportation home pending the results of the screen.
   g. The student will be suspended from the program until the drug screen results are reported to the Program Director or her representative.
   h. If the student complies with the procedure and is positive for drugs or alcohol, the student will be expelled from the nursing program with no rights to re-entry. If the student has a valid prescription, and tests positive the student will follow the clinical facility policy for a positive drug screen, but be eligible for re-entry.
CRIMINAL BACKGROUND AND CONVICTIONS

Criminal Background Checks
In accordance with the policies of the clinical facilities with which the college affiliates for student clinical learning experiences, as well as other state and federal regulations, all students will have documented clearance for a criminal background check as detailed in the pre-admission criminal background and drug screening policy. This policy is intended to ensure that any criminal convictions in the student’s past are of such an age or nature that they will not interfere with the student’s ability to participate at all clinical sites.

In the event that convictions that were not uncovered during the background check (are proved to have occurred), or are new in occurrence, and those convictions are of such an age or nature that they preclude the student from participating at all clinical sites, the student will be removed from the nursing clinical program in which her or she is enrolled. Such students are not eligible to re-apply to any Yuba College clinical program.

Criminal Convictions
A student convicted of a criminal offense while enrolled in a nursing clinical program must report the conviction to the Director of Nursing within five days of the conviction. Such convictions are likely to render the student unable to participate at any clinical site, in which case the student will be removed from the nursing clinical program in which he or she is enrolled.

Note: Even if a student is convicted of a criminal offense while enrolled in the nursing clinical program, and succeeds in completing the program because he or she did not disclose this conviction to the Director of Nursing, he or she will be subject to further background checks prior to testing for licensure and may be prevented from ever becoming licensed.

Any student having any concerns about drug screening, criminal background checks, or criminal convictions is encouraged to contact the Director of Nursing for a confidential advising.

Board of Registered Nursing Licensure Requirements
The California Board of Registered Nursing requires all graduates applying for licensure to report felony and misdemeanor convictions, and to provide fingerprints for background checks. The Board of Registered Nursing may deny licensure based on background information involving criminal convictions. (See Bus. & Prof. Code § 144.) Nursing applicants and students should contact the Board of Registered Nurse if they have any questions regarding these requirements.

GRIEVANCE PROCEDURES FOR NURSING APPLICANTS OR STUDENTS

If a complaint cannot be handled by the nursing and or Yuba College petition process, an applicant to the Nursing Program that has a complaint about the application process, or a student enrolled in the Nursing Program that has a complaint about a curriculum matter such as a written exam or performance evaluation of grades, must initiate and pursue the
complaint in accordance with the Yuba College Grievance procedure. If the occurrence involves an instructor, the student should (1) first, discuss and attempt to resolve the issue with that instructor. If the two of them are unable to resolve the issue, then (2) the student should schedule an appointment with the Nursing Program Director to discuss the matter.

In the event that the matter cannot be resolved within the department, then (3) the student may consult the Dean of Math/Science. If this avenue does not serve the needs of the student, he/she may (4) consult his/her assigned Counselor relative to the most effective manner in which to have the complaint considered, or he/she may (5) or be referred to the Vice President of instruction. The Vice President will work with other cognizant College Administrators and the Nursing Instructor concerned to reach an equitable solution. If this solution does not satisfy the student, and he/she wishes to pursue the matter, he/she may file a formal complaint according to District procedures (See College Catalog).

**NURSING PROGRAM READMISSION/RE-ENTRY POLICY – # 002.0**

**I. Purpose:** The purpose of this policy is for readmission/re-entry of students who have previously been in the Yuba College Nursing Program, or entry of students to the program with advanced standing. Advanced standing students are those who have met equivalency qualifications to enter at the appropriate level (i.e. 2\(^{nd}\), 3\(^{rd}\), or 4\(^{th}\) semester) of the nursing program.

**II. Application:** Applies to all students who have previously been admitted in the Yuba College Nursing Program, who did not complete the program or a course in the program, and are petitioning for re-entry into the program or a course in the program. Applies to all students petitioning to be admitted in the Yuba College Nursing Program.

**III. Philosophy:** Yuba College Associate Degree Nursing Program attempts to provide readmission/transfer into the program for a student who is in good standing.

**IV. Policy:** A student who fails an individual nursing course or leaves the program may re-enter Yuba College’s Nursing Program only once. Re-entry is not guaranteed and is dependent on space and scheduling availability. Students who leave the program will be categorized as leaving in “good standing” or “not in good standing”. A student can petition for reconsideration.

Students would be categorized as in “good standing” at the time of their departure from a course or the program if they:

1. Are returning generic students in good standing with a GPA in cumulative Nursing Core Content Courses to date of 2.5 or better, and a grade of pass at the time of the departure from the course or program.

2. Are returning generic students in good standing with a GPA in cumulative Nursing Core Content Courses to date between 2.0 and 2.5.
3. Have none of the “not in good standing” defining criteria listed below.

Students would be categorized in the “not in good standing” at the time of their departure from the program if they are:

1. Receiving or received a failing grade
2. On memo or progress report for unsatisfactory clinical performance
3. Deemed Unsafe
4. Deemed *grossly negligent* (Students who receive a “not in good standing” status due to gross negligence or been dismissed from for a Code of Conduct reason will NOT be considered for readmission to the Yuba College Nursing Program).
5. Vocational Nurses who have failed the LPN Step Up preadmission examination or Nurs 37 (Bridge Course) course, or withdraws (W) from these courses.
6. Transfer students who left their previous school “not in good standing”.
7. International students who fail the preadmission exam.

Readmission to the program will only be available to returning/transfer students who have been out of the program for two semesters or less. If student has been out of the program for more than two semesters they are invited to re-enter the program in first semester if in good standing.

**Procedural requirements for students who petition for readmission or admission with advanced standing:**

1. Returning students at the time of departure from a nursing course must have had a completed Readmission/Departure form (Form #0020.1) by the Director of Nursing, or faculty member of record and have on file at the time of the departure from the course being considered for readmission.
2. Returning students, at the time of departure from a nursing course, must have met with Director of Nursing within 10 business days of the departure to be considered for readmission.
3. Returning students who have departed from a nursing course must have submitted his/her Yuba College Identification Badge(s) to the Director of Nursing within 10 business days of the departure to be considered for readmission.
4. Returning students, who have been given a remediation requirement, must have completed that remediation plan. Additionally, the completed remediation plan must be reviewed and approved by the appropriate faculty.
5. All students requesting re-entry or advanced standing admission must make that request in writing by completing a petition form (Form #0020.1) and a letter formally requesting re-entry into the Yuba College Nursing Program.
6. All petitions for readmission/transfer will go to the Full Faculty at the next available faculty meeting as an open agenda item for a hearing based on established criteria.

7. Petitioner will receive notification of the disposition of the petition within 30 business days of the full faculty hearing.

**Readmission/Re-entry to the Yuba College Nursing Program will be when space is available for readmission and after a faculty hearing is completed in the following ranking order.**

1. Returning generic students in good standing with a GPA in nursing core courses at 2.5 or above, and a grade of pass at the time of the departure from the course or program.
2. Returning generic students in good standing with a GPA in nursing core courses between 2.0 and 2.5.
3. New Vocational Nurse (VN to RN Career Ladder) students entering into the 3rd semester who have passed the LPN Step Up preadmission examination and Nurs 11R & 12R who are in good standing with a prerequisite course GPA of 2.5 or better and a Chancellor Probability cut score of 80%.
4. Transfer students from another nursing program in good standing.
5. Returning generic or step up students with a no pass at the time of departure, and or, any unsatisfactory progress report, or early withdrawal from course.
6. Returning generic or career ladder students who receive a failing grade at the end of completed course.
7. New or returning students who are designated as 30 unit options.

*Nurse Practice Act standard of competent performance defines gross negligence as “Extreme departure from the standards of care which, under similar circumstances, would have ordinarily been exercised by a competent nurse (or student). Extreme departure means the failure to provide nursing care as required or failure to provide care or exercise ordinary precautions in a single situation which the nurse knew, or should have known, could have jeopardized the client’s health or life. CCR Title 16, Regulation 1442 Section 2761*
GENERAL COLLEGE INFORMATION

MALPRACTICE/LIABILITY INSURANCE: Yuba College covers the cost of the required malpractice/liability insurance during scheduled program courses during the academic calendar. This does not include travel to and from course offerings.

LOST AND FOUND
2100 Building – Check with the Nursing Office for items recovered in the building.
Marysville Campus: Contact the Yuba College Police Department.
Woodland Campus: Contact Student Services at the Registration Desk.

SMOKING
Smoking is allowed only outside buildings on the Marysville campus. Smokers must be 20 feet from all doorways and well away from walkways between buildings. Areas with enclosed quad areas are considered non-smoking areas. Woodland is a smoke free campus – smoking is prohibited.

PARKING
Students must park in those areas designated “Student Parking”. Parking permits are issued during the first two weeks of school. Daily permits (or semester permits) may be purchased from the Registration, Campus Police Department or obtained from dispensers in the parking lots.

EATING IN CLASSROOMS
Food and beverages are not allowed in any classroom.

TUTORING
Tutoring and other academic support services are available in the College Success Center. Nursing students maintaining an A or a B average are encouraged to sign up as tutors. The Learning Center in the library has resources to assist, and refer students who need assistance with the following (but not limited to): tutoring, test taking, study skills, note taking, reading strategies, and communication skills.

The Nursing 55/56 Skill Lab courses are designed to allow students extra time to practice procedures, obtain assistance with written work, and use Computer Assisted Instruction programs in the lab setting. Instructional assistants, faculty members, and student mentors are available at various times in skill labs to provide assistance to students.
Part IV

Nursing Student Safety & Use Requirements
Classroom Skills Lab
Simulation Lab
&
Computer Lab
SAFE USE AND UTILIZATION OF YUBA COLLEGE HEALTH SCIENCE LABORATORIES AND EQUIPMENT:

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

**General Guidelines**

a. All faculty, staff, and students must know and practice the safety guidelines at all times while using the Skills, Simulation, Computer labs, and nursing classrooms. Failure to adhere to these general guidelines may result in disciplinary action.
b. All labs are locked at all times, unless occupied by faculty, staff, and/or students during class or scheduled practice.
c. Skills, Simulation, Computer labs, and nursing classrooms are reserved for enrolled nursing students only. Students not enrolled in the Associate Degree Nursing Program are prohibited from using these facilities without the express permission of the Program Director.

**Lab Guidelines**

a. There shall be no eating, drinking or gum chewing in the labs during student use, demonstration, or return demonstration.
b. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct exits.
c. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the labs will not be considered the responsibility of the District or the Nursing Department.
d. All students shall practice proper hand washing technique while using the Skills and Simulation Labs.
e. The labs are not to be used as social areas.
f. Students are to report any misconduct occurring in the labs and may be held responsible if not reported.
g. Students using the Skills or Simulation labs must be in full school uniform.

**Sharps Safety**

a. Needles provided for practice of injections are used in the Skills Lab and ONLY when faculty are present for assistance.
b. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action.
c. Due diligence is expected when working with intravenous therapy equipment for student safety and equipment maintenance.
d. Student are NEVER to recap used dirty needles and must discard used needles in the sharps disposal containers provided in the Skills Lab. Needles and other sharp objects must not be discarded in the trash or left out openly in the Skills Lab at any time.
e. All needles are to be secured when not in use for student learning experience.

**Mannequin Safety**

a. Wet materials or any potentially damaging materials (ink or permanent markers) may not be used around mannequin and related equipment.
b. Faculty and students are responsible for reporting to the appropriate staff any defects of dysfunction with mannequins both high fidelity and low fidelity.

c. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

d. Electrical beds in the Skills and Simulation Labs will be inspected as needed for repairs.

e. Electrical beds shall be maintained in the lowest position when a mannequin is in the bed.

**Physical Safety in Health Science Laboratories**

a. Students will be observed to use safe body mechanics when demonstrating moving, lifting, and transferring skills.

b. Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.

c. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the dismissal from the lab.

d. Equipment needed for body mechanics practice will be kept in working condition. Any broken part will be reported immediately to the nursing office.

**Standard Precautions**

a. All blood and body fluids should be treated as if they are infectious.

b. Students involved in any situation involving blood or other potentially infected materials must make sure to follow all precautions to avoid getting another person’s blood or body fluids on their skin and/or mucus membranes.

**Injury/Illness**

Students with casts, splints or a physical condition that inhibits movement and interferes with patient or student safety are prohibited from participation in lab clinical activities. Students are required to take a leave of absence from the program until such items inhibiting movement are no longer needed. If the student is deemed unable to meet the course objectives due to missed clinical time, the student is required to depart from the program. The student may request re-entry per the re-entry policy. A physician’s clearance is required upon re-entry into the program.

In order to protect patients, peers, and others, you must not report to class or the clinical area if any sign of infectious illness is present. **In addition, if the student receives an injury or develops an illness or condition that may endanger the student, the staff or patients, it will be necessary for the student to obtain clearance from a private physician before he or she will be allowed in classes and/or the clinical area.**

**Accidents**

If you become injured while in attendance on campus or in the clinical areas, your health is of prime importance. If you are injured while in the clinical area, **the instructor must be notified immediately.** Students are treated per Yuba College policy. The cost of such care is covered by the Yuba College District Worker’s Compensation policy. In the event of an injury, either on campus or in the clinical area, the student is advised to follow-up with his/her private health care provider or the Health Services offered for Yuba College campus. Student and faculty must be in compliance with District policy on workplace injury.
Blood Borne Pathogen Exposure Immediately after a needle stick or exposure

1. Wash the area with soap and water for at least 3 minutes.
2. Splashes to the nose, mouth, or skin should be washed with water for 5 minutes.
3. Eyes should be irrigated with clean water, saline, or sterile irrigants.
4. No scientific evidence indicates that the use of antiseptics for wound care or squeezing the wound will reduce the risk of transmission of HIV. The use of a caustic agent such as bleach is not recommended.
5. Prompt reporting is essential. In some cases, HIV post-exposure treatment may be recommended and it should be started as soon as possible, preferably 1-2 hours. After applying first aid, if you have not already done so, report this immediately to your clinical instructor who will provide direction for your care and complete the required paperwork.

Cleaning of Laboratory and Equipment

a. The faculty shall assign students at a designated time for cleaning of skills labs and equipment. At that time they will be responsible for the disinfection and maintenance of equipment. The Simulation Tech Coordinator will assist in monitoring of the use for simulation equipment. Students and faculty are responsible for the cleanliness of the lab during and after use.
b. Floors, counters, and furniture will be cleaned by appropriate personnel. Equipment located in the Skills and Simulation Labs will be cleaned with the appropriate cleaning agents only.
c. Bed linens will be changed on a regular basis and when soiled or after extensive use.

Nursing Computer Lab Student Acceptable Use Policy Expectations

We recognize that students attending a community college are mature and responsible adults. The college maintains an open and unfiltered system with regard to Internet access. However, all students are expected to abide by the specific rules set forth below. The use of the Nursing Program Computer Lab is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the college’s computer resources. In order for the Nursing Department to satisfy software license agreements, all users must be informed of, and agree to follow Computer Lab safety and efficacy regulations.

1. Current enrollment in coursework within the Nursing Program Course is required.
2. Food, drink, pets, and children are NOT permitted in the Nursing Program labs.
3. No cellular telephone usage is permitted in the labs. Ringers must be on silent mode so they do not cause a disturbance.
4. Directions must be followed when given by any instructor or lab personnel concerning use of equipment or student conduct. If you encounter a problem with any of the computing equipment, notify faculty or office staff so a work order may be processed.
5. Student users may not install, copy, and/or download software, alter system files – including games or any other software not supported directly by the Nursing Department – or disconnect any cables on computers (or any other equipment).
6. Student users may not attempt to physically move any equipment in the lab. Moving equipment is prohibited.
7. PRINTING services are NOT available to students.
8. Students may save work on either a CD-R/W or memory stick with the express permission of the faculty or staff.
9. COMPUTER TESTING CARRIES ALL THE SAME RULES AND REGULATIONS AS THAT OF A PAPER AND PENCIL EXAMINATION.

**Student Network Usage**

Proper use of the network does not include using programs for personal use or internet surfing and usage. Users should not provide, assist in, or gain unauthorized access to College computing or network resources. Users are prohibited from attempting to circumvent or defeat computer or network security measures. Attempts by students to obtain, manipulate, delete or change the contents of another user’s files, passwords, etc., are regarded as infractions of the January 1980 California Computer Crime Penal Code (Senate Bill No. 66).

Attempts to ‘break’ the operating system constitute a felony under this law.

1. Student users should not connect personal computers or any other device to the Yuba College network.
2. Student users should not use information technology resources for non-college, unsanctioned, personal or commercial activity.
3. Social media contract – pending faculty approval – will be posted on course Canvas and portal

**Internet**

The following rules and restrictions concerning Internet connection must be followed where applicable. Internet in the health science computer lab is expressly used for the purposes of online testing, research, EMR documentation, Webinars, Canvas review, portal access and instructional methodologies. Students must NOT:

1. Transmit solicited or unsolicited information which contains obscene, indecent, lewd or lascivious material.
2. Transmit solicited or unsolicited information which contains profane language or can be construed as bigoted, inflammatory or harassing in nature.
3. Use the Internet to gain unauthorized access to any computer.
4. Engage in cyber attacks: i.e. writing, bullying, intimidating, threatening or harassing entries.
5. Make cyber threats (directed towards others or self) without expecting the recipients, the college, the program and the police to consider them as real.
6. Engage in inappropriate mass mailing which includes multiple or mass mailing.
7. Since the college’s computer labs are public areas, students shall not access Internet sites that contain pornography, gratuitous violence, non-instructional game interaction, or any material that is deemed to be inappropriate by faculty, administration, college and district personnel. The intent of these rules is not to limit academic freedom but to respect the sensibilities of others using these facilities.

Students who are doing legitimate academic research on a subject that may be controversial must notify the Faculty before using the computer to access this material. Students who do not comply with these terms could face discipline including formal disciplinary actions from Yuba College, liability for all damages, attorney fees, and court costs.
Part V

Documents Requiring Student Signature

Documents useful to the Nursing Student at Yuba College

Student responsibilities to Yuba College, Patients and Clinical Facilities
RELEASE OF INFORMATION

I, ___________________________ give the Yuba College Nursing Department permission (print name) to release information from my file as indicated below:

Items with an asterisk will be released to clinical agencies which is requirement for participation as a student in all clinical facilities.

Name: ______________________________________________________

Address: ______________________________________________________

Contact Phone Numbers: __________________________________________

*Cellular Phone          *E-mail Address
*Address                *Drug Screen Clearance
*CPR card info.          *TB test results
*Criminal Background Clearance   *Immunizations
*Physical Exam

The information in my student file may be released to:

Please check all that apply

Current Employer ______

Prospective Employer(s) ______

Financial Aid ____________

Grant/Scholarship Committees ____________

Other educational institutions ____________

WIA ______________

Other (please specify) ________

Student Signature:_______________________________   Date signed:_______________
ACKNOWLEDGEMENT OF UNDERSTANDING

I __________________________ certify that I have read and understand the policies and procedures included in the Yuba College ADN Nursing Student Handbook.

Signed:_____________________
Date:_______________________

[The student handbook policies, procedures, rules and regulations are subject to change with two (2) weeks written notice. The changes will be communicated by posting on departmental bulletin boards, electronic communication methods, and/or distributed to students.]

After reading the handbook, students must sign this form and give it to their clinical instructor. Forms will be kept in student files.
YUBA COLLEGE NURSING DEPARTMENT
CONFIDENTIALITY AGREEMENT

In signing this agreement, the undersigned student agrees to keep all patient/client information confidential both clinical & simulation patients.

( ) I agree to maintain strict confidentiality of patient information, including archives, medical records, medications, and/or patient family issues. Patient confidentiality is legal right of all patients.

( ) I understand that students who breach patient/client confidentiality can be dismissed from the program, but may also be civilly liable for such disclosures.

( ) I understand that information obtained about patients/clients in the clinical settings is confidential, and cannot be shared or discussed outside the clinical/educational setting with anyone (i.e., family members, other students via e-mail, hard copy, virtual copy, phone, social networking, or fax).

( ) I understand that professionalism in nursing includes not discussing information related to assignments that are to be completed individually, or discussion sharing of testing information. Confidential information given by an instructor regarding your performance is expected to remain confidential. This information is not to be shared with other students.

( ) I understand that infractions involving unprofessional behavior and/or confidentiality can result in verbal warning, written warning (unsatisfactory progress report or learning contract), or dismissal. Any concerns about the nursing programs can be addressed with the Nursing Director.

By signing below, I am consenting that I have read and understood the above listed expectations for confidentiality.

____________________________________
Name (Printed)                        Date

____________________________________
Signature
**Simulator User Expectations**

The high-fidelity Simulators utilized at YCCD Simulation Center are highly complex and sophisticated state-of-the-art physiological models of a human patient. The following list represents what our expectations are of you, the student, that must be adhered to at all times while in the skills lab.

- No food or drinks are allowed in the rooms with Simulators. Simulators are state-of-the-art equipment that can be damaged irreparably with liquids or debris falling to their electrical components.

- No hand jewelry, including wedding rings, is allowed near simulators. The stones can tear the skin and/or leave permanent indentions. Please leave these items at home.

- Pens cannot be used near the Simulators, as they can stain the skin of the Simulator permanently.

- Come prepared in proper uniform, per your Student or Occupational Handbook. The standards of the simulation center are exactly the same as a hospital setting; you are expected to conduct yourself in accordance to clinical policy and procedures while in the simulation center.

- Please do not try to fix any technical problems yourself. If you do have a technical problem with the Simulator, please let staff know immediately.

- While the Simulators are very well-built, please do not use excessive or unnecessary force on them. Do not touch, manipulate, or remove any cords or connections from any of the equipment or the Simulator. Do not damage or harm any of the equipment provided by YCCD. Intentional damage or misuse of equipment will be taken very seriously.

By signing below, I am consenting that I have read and understood the above listed expectations for the Simulation Center

____________________________________  __________________________________
Name (Printed)                                      Date

____________________________________________________
Signature
Simulation Confidentiality Agreement

During your participation in the YCCD Simulation Center you will be both an active participant, as well as, an observer of realistic scenarios. Our goal is to train individuals to improve their clinical performance in difficult medical situations, while providing a safe learning experience. Each case is designed to expose errors in performance so clinical proficiency can be improved. Due to this, it is imperative that confidentiality and respect be maintained at all time. Failure to do so would impair the effectiveness of training and potential unfair treatment of participants.

Please feel free to discuss in general terms your experience with Simulation, but we ask you to maintain confidentiality regarding the specific cases or situations you encounter at the center. Cases are designed to be challenging to participants and foreknowledge of case details will defeat the purpose of training.

Please sign below acknowledging you have signed and read this statement and agree to maintain the highest levels of confidentiality about the performance of individuals and detail of clinical cases or scenarios to which you are exposed.

____________________________________  __________________________
Name (Printed)                        Date

____________________________________
Signature
STUDENT RESPONSIBILITIES TO YUBA COLLEGE, PATIENTS, AND CLINICAL FACILITIES

SAFE MEDICATION ADMINISTRATION POLICY:

**Purpose:** To provide education and guidance for students in all nursing courses regarding safe medication administration to include educational preparation, nursing implications, patient education and accurate evaluation and documentation.

**Program Requirement:** All medications are administered safely, through the application of the FIVE RIGHTS of medication administration within the identified timeframe.

1. At the beginning of each shift or as part of the preparation for clinical, the student will:
   a. Check the medication record to determine which medications both scheduled and as needed (PRN), are to be administered that shift and the times of administration.
   b. Review physician orders from the previous 24 hours for changes, errors and or additions to prescribed medications and medication administration parameters.

2. Medications are administered within 30 minutes of the documented time of administration or per facility policy (whichever is most stringent) except for extenuating circumstances (SNF, patient off floor, patient NPO, missing medications, etc.).

3. PRIOR to instructor supervision, verification and discussion, the student must demonstrate understanding regarding:
   a. Pharmacologic and therapeutic action
   b. Indication for the patient
   c. Primary adverse effects and incompatibilities.
   d. Correct IV drip rate or ml/hr; IV pump rate for primary and secondary medications and fluids.
   e. The correct medication dosage and safe dose range.
   f. Proper equipment; appropriate site selection and volume of parenteral medication related to site selection.
   g. All proper abbreviations related to medication administration.
   h. Saline flush procedure.
   i. All medications prepped for the patient, regardless of route, at the time of instructor review are considered those that the student will administer to the patient. Any medication incorrectly prepped by the students at the time they are checked by the instructor constitutes a “medication error”.

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

5. Two patient identifiers are required for safe medication administration. Students must comply with the facility policy regarding the two patient identifiers used. Should the facility not specify the two patient identifiers, the defaults are patient name and medical record number.

6. Prior to instructor review, the student documents the following information on the MAR or designated prep or flow sheet:
   a. Blood Pressure and apical pulse taken by the STUDENT within one hour of medication administration of vasoactive drugs and/or drugs that will affect heart rate and rhythm.
   b. Appropriate laboratory values for specific medications, i.e., (list not all inclusive):
      1. PT, PTT, INR
2. Electrolytes
3. Drug levels, i.e., Dilantin, Digoxin, Theophylline, and Depakote
4. Peak and Trough levels: aminoglycosides
   c. Failure to research and apply laboratory and/or drug values is considered a medication error.
   d. All medication errors and “near misses” are documented per facility policy.
7. Students must demonstrate critical thinking related to rationale for “holding” a medication. Students must verify the plan to “hold” prescribed medications with the clinical instructor and the primary nurse.
8. All medications must be documented immediately FOLLOWING MEDICATION ADMINISTRATION unless prevented by special circumstance.
9. Three checks for SAFE medication administration BEFORE administering to patient.
   a. When the medication is obtained from dispensing source.
   b. When the dose is being prepared.
   c. At the point of administration.
10. All newly ordered medications are verified with the ORIGINAL physician orders prior to administration.
11. In the clinical setting the student is expected to have researched the information PRIOR to administration not at the time of instructor contact/verification.
12. FAILURE TO FOLLOW THIS POLICY CONSTITUTES UNSAFE MEDICATION ADMINISTRATION AND DISMISSAL FROM THE CLINICAL SETTING MAY RESULT.

STUDENT RESPONSIBILITIES TO YUBA COLLEGE: In the classroom and clinical facility you are a Yuba College Student. You are responsible, first and foremost, to your Yuba College Instructor for your supervision. You are responsible for team participation with the staff of a given facility, but your primary responsibility is to your patient, your instructor, and Yuba College.

1. The student will not enter the clinical or classroom setting when he/she has an impairment or illness that could be harmful or infectious to others.

The Nursing Student will:
   a. Purchased & review regularly the practice of professional nursing as defined in the California Nursing Practice Act.
   b. Follow all rules and regulations as outlined in the Student Nurse Handbook and course information documents.
   c. Demonstrate honesty in all behaviors and communications.
   d. Arrive on time, and report to the person responsible for student supervision. Nursing students may not leave the assigned clinical area during assigned time, except during breaks when the student may go either to the cafeteria, or unit break room.

2. Demonstrate adequate preparation for the clinical experience by:
   a. Thorough investigation of the patient diagnosis and completion of the clinical preparation course requirements.
   b. Achieving 90% on Dosage/Calculation test (two attempts).
c. Review of clinical objectives outlined in course syllabus.  
d. Participate fully in the classroom and clinical experience.  
3. Demonstrate behavior indicative of a drug and alcohol-free professional.  
4. Display stable mental/emotional and physical health.  
5. Demonstrate responsibility for all personal actions.  
6. Take appropriate steps to insure personal injury does not occur.  
7. Abstain from all forms of inappropriate behavior toward fellow students, instructors, clients, and agency staff.  
8. Follow the dress code set forth in the student handbook.  
9. Demonstrate full understanding of confidentiality, including Health Insurance Portability and Accountability Act (HIPAA) regulations.  
10. Demonstrate correct, accurate, and timely charting.  
11. Demonstrate correct, accurate, and timely verbal communication.  
12. Provide safe therapeutic care to clients, utilizing the level of supervision designed by their instructor.  
13. Photographs in the clinical setting are strictly prohibited. Photographs may be taken outside or in the lobby.  
14. Hand held devices are permissible by approval of the clinical facility and the instructor.  

**CARE OF CLIENTS WHILE A YUBA COLLEGE STUDENT:**  
The student will:  
1. Demonstrate correct use of all therapeutic processes, insuring physical, mental, and emotional safety of the client and their property.  
2. Demonstrate a nonjudgmental attitude toward clients.  
3. Provide only care which the student has been deemed competent to perform, utilizing the level of supervision appropriate to the circumstance outlined in the clinical guidelines.  
4. Demonstrate a team approach to client care by communicating in a timely manner verbally and/or in writing all clinical information.  
5. Adhere to all program and facility policies and procedures governing clinical practice and follow directions for the assigned experience.  
6. Be responsible and accountable for all assigned client care and report to instructor and staff prior to leaving assigned area (failure to do so constitutes abandonment of care and is subject to disciplinary action.  


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1/14:rm (Revised)