Student Handbook

Golden West College
School of Nursing

February 2024

Welcome to the Golden West College School of Nursing

The Nursing Student Handbook contains policies and guidelines specific to the School of Nursing during your enrollment in the GWC School of Nursing Program.

These policies are binding on the student as part of the relationship between students, the School of Nursing and Golden West College. Failure to comply with the departmental policies may result in disciplinary action and up to dismissal from the program.

The Nursing Department reserves the right to update the policies in this handbook as deemed necessary. Policy changes will be distributed via CANVAS for student feedback for a specific period. The documents in this edition of the Student Handbook supersede all previous versions of these documents.

It is the responsibility of the student to seek counsel from course instructors or advisors for concerns related to the policies presented in this handbook.
The current Nursing Student Handbook is housed in the GWC Nursing website
www.goldenwestcollege.edu/nursing

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<h1 style="text-align:center">Golden West College Mission Statement</h1>

Golden West College's mission is to create an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

<h1 style="text-align:center">Golden West College – School of Nursing</h1>

Introduction

The Golden West College (GWC) nursing program graduate will receive the Associate of Science Degree in Nursing (ASN) and is eligible to apply for the National Licensure Examination for Registered Nurses (NCLEX). Graduates of this curriculum are prepared for the role of a novice-level RN (Registered Nurse) in hospital and community settings.

<h2 style="text-align:center">Mission and Philosophy</h2>

School of Nursing Mission Statement

Golden West College School of Nursing's mission is to provide accessible, affordable, and intellectually stimulating education that results in the student's successful completion of the nursing program.

The School of Nursing Philosophy

The person is an individual or a family who brings unique characteristics to the nurse/person interaction. Health is a dynamic, self-defined state of being that exists along a continuum from wellness to illness and reflects the person's interrelationship of mind, body, and spirit.
The continuum consists of the interaction of internal and external factors that influence the overall health of persons.

Nursing is both an art and science founded on a professional body of knowledge that is a dynamic and continually evolving discipline. In this discipline, the nurse utilizes the nursing process substantiated with scientific evidence to make timely and appropriate clinical judgments in providing quality patient-centered care. To support decision-making, the nurse employs information technology in collaboration with other members of the healthcare team. As nurses, we employ our skills to meet patients wherever they need us and thus provide healthcare in a variety of settings.

Students are accountable for their own desire to learn using commitment, initiative, and self-direction. Learning styles, rates of learning, learner readiness, cultural and ethnic background, and life experience variances are inherent in the student population and are taken into consideration when planning and delivering effective teaching. The respect and dignity of the student must be maintained to foster the learning environment and collegial relationship between student and educator.

At the Associate Degree level, utilizing Knowles's and Kolb's Adult Learning Theories, the focus of nursing education is developing knowledge, skills, and professional identity needed for entry level into practice. In addition, the student acquires a generalist foundation from which to begin nursing practice. The Associate Degree nursing student is prepared to provide safe, quality care in collaboration with interdisciplinary teams based on the best current evidence to meet the diverse healthcare needs of the community it serves. The graduates are prepared to continue their professional education at the Baccalaureate level and *strive to* become life-long learners. The organizing framework, which guides the associate degree curriculum, is depicted below.

Utilizing the philosophy of the program with the professional standards of the American Nurses Association (ANA) Standards of Practice, the Board of Registered Nursing (BRN) standards of practice, the National Council Licensure Examination (NCLEX) test plan, and the Quality and Safety Education for Nurses (QSEN) competencies were used in developing the framework for the nursing curriculum. The organizing framework for the nursing program is noted in Table 1.

Table 1 School of Nursing Organizing Framework

Patient-Centered Care,	The provision of caring and compassionate, culturally sensitive care that is based on the physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values of the patient.
Safety and Quality Improvement	The minimization of risk factors that could cause harm while promoting quality care and maintaining a secure environment for patients, self, and others to improve health care services and better meet the needs of patients.
Nursing Judgment/Evidence-based Practice	The use of current knowledge from research and other credible sources, in consideration of the nurse's clinical judgment using the nursing process to provide patient care within a family and community context.
Teamwork and Collaboration	The delivery of patient care in partnership with nursing and interdisciplinary teams to achieve continuity of care and promote patient outcomes
Informatics and Technology	The use of information and technology as a communication and data gathering tool that supports clinical decision-making and safe, scientifically based nursing practice.
Professional Identity	The adherence to legal, ethical, and professional standards of practice to provide nursing care for patients across the lifespan.

Programmatic Student Learning Outcomes

The Programmatic Student Learning Outcomes (pSLOs) are the terminal outcomes for the new graduate of the GWC ADN Curriculum. The pSLOs were developed by the faculty of the School of Nursing and are derived from the mission/philosophy and the purposes of the program. The selection of the pSLOs were based on:

1. Relevance of the outcome for assessing and improving the quality of the program.
2. Identification of outcomes in professional standards and guidelines. Per the Board of Registered Nursing competencies, outcomes will focus on:
   a. Delivering safe, therapeutic, effective, patient-centered care
   b. Practicing evidence-based practice
   c. Working as part of an interdisciplinary team
   d. Focusing on quality improvement
   e. Using information technology
3. Emphasis in literature
4. Measurability using existing tools and methods.

After reflecting upon professional standards, guidelines and the School of Nursing philosophy, the faculty identified four essential attributes of the GWC graduate:

1. Patient-centered care/safety/QI
2. Evidence-based practice/nursing judgment
3. Teamwork/collaboration and informatics/technology
4. Professional identity

These attributes provide the foundation for our programmatic student learning outcomes and bring the standards, guidelines, and philosophy a reality in our graduates' performance. The pSLOs delineate the competencies required for entry into contemporary professional nursing practice and are congruent with professional standards and guidelines.

Program Learning Outcomes

Upon completion of this program, students will be able to:
1. Provide safe, quality, patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes.
2. Utilize current knowledge from research and other credible sources to make nursing clinical judgments and provide patient care within a family and community context.
3. Utilize information technology in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care.
4. Demonstrate professional behavior and adhere to legal, ethical, and professional standards.

Outcome Assessments

The pSLOs are used to develop course specific Student Learning Outcomes (SLOs), outcome assessment methods, and expected levels of performance. The SLOs identified can be separated into areas of knowledge, skills, and behaviors, and are evaluated in both a formative and summative manner. Therefore, SLO assessment includes course specific measures, standardized assessment tools, psychomotor skill assessment and graduate data.

The findings and recommendations that result from the outcomes assessments facilitate:

- Clarification and strengthening of the purposes and objectives of the program
- Valid assessment of student outcomes
- Curriculum refinement
- Refinement of teaching/learning strategies
- Process for identifying course specific SLOs

American Nurses Association
Code of Ethics

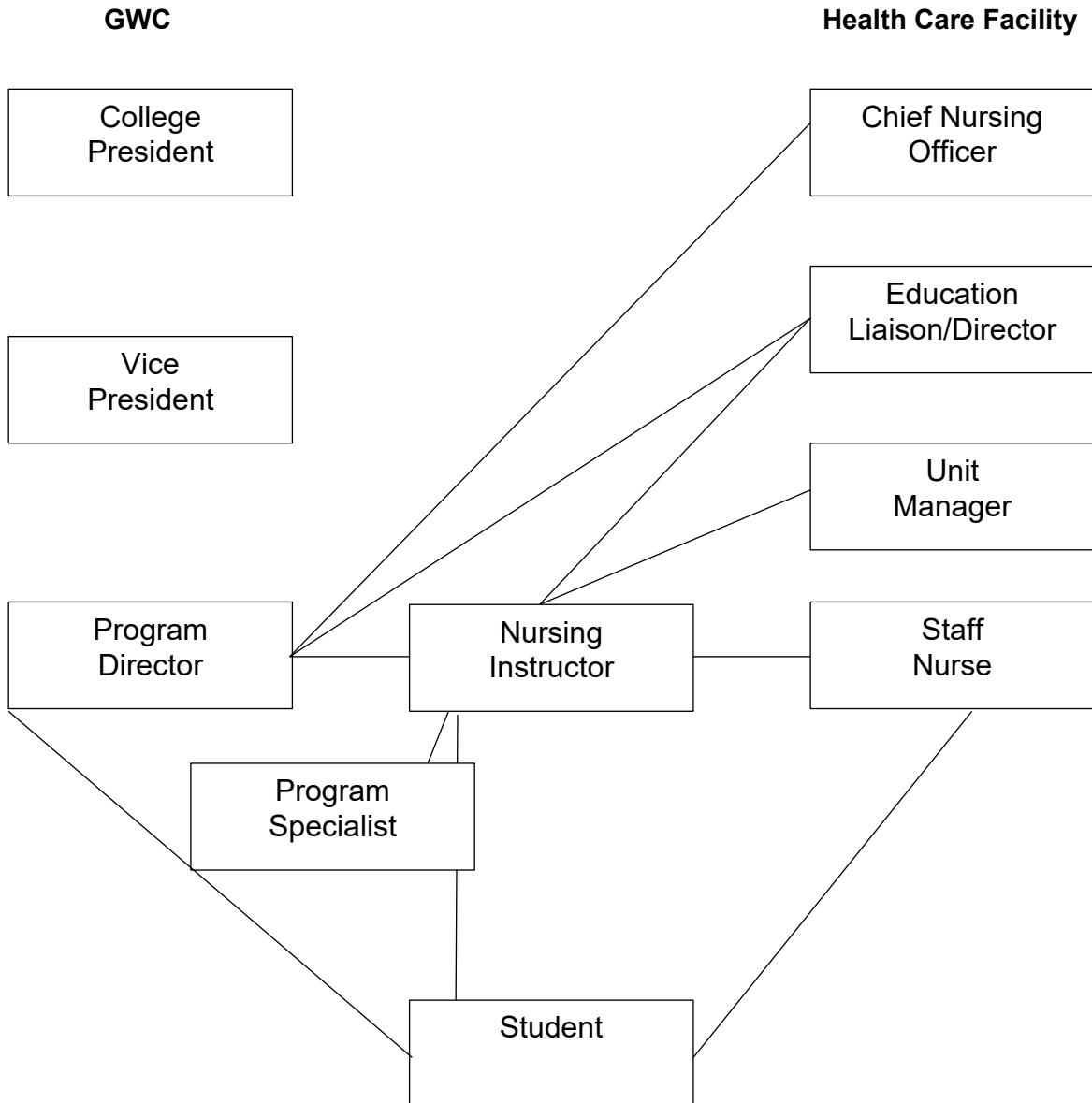*"The Code of Ethics establishes the ethical standards for the profession. It is not negotiable in any setting…"*

1. *The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person.*

2. *The nurse's primary commitment is to the patient, whether an individual, family group, community, or population.*

3. *The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.*

4. *The nurse has authority, accountability, and responsibility nursing practice; makes decisions; and acts consistent with the obligation to promote health and to provide optimal care.*

5. *The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.*

6. *The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.*

7. *The nurse, in all roles and settings, advocates the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.*

8. *The nurse collaborates with other healthcare professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.*

9. *The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

Source: ANA 2016

Title: Communication Flow

Policy #: 110

Purpose: Demonstrate communication pathways for student to follow for any issues or concerns. It is expected that the student will first follow all campus/district communication channels to resolve concerns. Students have the right to contact the California Board of Registered Nursing (BRN) and/or the Accreditation Commission for Education in Nursing (ACEN) with concerns regarding the educational program.

GWC	Health Care Facility

College President

Chief Nursing Officer

Education Liaison/Director

Vice President

Unit Manager

Program Director

Nursing Instructor

Staff Nurse

Program Specialist

Student

Curriculum
Associate of Science in Nursing

General Program Information:

- The Nursing Program is four semesters in length after admission.

- Courses must be completed in the order outlined in the approved curriculum.

  o **ALL** courses **must be** completed in each semester level before progressing to the next semester level.
  o Students can only be enrolled in **one level** per semester.

- A passing grade of 75% or greater (grade C) must be achieved in each nursing course.

- Theory and clinical courses must be successfully completed concurrently.

- Completion of this curriculum qualifies the student to receive an Associate of Science Degree in Nursing and is eligible to apply for the State National Licensure Examination for Registered Nurses.

- The California Board of Registered Nursing (BRN) and the Accreditation Commission for Education in Nursing (ACEN) accredit the Golden West College School of Nursing.

California Board of Registered Nursing	**Accreditation Commission for Education in Nursing**
1625 North Market Boulevard, Suite N217	3390 Peachtree Road, Suite 1400
Sacramento, CA 95834-1924	Atlanta, GA 30326
(916) 322-3350	(404) 975-5000

School of Nursing Curriculum

(Phasing out starting Spring 2023, retired after Fall 2024)

Pre-Nursing Semester	Credit Units
English G100 – English Composition*	4
Psychology G118 – Life Span Developmental Psychology	3
Communication G110 – Public Speaking	3
Math as per placement test*	
Nursing Semester 1/ Level 1	
Biology G220 – Human Anatomy	4
Nursing G131 – Professional Nursing I	1
Nursing G130 – Health & Illness I	9
Nursing Semester 2/ Level 2	
Biology G225 – Human Physiology	4
Sociology G100 – Introduction to Sociology	3
Nursing G140 – Health & Illness II	8
Nursing Semester 3/ Level 3	
Biology G210 – Microbiology	5
Nursing G241 – Professional Nursing II	1
Nursing G240 – Health & Illness III	8
Nursing Semester 4/ Level 4	
Nursing G271 – Professional Nursing III	1
Nursing G270 – Health & Illness IV	8
Additional Courses Required for Graduation	
Math G160 – Statistics*	4
English G110 – Critical Thinking*	4
Total Program Credit Units	**70**

** Course descriptions are located on the Golden West College catalog on-line:
http://www.goldenwestcollege.edu/catalog/

School of Nursing Curriculum
(Starting Spring 2023 Semester)

Pre-requisite Courses	
English 100 – Freshman Composition	4.0
Psych 118 – Life Span & Development	3.0
Comm 110 – Public Speaking	3.0
Biology G220 – Human Anatomy	4.0
Biology G225 – Human Physiology	4.0
Biology G210 Microbiology	5.0
1st Semester/ Level 1	
NURS G160 Fundamentals of Nursing	4.0
NURS G160C Fundamentals of Nursing	5.0
NURS G131 Professional Nursing I	1.0
2nd Semester/ Level 2	
NURS G170 Medical Surgical	3.0
NURS G170C Medical Surgical Clinical	3.0
NURS G295 Mental Health Nursing	2.0
NURS G295C Mental Health Nursing Clinical	1.5
3rd Semester/ Level 3	
NURS G175 Women's Health and Newborn Nursing	2.0
NURS G175C Women's Health and Newborn Nursing	2.0
NURS G285 Pediatric Nursing	2.0
NURS G285C Pediatric Nursing Clinical	1.5
4th Semester/ Level 4	
NURS G290 Advanced Medical Surgical Nursing	3.0
NURS G290C Advanced Medical Surgical Nursing Clinical	5.0
NURS G271 Professional Nursing 2	1.0
Total Nursing Course Units	36.0
GWC graduation requirements for ADN	
SOC G100 Introduction to Sociology	3.0
ENG G110 Critical Thinking, Reading, and Writing Through Literature (or Area C Humanities courses)	4.0
MATH G160 Statistics	4.0
Total Program Units	**70.0**

** Course descriptions are located on the Golden West College catalog on-line:
http://www.goldenwestcollege.edu/catalog/

Title: ATI Testing *(Phasing out starting Spring 2023, retired after Fall 2024)*

Policy #: 105

Policy: The School of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include participation in the Assessment Technologies Institute (ATI) and selected Comprehensive Assessment and Review Program (CARP) areas.

CARP incorporates content mastery exams and content area review through on-line modules that are used throughout the nursing program. The ATI RN Comprehensive Predictor exam is given prior to graduation. It is used specifically to provide the student with a percentage of readiness for the NCLEX exam. This entire ATI program is intended to help students prepare systematically for individual studies and the NCLEX exam by providing a measure of proficiency and familiarity with the content and testing processes needed for success.

All nursing students are required to participate in the ATI Testing program while enrolled in nursing courses.

The ATI Testing program is one mechanism used by faculty to evaluate curriculum.

Guidelines:

1. An Assessment Technologies Institute (ATI) exam is required in the following courses:
   a. **Test of Essential Academic Skills (TEAS)** – program admission requirement
   b. **Content Mastery Exams:**
      - Fundamentals of Nursing Practice
      - Maternal-Newborn Nursing
      - Nursing Pharmacology
      - Adult Medical-Surgical Nursing
      - Nursing Care of Children
      - Mental Health Nursing
   c. **Comprehensive Predictor** – 4th semester

2. The course faculty will coordinate the scheduling and proctor the computer-administered assessments. Generally, content mastery examinations are given toward the end of the semester.

3. The ATI Testing Policy will be outlined on each course Canvas sites.
   a. Students will complete a non-proctored online ATI exam per content area as outlined in #2.
   b. A focus review will be completed for each incorrect content item.
   c. The student will complete a follow-up (2nd) proctored online ATI exam.
   d. If a student score Level 2 or lower, a remediation plan must be completed by the student.

      e. Grades points are awarded for the process above. Points may vary per course and content area exams as outlined on the course Canvas site.

4. Completion of the content mastery examination(s) is a course requirement. If the student does not comply with the requirement and/or fails to complete all criteria by the end of the content specific rotation/semester, the instructor will submit an incomplete grade. The student is not eligible to progress to the next nursing course until a letter grade for the course is recorded.

5. Graduation requirements include the successful completion of ATI RN Comprehensive Predictor Examination. The student must achieve a minimum raw score that equates to a high probability of first time passing on the associated NCLEX exam.
    - The 4th semester course syllabus will state the precise minimum score that must be achieved for passing. If a student does not achieve the required score, they must remediate until the level is achieved. The remediation process includes a focused review and a remediation exam of 90% or better.
    - Students who do not achieve the passing score requirement on the Comprehensive Predictor exams will receive an Incomplete ("I") for the course grade. The student will remediate per course guidelines. If the student fails the remediation process, the student will receive a course failure (F) and will need to repeat the course.

6. Graduation requirements are not fulfilled until **all** ATI-associated activities are completed.

Title: ATI Testing *(Starting Spring 2023 Semester)*

Policy #: 105

Purpose:
The purpose of the ATI Policy is to describe the use and best practice processes of the ATI practice and proctored exams and the necessary remediation process. The purpose of using ATI materials is to enhance learning, determine NCLEX readiness, to guide any necessary remediation, and to enhance NCLEX success of all students. In addition, evaluation of ATI exam results is directly linked to the program evaluation improvement process for the curriculum.

Policy:
The School of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include participation in the Assessment Technologies Institute (ATI).

ATI incorporates content mastery exams and content area review through on-line modules that are used throughout the nursing program. The ATI RN Comprehensive Predictor exam is given prior to graduation.

All nursing students are required to purchase and participate in the ATI Program while enrolled in nursing courses. Faculty generate reports on the time spent on the ATI website for all students.

Guidelines:
1. Student participation in the ATI Testing program serves multiple purposes:
    a. ATI testing provides feedback on individual student performance throughout the curriculum.
    b. Students can use feedback from results of their ATI testing to identify knowledge strengths and potential knowledge deficits.
    c. Specific remediation plans are developed to enhance learning.
    d. It is expected that students who perform well and remediate when needed will be better prepared for the NCLEX.
2. An Assessment Technologies Institute (ATI) exam is required in the following courses:

	Curriculum Ending Fall 2024	Curriculum Starting Spring 2023
Fundamentals of Nursing Practice	G130	G160
Nursing Pharmacology	G240	G170
Maternal-Newborn Nursing	G140	G175
Nursing Care of Children	G240	G285
Mental Health Nursing	G270	G295
Adult Medical-Surgical Nursing	G240	G290
Comprehensive Predictor	G270	G290

3. Course faculty will coordinate scheduling of computer-administered assessments. Generally, content mastery examinations and the comprehensive predictor are given toward the end of the semester.

4. Practice Assessment and Required Remediation
    a. Prior to completing the Proctored ATI Exam in class, the on-line non-proctored Practice Assessment A must be taken during the designated time frame of 48 hours. Limiting availability of the non-proctored exam to 48 hours promotes student timely completion and encourages maximum time available for remediation.
        i. Students will take the non-proctored practice version A **one-time** at or about week 4 (for 8-week courses) and week 8 (for 16-week courses). Rationales are turned off.
        ii. Students will complete a focused review based on the **1st attempt** at the assessment. For each topic missed, the student will use their own words to summarize in 3-5 sentences what the student understood from the focused review.
    b. Submission of the focused review remediation is mandatory to take the Proctored Assessment. The expectation of remediation is that students put critical thinking into this task by using their own words to summarize the content learned.
    c. As an option, after faculty have verified the focused review is completed, faculty can turn on rationales to allow student to retake the practice assessment A.
    d. As an option, faculty can issue the non-proctored Practice Assessment B and students can take the non-proctored Practice Assessment B, utilizing the same process.

5. Proctored Assessment and Required Remediation
    a. The Proctored Exam in class will be placed prior to the end of the course with enough time allowed for students to complete a remediation.
    b. Students will complete a focused review based on the **1st attempt** at the assessment. For each topic missed, the student will use their own words to summarize in 3-5 sentences what the student understood from the focused review.

6. The intent of remediation for all students is to promote the opportunity for optimal performance and demonstrate personal responsibility for learning.

7. Completion of the required content mastery examination is a course requirement. If the student does not comply with the requirement and/or fails to complete all criteria by the end of the content specific rotation/semester, the instructor will submit an incomplete grade. The student is not eligible to progress to the next nursing course until a letter grade for the course is recorded.

8. The recommended ATI exam point distribution is equivalents to approximately 10% of the course grade. Refer to tables below as examples, which assume a 200-point course.

ATI Course Point Distribution – Content Mastery Exam

Remediation after the practice exam	Proficiency levels achieved on the proctored exam	Points awarded	Remediation after the proctored exam	Total points possible *
4	Level 3	12	4	20
4	Level 2	8	4	16
4	Level 1	4	4	12
4	< Level 1	0	4	8

* Assumes a 200-point course

ATI Course Point Distribution – Comprehensive Predictor Exam

Remediation after the practice exam	Proficiency levels achieved on the proctored exam	Points awarded	Remediation after the proctored exam	Total points possible *
4	95% or above	12	4	20
4	90% or above	8	4	16
4	85% or above	4	4	12
4	84% or below	0	4	8

* Assumes a 200-point course

Title: Military Advanced Placement

Policy #: 104

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

1. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program as outlined on the multi-criteria Guidelines.
2. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability, and the successful passing of the skills competency exam, achievement of 75% or above on the Challenge Exam and 90% on a dosage calculation exam.
3. Military Challenge students who have earned a grade of C- or lower or W in a previous nursing program will not be eligible for admission to the Associate Degree Nursing Program.
4. If the student is successful in challenging the first semester, the same procedure will be offered for second, third, and fourth semester.

Guidelines:

1. Interested candidates must request an appointment with the Program Director <u>at least four weeks prior to any application period</u> to discuss eligibility requirements for the Associate Degree Nursing Program.

2. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education, and experience for the following:
    a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
    b. Army Health Care Specialist (68W Army Medic)
    c. Air Force Independent Duty Medical Technician (IDMT 4N0X1C)

3. Applicants must submit the following materials verifying education and experience:
    a. Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience.
    b. A one-page documentation of nursing related experience including:
        i. Month and date (from-to).
        ii. Estimation of nursing hours practiced.

4. After review of the applicant's documentation and upon determination the applicant has met all admission requirements, the student will be required to take a:
    a. Written challenge examination for the 1st semester nursing course
    b. A competency skills exam

   c.   A dosage calculation exam

5.   Applicants must be successful on their first attempt; no retesting allowed.

6.   The following materials will be available to the applicant once challenge confirmation is made:
   c.   Course syllabus, including course objectives
   d.   Content outline
   e.   Bibliography and textbook lists
   f.   Example of style and format of examination.

7.   Written and skills competency examinations must be completed eight weeks prior to admission to the program, unless waived by the Program Director.

8.   Placement in the nursing course will be granted if the applicant meets minimum requirements equivalent to those required of students enrolled in the same course.

Title: Challenge Exam to a Nursing Content Area/Course

Policy#: 107

Policy: In accordance with the CA Board of Registered Nursing regulation CCR1430 Previous Education, students who have previous education in a specific area of nursing or other knowledge in the field of nursing may challenge the Golden West College nursing course(s). To do so, the student must meet the following Nursing Program requirements:

1. Must be accepted into the Golden West College RN Program. Transfers are accepted on a space availability only.
2. Coursework must have been completed within the last two years and passed with a grade of C or better.
3. Credit will be given for nursing courses equivalent to those offered at GWC upon passing the course challenge exam.
4. Credit for general education courses will be granted according to the college policy.
5. Must complete a minimum of 12.0 college credit units with a minimum of 2.0 GPA.
6. Evidence of completion of the clinical health requirements.

If a student is not on academic good standing, the student is not eligible to challenge the nursing content area.

Guidelines:

1. Students who wish to challenge a nursing content course must notify in writing to the Nursing Office 8 weeks prior to the start of the semester. The student must complete a Student Petition for Course Substitution Form with the Admission and Records Office to be considered for the Challenge Exam.

2. To qualify for the Challenge Exam, the applicant must have completed one of the following:
    *   Successful completion of a similar content and course from an accredited other nursing program with a grade of C or higher.
    *   Has equivalent training or work experience in the military (see Military policy).

3. The challenge process for a Medical-Surgical area consists of two components – the theory and the clinical.

4. The challenge process for a specialty area i.e., Women's Health, Pediatrics, Mental Health will consist of an exam in theory and lab. The applicant must achieve a Level 2 score or higher on the equivalent ATI proctored exam. Meeting this requirement renders the applicant successful in the challenge process and it will be noted on the Challenge Petition form.

5. For the Medical-Surgical challenge, the student must achieve a score of at least 75% on the written exam for the content area being challenged. If a passing score is not achieved, the student must take the content area (theory and clinical components). Additionally, a similar ATI proctored exam may also be used to meet this Medical-Surgical theory challenge.

6. Once the student has passed the examination, the student may be required to demonstrate competency in the designated skills in the laboratory setting.

7. If the performance on the laboratory component is less than satisfactory, the student is required to take the content area (theory and clinical components).

8. The student who is successful in the Challenge Process will be given the grade for the content area that was earned on the written exam and be exempt from that portion of the School of Nursing content area.

9. The content of the course being challenged can be achieved by passing an exam which is given one time only. A challenge exam can be offered once each semester. Notification of the intent to challenge a content area must be submitted in writing 60 days before the semester starts.

10. There is no fee for the challenge exams, except for the cost of the ATI proctored specialty exam and is incurred by the examinee.

11. The recommended resource comes from Assessment Technologies Institute (ATI) Content Mastery Series.

Title: Academic Integrity and Student Code of Conduct

Policy #: 100

Policy: The GWC Nursing faculty considers acts of academic dishonesty inconsistent with safe and professional nursing practice. In addition, such actions place the student at risk of being ineligible for a Registered Nurse license based on Board of Registered Nursing statutes. Therefore, any nursing student who engages in academic dishonesty, or is in collusion with such actions, may be dismissed from the School of Nursing.

The program reserves the right to refer the student to the College Disciplinary Officer and may be subject to disciplinary actions including dismissal from the program.

Definitions:

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.

Plagiarism is to present one's own ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts unless otherwise cited.

Collusion occurs when any student intentionally helps another student perform an act of academic dishonesty. Collusion as an act of academic dishonesty will be disciplined in the same manner as the act itself.

Cheating is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material.

Cheating includes but is not limited to:
- the uses of unauthorized sources of information during tests. These would include but are not limited to crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
- completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
- altering graded class work and resubmitting that work for reconsideration.
- engaging in any unauthorized assistance or communication with another person during an exam.
- purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

Regulations:
California Board of Registered Nursing Business and Professional Code section 480.

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
(b) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or another, or substantially injure another.

Guidelines:

A. During the instance that a faculty or other college official suspect a student has committed a breach of academic honesty, the faculty member and/or official reserve the right to remove the student from the testing location and allocate disciplinary action in accordance with the program and college policies.

B. Academic Misconduct: All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty. In the event a breach of academic honesty as defined above has occurred, the faculty member and/or official must address the student and provide a written notification with supporting evidence to the Program Director. Written notification is completed in the "Report of Academic Dishonesty" form.

C. The disciplinary action for the course is managed by the instructor and the School of Nursing. Possible sanctions may include, but are not limited to:
   1. No credit or a grade of F for the assignment without the possibility of a makeup assignment.
   2. A possible grade of an "F" the course.
   3. Referral to the College's Student Conduct Committee.

D. If the student is eligible for readmission into the program, the student will complete the process outlined in the Readmission policy.

E. The Learning Contract (Academic & Professional) documentation must be submitted to the School of Nursing Office within 24 hours.

F. A copy of the form is placed in the student's file in the School of Nursing office.

Title: Student Attendance

Policy #: 106

Policy:
It is important that students attend/participate in the first-class meeting of every class in which they are registered, since a full period of instruction will begin the first scheduled day of the class (or the semester for online classes). Instructors are expected to drop students who miss the first-class meeting. *See Attendance Policy in Golden West College Catalog.*

The Nursing faculty subscribes to the philosophy that academic success is directly proportional to class attendance, preparation, and participation. Students are expected to be punctual, attend all classroom (lectures), and clinical sessions (nursing skills lab and clinical agencies) to meet their course objectives and clinical training hours to successfully pass the course.

Students are expected to attend classes regularly to meet the course objectives and licensure required program hours. Regular and timely attendance in the classroom and clinical courses are included in the evaluation of professional behavior and responsibility.

Students who find it necessary to be absent from classroom or clinical lab result in an inability to meet the course objectives required to successfully meet and pass their course objectives. For absences, students are responsible and must adhere to the following guidelines listed below.

Definitions:

Attendance is a record of how often students are present in class, lab, and clinical sessions.

Tardy is arriving to nursing lab and clinical after the session has begun and is recorded as absent for the 1st hour of the day.

Attendance is documented by the faculty in the Professional/Clinical Learning Contract and may be utilized as recorded data in the event the student is not successful in passing the course.

CA Code of Regulations for State Licensure:
The Golden West College Nursing Program is approved by the California Board of Registered Nursing (BRN) for the required number of theory and clinical hours for students to be eligible to sit for the CA Registered Nurse State Licensure Examination.

Guidelines
1. It is the responsibility of the student to notify the instructor of their absence **prior** to the beginning of a class, nursing skills lab, and clinical.

2. Tardiness to clinical is considered as unsafe practice in a patient care area due to missed shift report. Students are considered tardy if they arrive later than their designated start time at the designated clinical area as defined by the clinical instructor. The clinical instructor has the discretion to send the student home upon tardiness.

3. Attendance on the first clinical day (orientation) for each rotation is mandatory.
    Failure to attend hospital orientation and/or mandatory computer training may result in a drop from the course and a dismissal from the program.

4. A student who comes to the clinical area ill may be asked to leave at the discretion of the clinical instructor and in accordance with agency policy.

5. A student who has been ill may be asked to provide the faculty with documentation from a medical provider stating that the student is physically able to return to the clinical area with "no restrictions".

6. If a student must be absent, the following are the <u>maximum absence time allowable</u>:

Theory Absence

- 8-week semester theory course- a maximum of (1) absence is allowed.

- 16-week semester theory course- a maximum of (2) absences are allowed.

- It is the responsibility of the student to communicate with their instructor to complete their classroom objectives.

Lab and/or Clinical Absence

Lab and clinical	Maximum Absences for Clinical Hours	Maximum Absences for Lab Hours	Total Maximum Absences Hours for Clinical and Lab
G160C	20	8	28
G170C	12	6	18
G295C	12		12
G285C	12		12
G175C	12		12
G270	24	10	34
G290C	12	10	22

- Students who missed a lab and/or clinical day must make an appointment with the clinical faculty who will verify the absence and develop a remediation plan to demonstrate competency in the missed clinical content area.

- Failure to complete this process will result in the student not being approved to return to lab and/or clinical and may be subjected to a drop from the course.

- *For extenuating circumstances such as serious illness with documentation, verifiable natural disaster or emergencies, the student is to be escalated to the Director of Nursing office and/or designee.*

7. Students who are absent up to the maximum allowable days will receive a Professional/Clinical Learning Contract for not meeting the clinical objectives of the course and may result in failure of the course.

8. Students are referred to the nursing program director and/or the assistant director for counseling for the following occurrence:

   a) Failure to attend the first clinical day (orientation), and any other orientation requirements of each rotation is mandatory.

   b) Failure to attend hospital orientation and/or mandatory computer training may result in a drop from course up to dismissal from the program.

   c) Students who leave the clinical facility during a scheduled clinical shift. Disciplinary actions will be taken if a student leaves the clinical site for any reason without notifying the instructor.

Title: Disabled Students Programs and Services (DSPS)

Policy #: 101

Policy: The faculty of the School of Nursing supports Golden West College's practice to offer students with disabilities a variety of support services to ensure equal access to instruction. If students have a verified disability, they are encouraged to request assistance from the Disabled Student Programs and Services (DSPS).

Guidelines:
1. Students with disabilities who believe they may need accommodation is encouraged to contact the DSPS as soon as possible to ensure that, if DSPS finds them qualified, such confidential accommodation is made in a timely fashion.

2. The substantiation documentation is submitted to DSPS by the student.

3. After DSPS reviews the documentation for compliance with requirements, a determination is made regarding appropriate accommodations.

4. DSPS notifies the appropriate instructor, as per DSPS procedure, regarding the need and type of student accommodation.

5. It is encouraged that during the first week of the semester, any student who has a verified disability presents the required documentation to the course team leader to ensure the student receives the needed services in a timely manner.

6. Confidentially of the student's disability is always maintained.

7. Faculty members may refer a student to DSPS for counseling regarding learning disabilities. DSPS may refer the student for special diagnostic testing to determine if a learning disability exists. Necessary accommodation may be provided based on student eligibility.

8. With the proper notice, DSPS will provide accommodations for students Monday through Friday. The faculty member may request that the student with additional testing time complete the examination at the same time as the class, so no conflicts exist. The student will not be required to miss any lecture, class instruction to receive accommodation.

9. <u>DSPS requires two business days' notice prior to providing special accommodation for a student with a verified disability.</u> If the student fails to notify DSPS about a scheduled examination and DSPS cannot accommodate the request, the student may forfeit the special accommodations for that one examination and will take the examination with the class.

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References:

U.S. Department of Education (2011). *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*.   Retrieved from: https://www2.ed.gov/about/offices/list/ocr/transition.html

U.S. Department of Justice. (2010). *Title II Technical Assistance Manual, The Americans with Disabilities Act.* Washington D.C. Retrieved from: https://www.ada.gov/taman2.html

Title: Clinical Participation and Health Requirements

Policy#: 108

Policy: It is the policy of the Golden West College (GWC) School of Nursing to comply with state, accrediting agencies, agency specific clinical requirements and GWC clinical requirements to ensure students are safe to care for patients in clinical settings.

It is the student's responsibility to ensure all requirements and renewals are current for every semester. Failure to provide required documentation to the School of Nursing office per stated deadline prior to the start of the clinical rotation will result in the student as ineligible to participate in the required clinical session to complete their training hours to meet the course objectives.

Guidelines:

1. Health Policies:

 A. <u>Physical Wellness</u> – *Additional requirements specific to each clinical site may be needed.*
  1. Evidence of a recent **physical examination** must demonstrate satisfactory health and abilities as defined in the current GWC catalog and be on file in the School of Nursing office prior to the first clinical experience.
  2. **Required immunizations** must be documented on the physical exam including MMR, Varicella, Hepatitis B - titers or immunization, Tdap, current influenza vaccines, COVID vaccines and booster. **Additional requirements** specific to each clinical site may be needed.
  3. Students who have been **injured** must have a physician's written medical clearance presented to the Nursing Office prior to returning to the clinical setting (see Student Injury or Illness Policy).
  4. Any student who is **pregnant** or becomes pregnant while enrolled in the School of Nursing must present a written statement from her physician stating it is safe for the student to continue clinical participation (see Student Injury or Illness Policy).

 B. <u>TB skin test</u> - *Additional requirements specific to each clinical site may be needed.*
  1. Tuberculosis screening is required and must be updated on an **annual** basis.
  2. Upon admission to the program, a two-step screening is required:
   a. If the initial PPD test is negative, the student must have a second PPD test one week apart.
   b. When renewing the PPD test, if it is taken within the year, it is due for renewal, only one test is required.
   c. If the renewal PPD is not done within the year it is due, the student will be required to follow-up with a second test one week later indicating negative results on both tests.

  3. If the PPD test is *positive*:
   a. The student must submit a symptom review and medical clearance by a provider prior to starting in the clinical setting. A chest x-ray may be required.

2. **Professional Liability Insurance:**

   A. All students must have current malpractice insurance coverage for a "student nurse" to participate in clinical experiences.
   B. A copy of the policy face sheet (certificate of insurance) must be provided to the School of Nursing Office prior to the first clinical experience.
   C. Currently licensed LVNs must purchase the RN <u>student nurse liability insurance</u>. Employer coverage or an LVN policy is not acceptable.

3. **CPR/BLS:**

   A. Students must maintain their current certification in Basic Life Support (BLS/CPR) for healthcare providers to meet their clinical experience requirement. Recertification is required every 2 years.
   B. The American Heart Association Basic Life Support (BLS) is the only acceptable CPR certification. A current copy of the CPR card must be uploaded to the student Complio account.
   C. Students are required to carry their BLS card with their GWC ID during each clinical shift.

4. **Criminal Background Check and Urine Drug test:**

   A. Prior to entry into the School of Nursing, the student must pay for a criminal background check/urine drug test with the designated company.
   B. Any criminal activities discovered on the background check may cause the student to be unable to obtain malpractice insurance or meet health care facility requirements and thus prevent the student from participating in the clinical setting.
   C. A student with a flagged background check and/or positive urine drug screen must meet with the Program Director.
   D. If a student is unable to be placed with an affiliated clinical agency due to a flagged background check and/or urine drug screen, the student may not progress in the program and may be subjected to a dismissal from the program.
   E. In the event a student withdraws from the program with a clinical requirement, the background check/drug test must be repeated upon re-entry to the program if out of the program for longer than 6 months or one semester.
   F. Additional requirements specific to each clinical site may be needed.

5. **Confidentiality and Health Insurance Portability and Accountability Act (HIPAA):**

   Nurses and nursing students are legally and ethically obligated to maintain confidentiality of all patient information. Information pertinent to a patient's treatment and welfare is disclosed to only those directly involved in the patient's care or in the presence of faculty. Willful violation and/or negligence of HIPAA rules will result in a disciplinary action including dismissal from the School of Nursing.

   No copying/printing of patient records, removal from the facility or photographing of any type is permitted. In the event of a violation of HIPAA, the program may suffer a loss of a clinical site, and the student is subject to disciplinary action up to immediate dismissal from the program and a fine for the violation.

6. Transportation:

- The student is responsible for arranging reliable transportation to and from the clinical site during the program.
- The student is responsible for arranging and financing their own transportation and parking fees during the nursing program.
- Clinical experiences may occur at various times at varied locations including and not limited to hospitals and community health clinical settings.

Title: Medical Clearance for Students

Policy #: 118

Purpose: To safely care for patients, minimize risk to clinical staff and faculty and maintain personal safety, the following guidelines must be followed:

1. Depending on circumstances, a student may be required to submit a medical release from a licensed healthcare provider that states the student may return to school without limitations or restrictions.

2. A student with a potentially communicable illness is required to report to the clinical instructor immediately and then furnish written medical clearance before returning to lecture, skills lab or clinical.

3. A student with a cast, crutch, cane, splint, sling, or condition/device that impairs mobility or motion will not be allowed in the clinical area. A completed School of Nursing Medical Release form (see attached) is required before returning to the clinical area.

4. Pregnancy for Nursing Students:
   Immediately upon confirmation of pregnancy, the student must:
   a. Provide the estimated date of delivery calculated by her healthcare provider.
   b. Submit a full, unrestricted medical release form (see attached) from a licensed healthcare provider outlining the student's ability to participate in clinical activities in accordance with the performance standard of the program.
   c. For medical release with restrictions, the student must meet with DSPS for reasonable accommodations.
   d. Nursing students must accept full responsibility for any risks to self and fetus associated with any class, lab, and clinical assignment.
   e. Comply with the policies and procedures of the clinical agency to which the student is assigned.
   f. Report unusual pregnancy signs and symptoms to the clinical faculty while in the clinical area.
   g. Any change in a student's health status requires immediate notification to the Nursing Office and Semester Team Lead by the student.
   h. The student will be required to notify faculty of their pregnancy status.
   i. Following delivery, written approval from the physician for full, unrestricted activities essential to the clinical practice and prior to participating in a clinical SON course.

5. A student must be physically and emotionally able to meet the objectives of the course in any instructional setting. This includes care of patients requiring lifting, moving, or transferring and moving of equipment.

6. Students with acute or chronic illnesses that require use of prescribed medications may be allowed in the clinical setting. Students who are impaired using these medications will be sent home.

7. Students who are ill during the clinical day may be sent home at the discretion of the instructor.

Golden West College School of Nursing

Medical Release to Return to School/Clinical

Student Name: _____

PROVIDER TO COMPLETE

Please Check One:

_____ Student meets all criteria stated in the "Advisory Statement" (attached - review and initial). In my professional opinion, this person is in adequate health to return to full performance as a nursing student and with "no restrictions."

_____ Student does **not meet** criteria stated in the Advisory Statement to the Licensed Health Care Provider (attached).

Describe limitations:

_____

_____

_____

_____

_____
Provider Name and Title (printed)

_____
Provider Signature and Title   Date

_____
Address, City, State, Zip   Phone

"ADVISORY STATEMENT"

In the best interest of our students, be aware that certain physical, emotional and learning abilities are necessary in order to protect the individual student's well-being and provide for the safety of each patient placed in his/her care. The following are basic physical and emotional abilities required of the student for success in the Registered Nursing Program:

Standing/Walking - *Much of the workday is spent standing and walking. The student will be working a 12-hour shift requiring standing for this time period. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting patient response, and managing/coordinating patient care.*

Lifting - *Some of the workday is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). These supplies include weights (of 5 to 10 pounds) and equipment (of 5 to 35 pounds). The nurse (student) must also assist with positioning patients in bed or moving patients (average patient weight is 150 - 200 pounds). The student must be able to assist with evacuation of patients down stairwells. During disasters, the use of the elevators is often not permitted.*

Carrying - *Some of the workday is spent carrying charts, trays, and supplies (5 to 10 pounds).*

Pushing/Pulling - *A large part of the workday is spent pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps and emergency carts.*

Balancing and Climbing - *Part of the workday is spent climbing stairs. The nurse must always balance self and use good body mechanics while providing physical support for patients.*

Stooping/Kneeling - *Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to patients and using lower shelves of carts.*

General Extremity Motion (upper and lower extremities) - *It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex and extend his/her neck.*

Hearing - *A majority of the workday requires an ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with patients, visitors and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary and gastrointestinal sounds and the analysis of patient monitor alarms. If a student is cleared medically with the use of assistive devices, student must utilize the devices in all settings.*

Vision – *The student must be able to see the patient, chart, and computer well enough to be accurate in gathering information for assessment and patient charting.*

_____ Provider's Initials

Title: Nursing Student Injuries or Illness

Policy #: 127

Policy: All injuries incurred by the student during the clinical training assignment at a clinical agency.

Guidelines:

1. Injury in the classroom or clinical setting must be reported immediately to the nursing instructor to facilitate medical care and the required incident reporting.

2. The student and instructor must complete the incident reporting forms within 24 hours after the date of occurrence. The incident report must be submitted to Golden West College School of Nursing Office.

3. A student is required to submit a medical release from a licensed health care provider to the nursing office before being cleared to return to the classroom and/or clinical settings.
    a. If medical restrictions are required to return to class, the student must meet with the Program Director and/or designee for clearance to return to school and/or arrangements for any required accommodations.
    b. The program Director or Nursing Office will notify the student's instructor of status at the following meeting.

4. A student with a cast, crutch, cane, splint, sling, or condition/device that impairs mobility or creates an unsafe environment may not be allowed in the clinical area until clearance or accommodations is determined.
    a. The student is to obtain a written medical clearance and a completed GWC Nursing Medical Release Form.
    b. The Medical Release Form is to be emailed to the nursing office before returning to the clinical area.
    c. The nursing office will notify the instructor regarding student ability to return to the clinical setting.

5. Student COVID Exposure on and off- campus or Clinical Setting:
    a. Student who is directly exposed to COVID informs the instructor right away.
    b. Instructor directs the student to get tested for COVID-19.
        i. Students may go to their doctor or a different site if they wish.
    c. Instruct student(s) to self-quarantine immediately.
    d. For clinical exposure, the instructor and the student complete the Student Injury Form within 24 hours for students directly exposed.
    e. Notify the Campus Student Health Center representative who will contact the student, faculty member and the Nursing Director for further action items such quarantine, return-to-campus clearance, and class requirements, etc.

6. Students with acute or chronic illnesses that require use of prescribed medications may be allowed in the clinical setting. Students who are impaired using these medications will be sent home.
7. The information about student injuries is compiled to discover trends and improve program safety.

Title: Grading

Policy #: 114

Policy: It is the policy of the Golden West College (GWC) School of Nursing to base grades on an assessment of the individual student's demonstration of mastery of course objectives.

The grade received is a composite of student performance in the theory, lab and clinical learning areas. A student must demonstrate mastery in each area to successfully pass the rotation and/or course.

Guidelines:

1. All nursing classes follow the same grading policy and consist of the following percentages for each letter grade:

A	90-100%
B	80-89%
C	75-79% (passing)
D	60-74%
F	Below 60%

    a. If the final course percentage equals less than a whole number, the grade will **not** be rounded. For example: 89.98 will be listed as 89% and the student will be given a "B" letter grade.
    b. If a student fails greater than half of course exams but receives an overall percentage of 75% or greater, the student will receive a D for the course.

2. A passing grade of C (75%) and satisfactory in the clinical portion is required to progress in the School of Nursing.

3. Demonstrating mastery (passing):
    a. The requirements for achieving mastery in each course are based on course content and will be determined by the established evaluation methods. Criteria for mastery achievement are provided to students in the course syllabi.

    b. Passing the **theory portion** of the nursing course requires meeting the following criteria:
        *   Passing more than half of the exams at 75% or greater **AND**
        *   Earning an average of 75% or greater on course exams **AND**
        *   Achieving a total point score for all core coursework (not including bonus points) at 75% or greater.
        *   Theory grades are based on assessment of student learning through objective examinations and/or evidence of learning achieved in other activities per each course syllabus.

    c. The clinical course is graded "pass" or "no pass." Passing the **clinical portion** of a nursing course requires

- Satisfactory completion of all assigned skills and learning activities according to published criteria and timeframes delineated in the course syllabus **AND**
- Satisfactory completion of the clinical portion of the course per the Clinical Evaluation Tool.

4. If a student fails clinical and passes theory, the student receives a D for the course.

5. If a student passes clinical and achieves a 74% or lower in theory, the student receives the letter grade that corresponds to the percentage earned.

6. If a student must be absent from an exam, a make-up exam is taken per semester policy. Only one make-up exam will be allowed per semester and a separate or different version exam will be given.

7. The instructor analyzes student grades and notifies any student who is in jeopardy of not achieving a passing grade by utilizing an Academic Learning Contract (see policy).

8. Students who are at risk of not passing clinical outcomes are placed on a Professional/Clinical Learning Contract. The completed form includes strategies for student success (see policy).

9. If a student does not demonstrate mastery in any portion of the course/rotation, the following options are offered to the student:

   a. Prior to the GWC withdrawal date, the student may withdraw/drop from the course and receive a grade of "W". (See Re-entry policy for readmission information)
      - Until the student officially withdraws from the course, the student may attend the theory portion of the course, but cannot participate in clinical, skills lab or testing.

   b. Continue in the theory portion of the course with the understanding that this will result in a grade of "D" or "F" as determined by grade earned. Thus, the student cannot progress in the School of Nursing until the course is completed with a grade of C or better.

   c. For safety reasons, a student may not attend the clinical portion or skills lab of the course if they have failed the theory, lab, or clinical portion of the nursing course.

Title: Testing Practices

Policy #: 131

Guidelines:

1. Students are required to have a laptop to take all examinations. If a student does not have a personal laptop, a Chromebook can be obtained from GWC Chromebook Loan Program through the Student Equity Department.

2. Students must download Respondus on their personal laptop or GWC Chromebook. Each course will provide a practice exam prior to the first exam to ensure Respondus is working properly.

3. All personal belongings are placed under the table or in the front/side of the room.

4. Students are not allowed to retain a hard copy, e-copy, or testing scratch paper of the test.

5. When possible, students are seated in every other row and every other seat.

6. To meet student needs, two testing environments may occur simultaneously, one in the classroom and one in the DSPS center. Students are to arrange testing to finish at the same time as the regular scheduled test and not to miss class if it is to follow testing.

7. Questions in the classroom about the test are answered at the discretion of the instructor proctor. If the question is deemed applicable to the entire class, the information is written on the board in the classroom.

8. If a question is raised by a student in the DSPS center, the student will relay the question to the proctor who contacts the instructor to obtain needed answers. If there is more than one instructor proctoring the exam given with the entire class, the second instructor present may walk to the DSPS center to answer questions as well or the question can be relayed by phone call or text by the proctor to receive an answer.

9. If it is apparent to the instructor that cheating has occurred, the students involved receive zero points for the test (see Academic Honesty policy # 100).

10. Grades are posted after a computer analysis and instructor review has been completed. If tests are other than multiple choice, they may take longer to grade. Posting of grades may take up to one week after the test.

11. Students should notify the instructor, in advance, if they will be absent for a test.

12. Students who do not take the test at the regularly scheduled time may be given a different form and format (essay, short answer etc.) of test. Only one make-up exam is allowed per semester.

13. Impromptu quizzes may be given at the discretion of the instructor in the classroom setting (not given in DSPS).

Title: Examination Review

Policy#: 132

Policy: The Nursing faculty value student testing as an integral part of learning. The development of test taking skills is essential to prepare students for the NCLEX-RN. Therefore, students who wish to review completed examinations will have the opportunity to do so following course specific guidelines.

The purpose of the test review is to enhance the student's learning, <u>not to contest the score</u> or argue with the instructor regarding specific answers or test grades.

Guidelines:

1. The student should contact the course instructor to set up a time to review the examination following specific course guidelines.

2. The review must occur prior to the end of the semester.

3. The instructor has the discretion as to how to conduct the review.

4. Students who earn 75% or less on an exam and are on an academic learning contract are expected to review their exam with faculty.

5. Students will view only the questions that were graded as incorrect on their examination.

6. Students may not use any recording or communication devices during the exam review.

7. Sharing of exam information during the review is prohibited.

8. Faculty may stop the post-examination review if any uncivil behavior is noted during the review and students will be subject to being placed on a professional learning contract.

Title: Math Proficiency

Policy #: 117

Policy: It is the policy of the School of Nursing to verify the math computation proficiency of each student to insure safety in medication administration. Students cannot pass medications until they have passed the math test.

A medication/fluid administration calculation test will be administered each course.

The math test must be passed at 90% per semester by the third attempt for the student to continue in the course.

Math tests are scheduled at the beginning of the semester so if a student does not achieve a passing score by the third attempt, the student can withdraw and receive a grade of "W".

The scores earned in the math proficiency tests are not included in the semester grade.

Guidelines:
1. The tests are comprised of 20 test items.

2. Math tests are clinically realistic and based on current medication administration practices.

3. Rounding parameters vary within semesters and will be discussed prior to the administration of the first math test. Generally,

    a. Answers involving capsules or drops must be rounded off to the nearest whole.
    b. Answers involving tablets must be rounded off to the nearest half or whole tablet, whether the tablets are scored.
    c. In the first, second, and third semester nursing courses, answers involving liquids are carried out to the hundredth and rounded off to the nearest tenth of a milliliter (if the calculation results in an answer such as 3.79, the correct answer is 3.8 ml.).
    d. In the fourth semester nursing courses, answers involving liquids are carried out to the thousandth and rounded off to the nearest hundredth of a milliliter (if the calculation results in an answer such as 3.767, the correct answer is 3.77 ml.).

4. Simple or scientific calculators may be used during the math test as per course policy. Only non-programmable calculators are allowed. Phone calculators are not allowed.

5. All final answers **must** contain proper units.

Title: Student – Faculty Expectations for Performance

Policy #: 120

Guidelines: To assist in success during the School of Nursing, the following guidelines are provided as expectations of student behavior. There will be other additional expectations/requirements, which are specific to a course or clinical rotation will be discussed by the instructors at the appropriate time.

The student is expected to:

1. Adhere to all college and departmental policies and procedures.

2. Complete all assignments according to date and time scheduled.

3. Take examinations on the day and time scheduled or arrange a specific time for make-up with the instructor.

4. Consistently document in a manner which demonstrates transfer of theory to practice.

5. Be prepared to participate in classroom and clinical conferences by preparing assignments and objectives prior to class.

6. Consistently participate in classroom and clinical conference discussions.

7. Demonstrate a consistent pattern of behavior indicating the internalization of professional and ethical behavior as indicated by:

   a. Adhering to the Campus Academic Honesty Policy
   b. Complying with HIPAA
   c. Consulting instructor or experienced Registered Nurse when patient's problems are not within the student's scope of practice, education, or experience.
   d. Communicating in a professional manner with staff, patients, and their families.
   e. Documenting according to agency procedures, using correct terminology.
   f. Adhering to the American Nurses Association Code of Ethics.

Title: Learning Contract – Academic

Policy#: 122A

Policy: Satisfactory performance and content mastery in nursing courses must be maintained. If a student's grade falls below 75% and/or there are multiple failures on course exams, the student is given notice of being at risk for not passing the course. The student is placed on an academic learning contract by the instructor of record or by another member of the semester team.

A learning contract is a mechanism to ensure the student is aware they are in danger of not being successful in the course, detail the benchmarks the student must achieve to pass the course, and refer the student to appropriate resources to improve his/her chances of success.

Guidelines:

1. A student who has not achieved a satisfactory level of academic performance in a course, the student is informed in writing by the faculty member of the semester team.

2. The faculty member meets with the student to discuss the concern(s) in a private setting. The faculty member is to discuss possible reasons for the student's difficulties and challenges in the course, identify and create a remediation plan with the student, and advise the student of the available support resources to be successful in the course.

3. The meeting and its outcomes are documented on an Academic Learning Contract (ALC) form indicating specific objectives the student must meet to be successful in the course.

4. The ALC is signed by the instructor and student. A copy of the form is provided to the student.

5. The ALC is signed by the semester team leader and forwarded to the Student Success Coordinator. The Student Success Coordinator will meet with the student to offer further assistance and support.

6. The ALC is filed in the student file in the nursing office.

7. The student is required to meet with the Program Director if the student must be dismissed from the program.

Title: Learning Contracts – Professional/Clinical

Policy#: 122B

Policy: Satisfactory clinical performance, attendance and professionalism must be maintained in all nursing courses. If the student's clinical and/or professional performance falls below standards, the student is given notice of being at risk for not passing the course and is placed on a Professional/Clinical Learning Contract (PLC) by the clinical instructor or as needed by another member of the semester team.

Guidelines:

1. The student who does not meet a satisfactory level of attendance, clinical and/or professional performance in any competencies of the course, the student is verbally informed of the concern and an improvement plan is developed **with** the student.
    a. Please note, the faculty has authority to directly place a student on a PLC in the event the incident is related to Patient Safety and violation of the ANA Code of Ethics.
        i. Examples include but are not limited to: Violation of HIPAA and patient information, medication error, patient safety issue, clinical absence, violation of the Technology and Social Media Policy.

2. The verbal discussion and plan are documented on the Performance Improvement Notification (PIN) form. The student and faculty member must sign the form. A copy of the document is given to the student. The original copy is housed in the student file in the School of Nursing.

3. The PIN form is forwarded to the Student Success Coordinator who will meet with the student to provide further assistance.

4. If the identified concern on the PIN occurs again, the student will be placed on a PLC.

5. The faculty will meet with the student to discuss the situation in a private setting. The faculty member explores possible causes for the student's difficulties, identifies a remediation plan, and advises the student of the available support resources available to be successful.

6. The outcomes of the meeting are delineated on a PLC form indicating the specific objectives the student must achieve by a given date, referrals made, student input, and faculty assistance to be given.   The contract is signed by the student, instructor, and team leader and then placed in the student's file. A copy is given to the student and forwarded to the Student Success Coordinator.

7. The instructor and/or student may request a meeting with the Program Director or Assistant Director of Nursing.

8. The student must meet the objectives detailed in the learning contract to pass the course and progress in the program.

9. Professional/Clinical Learning Contracts are maintained in the student's record throughout the nursing program.

10. An accumulation of three (3) PLCs related to the same concerns during the nursing program or any occurrence that potentially places the client (patient), self, or others in immediate danger will result in the dismissal from the course and the program.

11. The student must meet with the Program Director within 7 business days if the student is dismissed from the program.

Title: Withdrawal and Dismissal

Policy #: 135

Policy: It is the policy of the School of Nursing that a student must maintain a 75% average overall, pass at least more than half of the examinations given in a semester and have satisfactory clinical and skill performance to stay in a course and/or progress in the program.

Definitions:

An **official withdrawal** is one in which a "W" appears on the student's transcript. A student or the instructor may initiate an official withdrawal.
The instructor may 'drop' a student who does not attend class the first week of the semester.
The last day for the student to withdraw is indicated in the Golden West College (GWC) schedule of classes.
A **dismissal** is an instructor-initiated action in response to a student's inability to meet the grading requirements of the course. A dismissal results in a failing grade ("D" or "F").

Guidelines:
1. **Before the semester**
   - A continuing student who does not wish to continue in the program **MUST** notify the Nursing Office at least one month prior to the beginning of the semester start date. The penalty for not notifying the program of the withdrawal results in the ineligibility for the student to re-enter as a returning student.

2. **Voluntary withdrawal** during the semester
   - While it is the intent for each student to progress through the program in a sequential manner, individuals may find it necessary to withdraw from the program for medical or personal reasons. If the student, after consulting with the course instructor and semester team leader, wishes to withdraw, the student is required to complete the following steps:
     i. Meet with the instructor of the course to complete an Exit/Withdrawal Notice and Individualized Plan of Return (IPR).
     ii. Meet with the Program Director or Assistant Director **within 10 business days of withdrawal** to review the IPR for advisement on the readmission process. The instructor's presence at this meeting is optional.
     iii. Complete the required paperwork with the Office of Admissions and Records to officially withdraw from the course.

   - For semester levels with **8-week courses**, if the student withdraws from the first 8-week course, the student is not eligible to advance to the second 8-week course in the semester level. The student is required to go through the readmission process before being readmitted into that semester level.
   - For semester level with **8-week courses**, if the student withdraws from the second 8-week course, the student is required to go through the readmission process before being readmitted and approved to repeat the failed course in the semester level and may not advance to next level within the same semester term.

- Students can only be enrolled in **one level** per semester.
- The student who is in good standing will be placed in the first priority list for consideration of readmission into the program.

3. **Academic/Clinical Withdrawal**
   - Prior to the College's Withdrawal Deadline:
     i. In the event the student is not successfully meeting the course requirements (grade below 75%, not meeting course objectives), the student may choose to withdraw from the program. The student is required to complete the following steps:
     a. Meet with the course instructor to complete an Exit/Withdrawal Notice Individualized Plan of Return (IPR).
     b. Meet with the Program Director or Assistant Director within 10 business days of withdrawal to review the IPR for advisement on the re-entry process. The instructor's presence at this meeting is optional.
     c. Complete the paperwork in the Office of Admissions and Records to officially withdraw from the course.

   - For semester levels with **8-week courses**, if the student withdraws from the <u>first</u> 8-week course, the student is not eligible to advance to the second 8-week course in the semester level. The student is required to go through the readmission process before being readmitted into that semester level.
   - For semester level with **8-week courses**, if the student withdraws from the <u>second</u> 8-week course, the student is required to go through the readmission process before being readmitted and approved to repeat the failed course in the semester level and may not advance to next level within the same semester term.
   - Students can only be enrolled in **one level** per semester.
   - The withdrawal is considered an academic/clinical withdrawal, and the student is second priority for consideration of readmission into the nursing program.

4. **Dismissal**
   - A dismissal results from a failing grade (below 75%, "D", or "F"), unsatisfactory clinical performance evaluation, and/or professional conduct by the student under the following circumstances:

     a. Final grade points for the course are below the required passing score of 75%. Specific course "bonus points" is not applicable to add to the 75%.
     b. Failure to satisfactorily meet the course clinical objectives.
     c. Behavior inconsistent with the American Nurses' Association Code of Ethics or the clinical agency's policies.
     d. Repeated non-compliance with the College or nursing program policies.
     e. Failure to meet objectives as outlined in the Learning Contract.
     f. Unsafe clinical practice resulting in an immediate dismissal due to the severity without warning or learning contract. (See Dismissal from Program without Prior Notification policy).

   - For semester levels with **8-week courses**, if the student is dismissed from the <u>first</u> 8-week course, the student is not eligible to advance to the second 8-week course in the semester

level. The student is required to go through the readmission process before being readmitted into that semester level.

- For semester level with **8-week courses**, if the student is dismissed from the <u>second</u> 8-week course, the student is required to go through the readmission process before being readmitted and approved to repeat the failed course in the semester level and may not advance to next level within the same semester term.
- Students can only be enrolled in **one level** per semester.
- Students are placed 3rd priority for consideration of a readmission into the program.

5. **<u>Failure</u>**
    - Per program policy, a student may not progress in the program with a grade of "D" or "F". The student must:

        a. Meet with the instructor of the course to complete an Exit/Withdrawal Notice and Individualized Plan of Return (IPR).
        b. Meet with the Program Director or Assistant Director within 10 business days of dismissal who will review the IPR and advise the student on the re-entry process.
        c. The student is placed in the third priority list for consideration of readmission into the program.

    - For semester levels with **8-week courses**, if the student fails the <u>first</u> 8-week course, the student is not eligible to advance to the second 8-week course in the semester level. The student is required to go through the readmission process before being readmitted into that semester level.

    - For semester level with **8-week courses**, if the student fails the <u>second</u> 8-week course, the student is required to go through the readmission process before being readmitted and approved to repeat the failed course in the semester level and may not advance to next level within the same semester term.
    - The student is placed in the third priority list for consideration of readmission into the program.

Title: Dismissal from Program without Prior Notification

Policy #: 119

Policy: It is recognized that each patient for whom a Golden West College (GWC) nursing student provides care for has the right to receive safe and competent nursing care. Therefore, it is understood and essential to avoid placing the patient in physical and/or emotional jeopardy.

The faculty reserves the right to dismiss any nursing student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct are judged according to the standards of the most recent *Code of Ethics for Nurses* as adopted by the American Nurses' Association and the GWC School of Nursing *Statement of Professional Role Behaviors*. [American Nurses Association Code of Ethics (2011), pg. 8].

A student may be dismissed **without** being first placed on a learning contract for unsafe practice which places the patient, family, and staff in serious physical or emotional jeopardy.

Definitions:
An <u>unsafe practice</u> is defined as:
- An act or behavior of the type which violates the California Nurse Practice Act.
- An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses' Association.
- An act or behavior which poses a severe threat to the physical, emotional, mental, or environmental safety of the patient, a family member, another student, a faculty member, or other healthcare provider.
- An act or behavior which constitutes nursing practice for which a student is not authorized or educated at the time of the incident might have serious consequences for the patient.
- An act that violates the supervision requirements for procedures or medication administration.
- Failure to document a patient assessment and/or medication administration.

Guidelines:

1. Grounds for dismissal without a probationary period may include but are not limited to:

   a. Level of incompetence representing a threat to patient safety
   b. Falsification of documents or records
   c. While in the clinical area, being under the influence of alcohol, marijuana, or any controlled substances not legally prescribed
   d. Insubordination or failure to follow direct orders from nursing faculty, clinical instructor/supervisor, adjunct instructor, Registered Nurse (RN)-healthcare team member, or RN preceptor
   e. Theft of college or clinical agency property
   f. The inappropriate administration of any drug or treatment without the permission of the clinical nurse.
   g. Felony on the student's criminal background check or inability to provide a 7-year background check

    h. Violation of policies, rules, and regulations of the clinical agency to which the student is assigned for clinical practice

    i. Unethical or unprofessional conduct associated with clinical assignments including, but not limited to:
- academic dishonesty
- any violation of the substance abuse policy
- reporting for duty while under the influence of any substance which impairs the student's ability to perform his/her clinical tasks

2. The student will be removed from the clinical setting.

3. The clinical instructor will notify the Program Director of the student's unsafe practice within 24 hours of the incident.

4. The student, clinical instructor, and Program Director will meet to discuss the student's dismissal from the program.

5. The student will be referred to GWC Counseling for options of other non-nursing programs to continue their education.

Title: Readmission to the School of Nursing

Policy #: 124

Policy: Students who withdraw or are dismissed from the School of Nursing are assigned a priority classification for re-entry into the program. All re-entry offers are contingent on space availability:

Priority 1 -   GWC re-entry students who withdrew in good academic and clinical standing or due to military active duty

Priority 2 -   GWC re-entry students who withdrew with a grade below 75% and/or unsatisfactory clinical performance

Priority 3 -   GWC re-entry students who were dismissed or failed out of the program

Priority 4 -   Advanced Placement/Transfer students requesting admission into the program

A student is eligible for readmission into the School of Nursing within one year (two semesters) after the withdrawal/dismissal date (semester). The student must initiate the readmission process. A student who does not seek re-entry within one year (two semesters) is not eligible for re-entry to the GWC nursing program.

Students seeking re-entry after **one** withdrawal/dismissal from the School of Nursing are approved for readmission contingent on the completion of the Individualize Plan for Return (IPR), priority rating, and space availability.

Student who received a second withdrawal/dismissal is **not eligible** for a readmission into the School of Nursing.

The student who fails to complete courses in the retired curriculum will be realigned to the new curriculum. The student must repeat the courses that have been successfully completed and passed. The student may request for the challenge exam if they have met the following criteria:
   1. Pass the nursing courses in the retired curriculum.
   2. Met the criteria of the Challenge Exam Policy.

Guidelines:

 1. A student seeking a readmission into the program is required to complete and submit a readmission packet to the School of Nursing. The readmission packet includes the following information:

   a. Complete a Readmission Application Form
   b. A copy of the Individualized Plan of Return (IPR)
   c. Supporting documents of the completed remediation plan on the Individualized Plan for Return (IPR)

 2. A readmission packet must be submitted by the deadline established in the meeting with the Program Director. The student who does not submit documentation of their intent to return to the program within four weeks from the meeting date with the Program Director is ineligible for readmission.

3. Students approved for re-entry are placed on a re-entry list by priority (see above) for the applicable course.

4. The student will be notified in writing of their readmission into the School of Nursing when the re-entry application is approved by the Readmission Committee.

5. Readmission Notification:
   a. The student must accept their readmission offer in writing within the deadline date.
   b. Should the student **does not** respond within the deadline date, the student will forfeit their eligibility for a readmission into the nursing program.
   c. The student may request to defer their readmission by one semester due to a temporary medical reason. A deferral is only considered and approved by the Program Director.

6. Should space not be available for the specific course, the student is placed on a re-entry list for the following semester. Should space continue to not become available within one year (two semesters), the student becomes ineligible for readmission into the program.

7. Students who have a withdrawal and/or a dismissal of two occurrences are not eligible for re-entry or to reapply to the Nursing Program.

8. Students who have transferred due to **two** dismissals from a prior program are allowed **one** withdrawal/dismissal from GWC Nursing Program. Thereafter, the student is ineligible for re-entry into the program.

9. The readmission process is not applicable to students who have withdrawn or are dismissed from the first semester of the nursing program. First semester nursing students who have withdrawn and/or are dismissed from the program are eligible to reapply for the next application period.

10. For semesters with **8-week courses**, if the student is unsuccessful in completing the first 8-week course of the semester level, the student **will not be eligible** for the second 8-week course of the semester level. The student is required to go through the readmission process before being readmitted into that semester level.

Title: Grievance, Nursing Student

Policy #: 115

Purpose: To outline the steps for a nursing student who believes they have been treated unfairly. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected.

Policy: A grievance may arise out of a decision reached or an action taken by a member of the faculty, staff, or administration of Golden West College (GWC). A student wishing to file a grievance regarding program policies and procedures must follow the GWC Grievance Policy found in the college catalog.

According to the State of California Educational Code, only the instructor who records the grade may change the grade a student received.

Definitions: A grievance is an action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or unequal application of written policies or procedures.

Guidelines:

1. **Grade Grievances:**

   A grade grievance must follow the GWC grade grievance procedure found in the GWC Catalog
   https://catalog.cccd.edu/golden-west/policies-regulations/

2. **Grievances:**

   The student who believes they have a grievance must complete the following steps:

   a. Discuss the concern and/or complaint with the course instructor.
   b. If the meeting with the instructor does not resolve the issue to the student's satisfaction, a meeting with the Program Director and the faculty member(s) involved is scheduled to resolve the complaint.
   c. If the complaint is not resolved to the student's satisfaction, the student must follow the GWC grievance policy as delineated in the GWC catalog.
   d. The nursing student may also contact the CA Board of Registered Nursing (BRN) www.rn.ca.gov with concerns regarding the educational program.

Title: Uniform Policy

Policy #: 134

Policy: It is the policy of the School of Nursing faculty to ensure that student attire represents a professional image at all times of patient/agency interaction.

Professional apparel is neat, modest, well-fitting, and must conform to the agency dress code. Students are expected to be dressed in a professional manner in the classroom, lab, and clinical site.

If a student's appearance is deemed to be unprofessional, the student may be asked to leave the classroom, lab and/or clinical area.

Students must comply with any additional clinical agency-specific dress code policies.

Guidelines:

1. NAME BADGES: Golden West College (GWC) name badges must be worn when in the clinical/lab setting or per hospital policy. Students not in possession of the badge will be sent home and will be marked as absent for the clinical/lab day.

2. SHOES: Only all white smooth leather shoes with closed heel and toes are to be worn with the uniform. White tennis shoes without insignias or markings are allowed.

3. HAIR: When wearing the GWC uniform, hair must be neat, controlled, a natural color and off the face. Hair longer than shoulder length must be secured with a tie and a plain fastener. For men, hair should not extend beyond or cover the ear or shirt collar. Hair and color must be in natural style. Extreme hairstyles such as sculpting and shaved styles are not allowed.

4. FACIAL HAIR: Male students must be clean-shaven. Beards and mustaches should be short, neatly trimmed without the beard extending beyond the chin level and must comply with clinical agency policies.

5. JEWELRY: No jewelry, including earrings, piercings are worn with the uniform. One plain wedding band may be worn. Wristwatches with a second hand are allowed per hospital policy.

6. MAKEUP, PERFUME and AFTERSHAVE LOTION: Make-up should be tasteful and enhance one's natural, professional appearance. Overuse of cosmetics and cosmetic appliances/prosthetics (false eyelashes) is not appropriate. No perfume or aftershave lotion is to be used when in the clinical setting.

7. No body art is to be visible when in uniform. Body art must be covered with either a bandage, white long or short sleeve shirt, or a lab coat.

8. Either a V-neck or crew neck, long or short sleeve **white** shirt with no logos or designs can be worn under the uniform.

9. NAILS: Nails should be clean, well-manicured, and short. No artificial nails or nail polish are allowed.

10. Full uniform must be worn when preparing for assignments in the hospital unless otherwise stated in semester orientation. GWC Photo ID and BLS card **MUST** be worn at all times.

11. Community Dress Code: Students having patient interaction in community settings should wear appropriate clothes as directed by agency policy and the course specific guidelines. The GWC school photo ID must be worn at all times. Additional agency policies will be explained in the related course.

12. Gum chewing is never appropriate while in uniform.

13. Students should be aware of body odor and/or bad breath and should use products appropriate to the situation.

14. JACKET: The student may use the approved GWC white lab coat and/or the gray Golden West College School of Nursing during clinical/lab. No other jackets or sweaters are approved for use during lab and clinical.

15. EQUIPMENT required while in the clinical agency:
    a. Black ballpoint pen
    b. Stethoscope with interchangeable bells and diaphragms suitable for adults and infants
    c. A lapel watch with sweep second hand is required. No digital watches are to be worn.
    d. Bandage scissors
    e. Penlight
    f. Additional equipment required per the course syllabus

Title: Technology and Social Media

Policy #: 130

Purpose: The Golden West College School of Nursing utilizes online resources and learning management system as a learning and communication tool to enhance collaboration between instructors and students.

Professional behavior and proper technology etiquette are expected of all students both inside and outside the classroom and in the clinical setting.

In accordance with the American Nurses Association (ANA) guidelines for social media and Networking Principles, a professional nurse has the responsibility to ensure that anything you post or publish could undermine the privacy of your patient and colleagues.

General Guidelines:

- All student communication is via Canvas or their Coast District email address.
- For contact information changes, the student is responsible for initiating the updates with the Nursing Office and GWC Admission and Records.
- The student is responsible for checking their Canvas and student emails for updates daily.

Student Responsibility while in the Classroom and Lab:
- No photos may be taken by students in the lab and classroom unless directed and approved by faculty.
- The use of electronic devices in the classroom or clinical setting is not permitted unless directed by the instructor.
- Students may NOT post or discuss any classroom or lab experiences regarding faculty, other students, instructors with use of technology or on any internet social media site. Examples include but are not limited to:
    i. Blogging and microblogging.
    ii. Podcast
    iii. Social networking sites such as Facebook, Instagram, Twitter, and other sites.
    iv. Social news sharing
    v. Social bookmarking/social tagging
    vi. Photos/video hosting
    vii. Instant messaging

Student Responsibility while in Clinical:
- The student must follow the clinical agency's policy regarding the use of laptops, tablets, or other electronic devices.

- In the professional role as a nursing student**, students are not permitted to:**
  1. Exchange personal contact information of any kind between student and the patient and/or family.
  2. Take any pictures while on the campus of any clinical facility. This includes individual or group pictures, even if they do not have any patients or identifying clinical information.

3. Post or discuss any classroom or clinical information or experiences regarding faculty, other students, clinical agency and its staff and patients, instructors with use of technology or on any internet social media site. Examples include but are not limited to:
    - Blogging and microblogging.
    - Podcast
    - Social networking sites such as Facebook, Instagram, Twitter, and other sites.
    - Social news sharing
    - Social bookmarking/social tagging
    - Photos/video hosting
    - Instant messaging

- Electronic medical records:
    - Many facilities use electronic medical records. A student may not insert a flash drive into any hospital computer, print, take pictures or make copies of any part of the electronic medical record.

- All students must always adhere to HIPAA guidelines.

- Information concerning patients/clinical rotations may NOT be posted in any online forum, webpage, or social site.
    - Removal of an individual's name **does not** constitute proper de-identification of protected health information.
    - Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or the use of photography of a patient or facility setting may still allow the reader to recognize the identity of a specific individual.

- Students may be subjected to legal responsibilities and ramifications for acts related to postings on the social sites and forums by the clinical facility and/or patient assigned to the student.

- Periodic internet searches may be subjected to violation and breach of patient and facility.

Student Responsibility while in the Computer Lab:

- Absolutely no food or drinks allowed, including water.
- Appropriate computer usage includes working on school-related assignments.
- Refer to Golden West College Catalog for the Computer and Electronic Resources policy.

Violation of the Technology and Social Media Policies:
1. The faculty member will meet and discuss the violation with the student.
2. The incident is reported to the Semester Team Lead and Assistant Director of Nursing within 24 hours.
3. The incident is documented in the Professional/Clinical Learning Contract (PLC).
4. A meeting will be scheduled with the student, faculty member, Semester Team Leader, and the Assistant Program Director.
5. Violation of the policy may result in dismissal from the nursing program.
6. For clinical setting violation, the student is removed from the clinical site and may be subjected to additional disciplinary actions by the clinical facility.

Title: Professional Role Behaviors

Policy #: 123

Overview:

A. Socialization into the professional nursing role should be facilitated for the students during their nursing education. Professional conduct during nursing education forms patterns of professional accountability essential for successful practice.

B. Students have the right to be informed of the requirements for professional role behaviors and the responsibility to conduct themselves in accordance with the requirements.

C. Faculty must consistently inform and implement requirements for professional role conduct, and consistently enforce consequences in the event of violation of the professional role requirements.

D. Values underlying professional role behaviors are mutual respect, civility, personal accountability, trustworthiness, and open communication. The principles of adult learning, including readiness, self-directedness and active participation are also relevant to professional role behaviors.

Policy:

The policy statement for Professional Role Behaviors is consistent with the philosophy and rationale of the Golden West College student policies, the California Nurse Practice Act, and the assumptions inherent in the ethical codes of conduct of professional nursing organizations, including the National Student Nurses Association Code of Academic and Clinical Professional Conduct.

Although intended to guide a high standard of professional behavior in the clinical setting, this policy statement and the critical elements listed are generally applicable to conduct in the classroom setting, online learning, and should govern all interactions conducted as a nursing student.

Failure to achieve professional role behaviors should be documented in specific terms of violation, intervention, and consequence.

Consequences may include suspension, course failure, referral, required consultation, or assignment to validate the student's understanding of the impact of the violation and the significance of professional conduct. A violation of specified professional role behaviors may constitute failing clinical and therefore a course failure.

Procedure:

Orientation:

1. During incoming student orientation, students are provided copies of the Policy Statement, as well as an overview by the Program Director and/or designee.

2. The student will be asked to sign a document verifying receipt and acceptance of the professional behavior requirements.

3. The signed copy will be placed in the student's file in the Nursing Office. The student should retain a copy for reference throughout the program of study.

4. The student is expected to review the student handbook on a regular basis or when issues arise that may place them in jeopardy.

Golden West College – School of Nursing
Critical Elements of Professional Role Behaviors

The following essential performance behaviors must be consistently demonstrated by students in the School of Nursing at all times – in the clinical setting, in the classroom and whenever the student is representing the School of Nursing.

1. **Communication** - Demonstrates in verbal and nonverbal interaction respect for others' opinions, active listening skills, assertiveness, and professional courtesy. Demonstrates ability to effectively use the English language in conversing, comprehending, writing, and documenting to meet course outcome competencies.

2. **Preparedness** – Plans and arranges time. Completes assignments prior to class or clinical. Uses learning materials and resources in order to actively participate in learning activities.

3. **Attendance** - Takes initiative to clarify and confirm schedule. Student Is present without exception in required classes, orientation sessions, and clinical practice including the NEST and lab. Demonstrates initiative and follow through in meeting scheduled assignments.

4. **Punctuality**- Is consistently prompt in meeting scheduled class/clinical schedules and demonstrates eagerness and enthusiasm for engaging in learning assignments and activities.

5. **Dress** - Adheres to the Uniform Policy when in the clinical setting. Dresses in a professional, appropriate manner for meetings, classes and other activities in the role of a student nurse

6. **Equipment** – Anticipates supplies and equipment that will be needed to complete course/clinical assignments and learning activities, and proactively prepares to have these resources available. Equipment may include stethoscope, scissors/clamps, watch with a second hand, and name tag.

7. **Conflict Management** – Demonstrates collaborative problem-solving skills in the event conflicts relevant to the course or clinical occurs. Makes comments on course, faculty, and preceptor evaluations with specific, constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.

8. **Obligation to the Patient** – Demonstrates accountability in accepting assignments for patient care and carrying through with responsibilities within the designated time frames.
Communicates whereabouts (breaks, lunch, meetings, etc.) to the RN preceptor and/or clinical instructor and assures continuity of care at all times.

9. **Respect Demonstrated to Patient, Peers, and Health Care Providers** - Courtesy, consideration, and respect are conditions for learning and required of professional communication in all settings. Demonstrates attentiveness, politeness, consideration for others in all environments and interactions. Body language, nonverbal behaviors, including voice tone, and personal opinion must demonstrate professionalism and collegiality at all times. Adheres to the Simulation Lab Guidelines and Code of Conduct within the Simulation Handbook.

10. **Emotional and Physical Readiness** - Engages in self-monitoring and demonstrates the mental, emotional and physical health necessary for clinical activities**.**

11. **Constructive Use of Time** – Manages time constructively, shows self-direction and initiative to locate or request meaningful learning experiences.

12. **Confidentiality –** Demonstrates respect for patient confidentiality within and outside the agency. Maintains patient confidentiality and HIPAA compliance in all communications. Maintains student confidentiality and FERPA compliance during simulation sessions.

13. **Requirements for Clinical setting–** Takes the initiative to complete all requirements prior to the onset of clinical, according to published policy detailing specific requirements. Provides copies of the verifying documentation for program files. The student will **NOT** be allowed to begin clinical until all requirements are met including training and documentation required for assigned clinical agencies.

14. **Institutional Policy and Procedure -** Participates in scheduled orientation (agency, simulation, and skill lab) to acquaint self with relevant policies and procedures and adheres to them throughout the clinical experiences.

15. **Online courses** - Follows the necessary rules of "etiquette", in courses using educational technology.

Title: Student Committee Participation

Policy #: 109

Policy: CA Code of Regulations CCR 1428 Student Participation

In accordance with CCR 1428, nursing students shall be provided with the opportunity to participate with the faculty in the identification of policies and procedures related to students including but not limited to:
1. Philosophy and objectives
2. Learning experience
3. Curriculum, instruction, and evaluation of the various aspects of the program including clinical facilities.

Nursing students are encouraged to participate in departmental as well as campus organizations and committees. Involvement in these activities provides an opportunity for nursing students to participate in the inner workings of the School of Nursing, the nursing profession, and the governance process of Golden West College.

Guidelines:
1. The 1st semester team leader solicits student volunteers for the School of Nursing standing committees – Curriculum and Program Evaluation as well as Faculty and Advisory meetings.

2. The names of the interested students are placed in a basket. Two to four names are randomly selected by a fellow student for each committee and meeting assignment. Names are then given to the School of Nursing and its respective committee chairs.

3. Committee responsibilities includes:
    a. Attending monthly committee meetings on Friday from 0800 to 1000 providing feedback to issues discussed representing the student view.
    b. Student representatives from each semester will rotate their attendance at the faculty meeting immediately following the committee meeting as a non-voting member. Participation in the committee includes committee reports, discussion, and actions/informational items brought forth by the students and faculty. The students will be excused for any personnel, disciplinary or confidential review.
    c. The student representative may solicit feedback and comments from their classes to provide to the committees at the next meeting.
    d. If a student is unable to attend a committee meeting, the student is to find a designee for that day.
    e. The student representative is responsible for disseminating information to their semester class either verbally in class or through email. The information provided to the class must be sent to the Chair of each committee to ensure accurate information is provided.

4. Should the student choose not to serve on the committee, the student is required to notify the Semester Team Leader in writing. Selection of replacement will be completed as outlined in #2.

Title: Impaired Nursing Student

Policy #: 116

Policy: It is the policy of the School of Nursing to require students to provide safe, effective, and supportive patient care. To fulfill this purpose, nursing students must be free from chemical impairment and effects of emotional illness during participation in any portion of the School of Nursing, including classroom, lab, and clinical settings.

The nursing faculty, out of concern for the impaired student, has developed this policy, which is consistent with the Board of Registered Nursing (BRN) guidelines for impaired nurses. Confidentiality is always maintained.

Definition: Impaired student behaviors may include, but not be limited to:
- Physical impairment
- Mental and emotional impairment
- Impaired judgment
- Disruptive actions
- Inconsistent behavior patterns
- Evidence of drugs, medication and/or alcohol use

Guidelines:

1. A student who exhibits any type of impaired behavior, the student is removed from the classroom, skills lab, and/or clinical/patient care setting.

2. The instructor and student are required to meet and discuss the observed behavior within 24 hours that led to removal of the student from the classroom, skills/lab, and/or clinical patient care setting.

3. The instructor or a Golden West College (GWC) staff may contact the student's emergency contact should the students not be able to drive safely.

4. The instructor must notify the incident to the Semester Team Lead and the Program Director and/or Assistant Director no later than 24 hours from the time of occurrence.

5. The instructor must complete the GWC Incident Reporting Form and notify the Nursing Office no later than 24 hours from the time of occurrence.

6. The student must provide the Nursing Office with a medical clearance to return to normal duties and resume classroom activities.

7. A medical note with an accommodation request and/or restrictions, the student must contact DSPS Office to meet the required accommodations and/or restrictions before cleared to return to the classroom, lab, and/or clinical.

8. The student must notify the instructor and the Nursing Office of their intent to return to their assigned course. The faculty will verify with the Nursing Office that they are cleared to resume class activities.

9. If the student demonstrates behaviors that indicate impairment and refuses to submit to a professional assessment, the student is not allowed to participate in the classroom, lab, or clinical portion of the program. This may result in dismissal from the program.

10. If the student is found to be impaired and not cleared for clinical practice, the student may not return to class, lab, or clinical.
    - The instructor will document the occurrence on the Professional Learning Contract and initiate the Individual Plan for Return (IPR).
    - The student will not progress resulting in a drop from the course and the nursing program.
    - For re-entry consideration, see Readmission policy.

11. Occurrence of Impaired Behavior(s):
    - 1st Occurrence: Failure to submit documentation to the nursing program will result in dismissal from the School of Nursing.
    - 2nd Occurrence: permanent dismissal from the GWC School of Nursing.

Title: Letter of Recommendation from Faculty

Policy #: 125

Guidelines: To comply with professional courtesy, a student may request a letter of recommendation from a faculty. The student must follow these guidelines:

1. If a letter is needed for employment, a request for a letter of recommendation should be made to a clinical instructor.

2. Complete a Request for Recommendation form.

3. Provide a written email request to the faculty the student is requesting a letter of recommendation from. Attached the completed Request for Recommendation form.

4. Allow 14 - 21 business days for faculty to process your request.

5. If you do not receive the letter within three weeks, it is appropriate to send a reminder message to the instructor.

    **The faculty reserves the right to not agree to accommodate the student's request for a letter of recommendation.*

REQUEST FOR LETTER OF RECOMMENDATION

To:
Instructor _____ Date: _____

Purpose: (check appropriate area that pertains to this request)

Scholarship _____ Employment _____ Course Recommendation_____Other (specify) _____

List courses (semester/rotation/year) in which the above-named instructor supervised your performance:

Have you asked the instructor to write you a letter of recommendation?
_____ Yes _____ No

*** If you have not asked the instructor for a recommendation letter, please do so before you submit to the office.

Please provide a brief description on what you would like the letter to recommendation to indicate. If this is for a scholarship, please attach information.

Date needed:(**must** give two to three weeks' notice and occur during the fall and spring semesters)

Letter to be addressed to:

Name/Title: Address:

_____

Disposition: (check one)
☐Mail to above address
      (Supply self-addressed envelope with postage stamp when you submit this form)

☐Hold for pick up

Student Name (print): _____

– –

Signature (Instructor):   Date: _____

Unable to accommodate request: _____ Request approved/complete: _____

Title: Progression, Retention, and Graduation Policy

Policy #: 126

Purpose: To ensure students are aware of program progression, retention, and graduation requirements.

Policies:

1. Students must maintain a cumulative grade point average of at least 2.0 (75 %) throughout their enrollment in the Nursing Program.

2. Students must achieve a minimum grade of C (75%), as well as satisfactory performance in the clinical component, of each nursing course.

3. A failed nursing course may only be repeated one time. Failure of any nursing course for a second time will result in a dismissal from the program.

4. Any student repeating a clinical nursing course must repeat both the theory and clinical components of the entire course.

5. Students must pass their competency testing throughout the program of study based on each course's requirements. Students must pass all psychomotor skills by their third attempt.

6. Students must submit clinical health requirement updates and verification to include, but not limited to, BLS Certification, specified immunizations and TB testing results, completion of all clinical agency documentation and requirements, report of criminal occurrences and charges incurred since the initial background check completed prior to the start of the semester of any clinical nursing course.

    Failure to meet these requirements will result in a removal from the course, and a dismissal from the program. The student will complete the Readmission Process for re-entry to the program.

Graduation Requirements

Golden West College grants an Associate of Science Degree in Nursing to the student who has completed all nursing licensure and college requirements for graduation. Requirements include and are not limited to successful completion of the following:

1. Maintained a minimum cumulative grade point average of 2.0 and above.
2. Successful completion of each nursing course with a minimum grade of C (75%) and satisfactory rating in each corresponding clinical practicum including the lab component.
3. Successful completion of a minimum of 12 units at Golden West College.

Title: Pinning Ceremony

Policy #: 137

Policy: Pinning is a tradition in nursing, started by Florence Nightingale as she awards her graduates with a pin to recognize and welcome them into the profession of nursing. The students will work with a faculty advisor who will provide guidance and direction for the ceremony.

The pinning ceremony is a completion ceremony and NOT a graduation ceremony and should not be considered as such. The Commencement at Golden West College is held at the end of the academic year (Spring semester) is an occasion when graduates are awarded their degrees and are recognized by the College and the public**.** Graduating students from both the Fall and Spring semesters are strongly urged to attend the commencement ceremony as this is the time when they are formally recognized by the college for their academic achievement.

Guidelines:

1. Responsibilities of the nursing students:

    a. Pinning ceremony committee as a subcommittee of CNSA.
    b. The pinning committee will be formed during the 2nd semester.
    c. The committee is comprised of 4-5 students who are nominated to represent the graduating class.
    d. Two students from the committee are appointed by the class to be the chair and co-chair.
    e. The chair and/or co-chair will work directly with the Faculty Advisor.
    f. Faculty Advisor will act as the liaison to communicate to the Nursing Office and Program Director for planning, final decisions, and approvals.
    g. The committee will provide updates to the graduating class on the progress of the ceremony.
    h. The committee will develop a ballot for the class to vote on the student Master of Ceremony, who will also by the student speaker. The committee must receive formal approval from the selected faculty to participate as the student Master of Ceremony.

2. Student Speeches and/or Videos:
    All student speeches must be completed and submitted to the Nursing Office 3 weeks prior to the ceremony date. Unapproved student speeches may not be approved. Songs to be played at the ceremony can be chosen from the five preapproved available songs. Each student will submit messaging to be announced in the pinning ceremony to the committee 4 weeks prior to the ceremony date.

3. Venue:
    The pinning ceremony is to be held at a Coast District approved venue.

4. Time and Length of Ceremony:
    The ceremony will be held on a weekday afternoon during the semester.

5. Pins:
   The Golden West College, School of Nursing pin is purchased by the student through CNSA. Students cannot participate in the pinning ceremony without a pin.

6. Standardized Dress Code:
   Women
   - Black slacks/pants
   - White blouse (No tank top, no low-cut V-neck, no midriff showing, or see-through)
   - White GWC Lab Coat
   - Black flat dress shoes

   Men
   - Black slacks/pants
   - White shirt
   - White GWC Lab Coat
   - Black flat dress shoes

   Students must be in their designated attire at rehearsal time. Faculty/professors/staff reserve the right to send a student home to change from the rehearsal if they do not meet dress code standards. A student not in the approved dress code, will not be allowed to participate in the ceremony.

7. Funding:
   The CNSA student club and Pinning Sub-committee will be responsible for fundraising.

8. Reception:
   Students may arrange a reception for themselves and family at a venue of their choice and will incur the costs.

9. College Compliance:
   The Pinning Ceremony will occur in compliance with all college policies and procedures for such student events and it is the committee's responsibility to attend to such policies (i.e. Security, use of approved vendors, fire safety, etc.)

Title: Simulation Laboratory Guidelines

Policy #: 600

General Guidelines

1) The simulation laboratory is a required clinical experience. Students are expected to abide by all clinical policies as stated in the GWC Student Handbook.
2) No food, drinks, or gum in the simulation labs or the debriefing rooms.
3) Students are expected to bring the necessary equipment/clinical supplies into the simulation lab.
4) Cell phones will be permitted ONLY to access information during scenarios. All cell phones should be turned to silent/AIRPLANE mode during simulation sessions.

Equipment Care and Maintenance

1) Wash hands or use hand sanitizer prior to manikin use.
2) Ink will permanently stain the manikin's skin. No markers, ink pens, acetone, iodine, or other staining medications near manikins.
3) Wear gloves when working with the manikins. Over time skin oils and dirt can stain and damage the manikin's skin.
4) Operate equipment only as indicated by the Simulation Faculty. If unsure how to perform a procedure using the simulators, ask an instructor for assistance before proceeding.
5) Simulation equipment should only be operated by personnel who have been trained in its use.
6) The high-fidelity patient simulators are to be used only during simulation classes with faculty and/or lab staff supervision.
7) Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer.
8) Iodine (betadine) or other staining medications should not come into contact with the manikins.
9) The manikin's chest must be kept dry; care should be used when simulation involves fluid.
10) Do not introduce any fluids into the manikin's esophagus or trachea.
11) Do not place artificial blood or other materials on the manikin's skin without first verifying that the materials will not damage the manikin.
12) Sharps and syringes ONLY are to be discarded into appropriate sharps containers.
13) Accidental sticks should be reported immediately to the Simulation Faculty, and an incident report should be completed.
14) Contents from lab kits that are likely to be interpreted as biohazardous waste (catheters, needles, dressing supplies, etc.) MUST be returned to the lab for appropriate disposal. Protect all lab kit supplies from inappropriate use, loss, or disposal, keeping with legal and regulatory requirements for biohazardous waste.
15) Facility users are expected to leave Simulation labs in order. Please dispose of any trash in appropriate containers, ensure manikins are back in order, and supplies are put in appropriate areas.
16) Simulation lab users should report any damage to equipment or operating problems to the Simulation Technician as soon as possible.
17) Patient simulators, manikin parts, lab equipment, charts, or lab reference books are NOT to be removed from the nursing lab by students at any time for any reason.

Simulation Code of Conduct

1) Come prepared to participate in the scenario or to be an active observer by completing any pre-simulation activities assigned to you.
2) Treat manikins appropriately and respectfully as you would treat an actual patient.
3) "What happens in simulation stays in simulation." Discussing details of scenarios with other groups takes away from equal learning opportunities. If the simulation is used for evaluation purposes, disclosing information to others regarding scenarios is considered academic dishonesty and will be penalized according to the Student Conduct policy at Golden West College.
4) Simulation is a team learning experience in a safe, non-threatening environment. Actively participate in the simulation, be respectful and provide support and encouragement for those around you.
5) Expect to receive positive feedback regarding your performance, as well as feedback involving opportunity for improvement. Understand that you are to exhibit competence in the scenario but are not expected to perform the scenario flawlessly.
6) If you are a scenario observer, attentiveness is expected. Observers should actively watch the scenario and take notes for debriefing. Be prepared to offer positive comments about the scenario as well as constructive feedback in a positive manner during the debriefing.
7) Once a simulation begins, the realism of that scenario takes over. Instructors may not be providing feedback while the scenario is active.
8) If the Simulation Faculty is not present in the debriefing room during the observation of a scenario, students are expected to act professionally. Any behavior that negatively affects the learning environment will not be tolerated.

Recording Simulation and Debriefing Activities

Simulated scenarios and debriefing activities may be recorded. Refer to admission documents for further clarification.

Title: Simulation Contract

Policy #: 601

Simulation Contract: The School of Nursing at Golden West College incorporates simulated experiences throughout the curriculum to prepare students for actual patient situations. The roles of patients, family, and the inter-professional team are carried out by students, faculty, staff, and/or manikins. The students will be expected to conduct themselves during this learning experience as if students are in a real clinical situation and treat everyone involved, including the manikins, professionally and realistically.