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To all Nursing Program Students,

The faculty, staff, and administration at College of the Desert welcome you to our nursing program. It is an exciting time to be involved in nursing. Important changes are occurring in the delivery of health care, the rights of clients, and the role of the nurse. To keep pace with these changes, nursing curricula are in a dynamic state of evolution.

Each of you brings to the program, and later to the profession, the uniqueness of your special talents, experiences, and personality. We hope that you will take an active part in sharing these with others as you move toward the goal of becoming a registered nurse. To assist you in reaching your goal, you will find interested and concerned faculty with high personal and professional standards as well as a wealth of varying clinical expertise. It is the combination of all these factors that results in quality nursing education.

Our best wishes for a gratifying, satisfying, and growing experience in the nursing program at College of the Desert.

Nursing Faculty
College of the Desert
SECTION I:

INTRODUCTION
This handbook has been prepared as a supplement to information provided in the College of the Desert Catalog. It is intended to provide answers to the many questions you will have as you enter and progress through the nursing program.

This handbook should be read carefully, saved, and used as a reference throughout your time in the program. The handbook policies and procedures are subject to change by faculty and Administration at any time. Students will be provided a hard copy upon entering the program. The most current copy of the handbook will be posted on the department website. Students are responsible for reviewing the updated handbook and will be held to the most current edition.

HISTORY
The Desert Community College District began January 21, 1958, as the culmination of more than ten years of study and planning. It was three years later that construction of the campus at Monterey Avenue and Fred Waring Drive began and students began attending classes in fall, 1962.

The Associate Degree Nursing program was initiated on the Palm Desert campus in 1966. Since 1968, over 2,000 nurses have graduated from the program, many of whom are employed in the Desert community.

ACCREDITATION AND APPROVAL STATUS
The program is approved by the California Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814-6200, (916) 322-3350, www.rn.ca.gov.

SCHOOL
The College of the Desert Registered Nursing Program is part of the School of Health Sciences and Education, which is comprised of 7 programs: Registered Nursing, Vocational Nursing, Certified Nurse Assistant, Home Health Aide, Early Childhood Education, Kinesiology, and Athletics.
Conflict Resolution Process

Step 1: If a student has a concern, the student will be encouraged to first communicate with the instructor. Matters relating to the clinical area should be discussed with the appropriate clinical instructor. The Nursing Success Counselor may be available to facilitate communication. Students must allow instructor the opportunity to resolve prior to moving on to Step 2.

Step 2: If the matter cannot be resolved, the student is advised to follow the chain of command which is: Assistant Director, Director, Dean of the School of Health Science and Education. Students must give the opportunity for each person to resolve prior to moving to the next level in the chain of command.

If the problem persists, the student is advised to refer to the College of the Desert Catalog for the Student Grievance Policy.
SECTION II:

NURSING PROGRAM

PHILOSOPHY AND

CONCEPTUAL FRAMEWORK
PHILOSOPHY

The philosophy of the Associate Degree Nursing Program supports and implements the Mission Statement of the Desert Community College District. We believe that a sound nursing education program is based upon concepts relating to the individual, health/illness, environment, and nursing.

The purpose of the nursing program is to educate men and women for beginning staff nurse positions in health care settings in the community, fostering within each graduate a commitment to lifelong learning and professional development.

The faculty believes that nursing is a dynamic profession that is scientifically based and directed toward promoting, maintaining, and restoring a state of optimum wellness or supporting the individual to experience death with dignity.

The practice of nursing is based upon a holistic framework and is committed to the value of caring. Nurses use cognitive, psychomotor, and affective skills within the parameters of the nursing process to assist the individual experiencing actual and/or potential alterations in health. The role of the associate degree nurse requires critical thinking, clinical competence, accountability, and client advocacy.

Health is a changing state on the wellness-illness continuum that can be altered by internal and external stressors. Health is maximized when the individual’s optimum level of wellness is promoted, maintained, and/or restored.

Each individual is a unique, complex, holistic being with bio-psycho-socio-cultural and spiritual dimensions in constant interaction with an internal/external environment. Diverse values and beliefs exist in different social and physical environments that affect the individual’s optimum wellness. Individuals possess dignity, unconditional worth, and the inherent right to assume responsibility for the development of their own potential. Additionally, individuals are entitled to information that allows them to make informed decisions regarding their health care.

Nursing education involves teaching of nursing theory, skills, and attitudes that assist the students to assume responsibility and accountability as registered nurses. We believe that nursing education belongs in institutions of higher learning and should be structured to evaluate prior learning for admission and/or advanced placement. Nursing education incorporates knowledge from the humanities and the behavioral, physical and natural sciences.

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. The faculty members recognize that the associate degree program serves as the beginning level of preparation for registered nurse licensure. Ideally, graduates work under the supervision of a more experienced nurse. Education is the key to articulation between levels. We believe that learning is a lifelong process involving external changes in behavioral and internal changes in thought processes and attitudes.
Registered nurses with an associate degree in nursing function as care providers by assessing, diagnosing, planning, implementing, and evaluating the care given to clients. They utilize a critical thinking process in their practice, including establishment of priorities, performance of therapeutic interventions, and evaluation of client outcomes.

The associate degree graduate organizes the care given, delegates as appropriate, and collaborates with members of the health care team. The graduate is accountable for the care given and responsible for functioning within the legal parameters of registered nursing practice and the levels of competence as outlined in the California Nursing Practice Act. The associate degree graduate is committed to continuous learning, ongoing professional development, and maintenance of ethical standards of practice.

The nursing program addresses the needs of students who, like their clients, come from diverse and varied ethnic, cultural, religious, and educational backgrounds. Students bring to the classroom different learning styles, personal goals, age representation, lifestyles, and experience. Optimum learning for a diverse student body occurs in a non-threatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when a variety of instructional modalities are coordinated with students’ specific learning needs, goals, and individual support systems. Learning progresses from simple to complex and involves active participation of both the student and the instructor. Nursing faculty serve as facilitators, catalysts, resource persons, and role models.

CONCEPTUAL (ORGANIZING) FRAMEWORK

The conceptual (organizing) framework of the Associate Degree Nursing Program at College of the Desert is derived from statements in the program philosophy relating to the human individual, the environment, health, and nursing. The philosophy and organizing framework provide guidance to the establishment of educational outcomes, course objectives, the sequencing of course content, and the program in general. The major concepts and the identified “threads” of the curriculum provide the unifying themes for development of the program of learning. The threads, ten in all, are reflected in the course objectives for each of the four major courses in the curriculum that have a clinical component.

The four major concepts of the program (pervasive themes) are the individual, health, environment, and nursing.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
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<tr>
<td><strong>INDIVIDUAL</strong></td>
<td>The individual is viewed as a unique, complex, holistic being with biological, psychological, social, cultural, and spiritual dimensions. Individuals possess diverse values and beliefs and possess dignity, unconditional worth and the inherent right to assume responsibility for the development of their own potential.</td>
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<tr>
<td><strong>ENVIRONMENT</strong></td>
<td>The environment is composed of internal and external stressors. The internal stressors are derived from dimensions of the individual and the external stressors are representative of all the systems and processes that exist outside the individual. These stressors interact to affect an individual’s optimum wellness. A person’s perception of the stressor and ability and willingness to control the stressors will also affect optimum wellness.</td>
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<tr>
<td><strong>HEALTH</strong></td>
<td>Health is viewed as a changing state on the wellness-illness continuum. As individuals progress through life, optimum levels of wellness can be achieved. Illness occurs when alterations occur in an individual’s optimum state of wellness.</td>
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<tr>
<td><strong>NURSING</strong></td>
<td>Nursing is a dynamic profession that is scientifically based and executed through the use of the nursing process. Nursing is directed towards promoting, maintaining, or restoring optimum wellness in those for whom the nurse cares.</td>
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Ten concepts form the threads of the program (progressive themes). They also form the basis for the course objectives that show increasing complexity in depth or breadth throughout the program. These concepts (as detailed below) are: communication, nursing role, pharmacology, nutrition, cultural awareness, community awareness, safety, health teaching, lifespan, and psychomotor skills.
GRADUATE COMPETENCIES (TERMINAL OBJECTIVE)

- **Communication**
  Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.

- **Nursing Role**
  Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.

- **Pharmacology**
  Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.

- **Nutrition**
  Critiques clients’ responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.

- **Cultural Awareness**
  Designs culturally sensitive Nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.

- **Community Awareness**
  Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.

- **Safety**
  Critiques and manages all aspects of safety for clients in health care settings.

- **Health Teaching**
  Formulates and implements individualized holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.

- **Lifespan**
  Incorporates principles of growth and development in providing and managing Nursing care for the purpose of optimum wellness.

- **Psychomotor Skills**
  Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.
GRADUATE COMPETENCIES (TERMINAL OBJECTIVES) AND LEVELED SEMESTER OUTCOMES:

Using the nursing process, the graduate demonstrates the following competencies:

**COMMUNICATION**

**Graduate Outcome:** Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.

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<td>Recognizes and applies elementary principles of therapeutic communication in health care team and nurse-client interactions.</td>
<td>Individualizes age appropriate communication modalities in nurse/client interactions. Receives from and transmits to health care team members pertinent data.</td>
<td>Strategizes and implements communication modalities with clients while demonstrating therapeutic use of self.</td>
<td>Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.</td>
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**NURSING ROLE**

**Graduate Outcome:** Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.

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<td>Defines the concepts of critical thinking; recognizes and expresses the behaviors of the professional nurse; gives safe, basic nursing care to selected clients.</td>
<td>Interprets relevant client information and personalizes holistic, developmentally appropriate care utilizing basic components of critical thinking.</td>
<td>Applies critical thinking in the provision and management of competent care for clients in specialized populations with changes in health status.</td>
<td>Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.</td>
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### PHARMACOLOGY

**Graduate Outcome:** Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.

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<td>Identifies principles of pharmacology and safely administers medication to clients in the clinical setting.</td>
<td>Incorporates knowledge of pharmacotherapy in administration of medications to clients across the lifespan.</td>
<td>Relates expanding knowledge of pharmacotherapy in administering medications to specialized client populations.</td>
<td>Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.</td>
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### NUTRITION

**Graduate Outcome:** Critiques clients’ responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.

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<td>Identifies and differentiates the components of nutritional assessment in care of clients with emphasis on the older adult.</td>
<td>Individualizes and applies concepts of nutrition in clients with alterations in health.</td>
<td>Specifies and integrates nutritional interventions for special client populations.</td>
<td>Critiques clients’ responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.</td>
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### CULTURAL AWARENESS

**Graduate Outcome:** Designs culturally sensitive nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.

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<td>Identifies and describes cultural variations and their implications for nursing care.</td>
<td>Demonstrates an awareness of multicultural values and beliefs while providing client care across the life span.</td>
<td>Incorporates sensitivity to cultural variations when implementing care for specialized client populations.</td>
<td>Designs culturally sensitive nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.</td>
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**COMMUNITY AWARENESS**

**Graduate Outcome:** Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.

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<td>Identifies community resources that could support the management of the needs of clients with emphasis on the older adult.</td>
<td>Constructs customized plans for integrating community resources in the nursing care of clients across the lifespan.</td>
<td>Correlates expanding knowledge of community resources with nursing interventions for clients from special populations.</td>
<td>Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.</td>
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**SAFETY**

**Graduate Outcome:** Critiques and manages all aspects of safety for clients in health care settings.

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<td>Identifies and utilizes concepts of safe client care with emphasis on the older adult.</td>
<td>Incorporates advancing knowledge of safety principles for clients across the life span.</td>
<td>Strategizes nursing interventions in the management of safety principles for special client populations.</td>
<td>Critiques and manages all aspects of safety for clients in health care settings.</td>
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**HEALTH TEACHING**

**Graduate Outcome:** Formulates and implements individualized holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.

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<td>Identifies principles of health teaching. Recognizes their use in caring for older adults.</td>
<td>Provides focused teaching appropriate for clients across the life span.</td>
<td>Integrates a comprehensive health teaching plan in caring for special client populations.</td>
<td>Formulates and implements individualizes holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.</td>
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<td><strong>LIFESPAN</strong></td>
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<td><strong>Graduate Outcome:</strong> Incorporates principles of growth and development in providing and managing nursing care for the purpose of promoting optimum wellness.</td>
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<td>Explains the basic concepts of growth and development across the life span, with emphasis on the older adult.</td>
<td>Applies concepts of growth and development to nursing care of children and adults experiencing alterations in health.</td>
<td>Integrates principles of growth and development in providing care for special client populations.</td>
<td>Incorporates principles of growth and development in providing and managing nursing care for the purpose of promoting optimum wellness.</td>
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<th><strong>PSYCHOMOTOR SKILLS</strong></th>
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<td><strong>Graduate Outcome:</strong> Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.</td>
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<td>Performs specific psychomotor skills satisfactorily, stating rationale.</td>
<td>Incorporates previously and newly learned skills in increasingly complex situations. Modifies skills relative to client age.</td>
<td>Integrates theoretical knowledge in the performance of newly learned skills in providing care to special client populations.</td>
<td>Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.</td>
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SECTION III:

PROGRAM PROGRESSION
Program Application Process:
Application to the nursing program is separate from application to the College. An application form is available during specific application periods and can be obtained from the school website, www.collegeofthedesert.edu/students/ap/hs or from the School of Health Sciences & Education office located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92260. Enrollment into the registered nursing program is limited. Detailed information regarding the nursing program, selection, and other important particulars is available on the School of Health Sciences & Education website.

Registration:
Students must be registered for the nursing course that they are attending. Students will not be allowed in theory or in the clinical area if they are not officially registered. Registration is done by the nursing department once you have been accepted to the program.

On-Boarding:
On-boarding is the process of completing requirements to work with patients and staff in the clinical facilities during your program. We will assist you with this complex process, but it is ultimately up to each student to satisfactorily complete every requirement. Students must visit the “Facilities Link” (http://www.collegeofthedesert.edu/students/ap/hs/Pages/hospfaclinks.aspx) portion of the program web-site and download and complete any form(s) for medical/security clearance required by the agency. Students may be assigned a date for on-boarding via e-mail. It is imperative students view their “My COD” e-mail. It is the student’s responsibility to be fully prepared and attend the on-boarding on the date assigned. Students will maintain a portfolio that includes the following Program Requirements. Failure to do so will result in the student not being able to attend clinical and being dropped from the program. The RN Program Assistant will send you via e-mail an application from Hire Right for your security clearance. Once cleared you will receive a copy in your e-mail. You will then be responsible for paying the Bursars office an approximate fee of no more than $40.00. If your facility requires an attestation form, found in the facilities onboarding packet (health screening), you will need to bring all appropriate documents to the RN Program Assistant to have the form completed. All of these documents are required as part of your compliance folder. Deadlines for document submittal is set by the department and is not negotiable.

Program Requirements:
All required documents must be presented to the facility personnel during the on-boarding process. Failure to comply with any program requirement will result in a student not being able to enter the clinical setting, and may put them at risk for clinical failure.

Current Basic Life Support Certification (BLS): Certification is required prior to the first day of clinical. Students must provide a signed clear front and back copy of a current American Heart Association Health Care Provider card. The copy will be maintained in the student file. It is the student’s responsibility to maintain current certification throughout the nursing program. CPR card copies must be given to a primary full-time course faculty member before the start of the first clinical day.
Photo ID Badges: Photo ID badges will be worn by all current nursing students. They are to have the student’s full name in 18 point font and indicate “Student Nurse.” Student ID badges will be updated each semester. ID badges are purchased at the bursars’ office, and obtained at the ASCOD (student life) office after purchasing. ID badge cost is $10.00. Plastic protective holders and clips can be purchased at the College of the Desert bookstore. A copy of your photo will be added to your student file for identification purposes.

Malpractice Insurance: College policy requires each student enrolled in health occupations programs with clinical components to purchase insurance coverage against liability for malpractice. The fee for this insurance is paid at the time of registration. ** No student will be allowed to care for clients without evidence of having purchased malpractice insurance. All students are to maintain malpractice insurance for each semester of the nursing program.

**Effective summer 2006, due to state regulatory changes, the BOG Fee Waiver administered at College of the Desert will waive enrollment fees ONLY. Payment of the Malpractice Insurance Fee and Student Health Fee (by the student) is mandatory.

Social Security Number: While Social Security Numbers are not required to take Nursing coursework, the facilities used for clinical instruction do require them. Social Security Numbers are also required for Board examinations at the completion of the various healthcare programs. If you do not have a Signed Social Security Number Identification card please contact the School of Health Sciences and Education office for further instruction.

Background Checks: The affiliation agreements with the clinical facilities regulated by The Joint Commission (TJC) require that all students have a clear background check prior to each clinical rotation. If not, the student may not be allowed to participate in patient care at a clinical agency, and may be prevented from completing the nursing program. Students are advised that an acceptable background check done for the clinical facilities does not guarantee the background check conducted by State Boards of Nursing at the time of application for licensure will be found acceptable. Background checks displaying discrepancies will be reviewed by the Nursing Director and facility assigned to determine if you are eligible to continue within the program.

Health Clearance: A Health Clearance is required by the clinical facilities prior to entering the clinical setting. The purpose of the Health Clearance is for a health care professional to determine if you are physically fit to withstand the physical and emotional demands of the nursing program. The Health Clearance is based on job functions/physical requirements and reflects the Core Performance Standards. The facilities have different systems for “on-boarding,” it is the student’s responsibility to comply with the facility’s requirements. This information can be found by checking the nursing department website/facilities link.

Immunizations: The affiliation agreements with the clinical facilities further require that students be free of communicable disease. Completion of titers/vaccinations and assessment of TB status is required in order for the student to enter each facility. Student immunization status will be evaluated during the “on-boarding” period, at the clinical facility. At a minimum, the following will be evaluated:
1. A negative TB status.
2. Immunity from rubella, measles, and chicken pox. Immunity is to be demonstrated by titer results. Vaccination is required when titers do not demonstrate immunity.
3. Current influenza and Tdap (pertussis) vaccination.
4. Completion of the series of three (3) hepatitis B vaccinations. Students who begin the HepB series upon program acceptance must complete the series as scheduled.
5. It is the student’s responsibility to maintain current immunization and TB skin test status. Documentation is required, potentially inclusive of a chest X-ray with yearly questionnaire.
6. There may be additional health requirements per facility requests.

**Urine Drug Screen:** All Health Sciences students enrolled in a course with a clinical theory or lab component are required to meet agency policy for negative 10 panel drug screen clearance. Local health care facilities require drug screening of their employees, volunteers, and students. It is the policy of the College of the Desert School of Health Sciences and Education to meet all clinical agency requirements as mandated by legal and accrediting bodies. In addition to screening prior to the start of each clinical experience, students may be subject to testing for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

Inability to prove freedom of communicable disease, a clear background check, and a clear urine drug screen will result in the student not being able to enter the clinical setting, and clinical failure.

The above requirements are mandated by the health care agencies with which the program contracts for clinical placements. The information will be maintained in the individual student educational record and student compliance folder. It may be provided to a facility upon request from that facility.

Immunization and physical examination results may be shared among clinical facilities with a student signature to release records at no cost to the students.

Please note: It is the student’s responsibility to retain original copies of all documentation in their own compliance folder for their use. The office in the Barker Nursing Complex will not make file copies of any documents submitted for the student’s file. The BNC office will NOT fax, mail, or provide in any other way copies of immunization records, titers, TB skin tests, physical examinations, CPR cards, or any other information required for program entrance or progression.
Graduation Requirements:
Progression through and completion of the nursing program requires the attainment of a minimum grade of “C” in each required course in the nursing program and all other required courses for the degree.

Students accepted to the nursing program who have not completed the general education courses required for the Associate in Science degree in nursing are required to complete needed coursework prior to graduation:

Courses Required for Graduation:
- ENG 1A (Composition)*
- BI 13 (Human Anatomy & Physiology I)*
- BI 14 (Human Anatomy & Physiology II)*
- BI 15 (Microbiology)*
- PSY 1 (General Psychology) or PSY 3 (Developmental Psychology)
- SOC 1 (Introductory Sociology), SOC 14 (Minority Groups in the Americas), SOC 15 (Mexican American Culture), or ANTH 2 (Cultural Anthropology)*
- COMM 1, or 4, or 5, or 15
- MATH 40 (Intermediate Algebra)
- KINE, RE, VSM/F or HS 70 – 2 units
- Humanities Course – select from area C3 under the ‘Requirements for an Occupational/Vocational Associate Degree’

* You are advised to check for additional prerequisite requirements of these courses. Please check with the Counseling Services Office if you have questions.

Students desiring to transfer to a 4 year school to earn a Bachelor of Science in Nursing (BSN) degree will want to select courses that will transfer to their selected institution. Check with the Counseling Services Office or the Nursing Success Counselor.
# ASSOCIATE DEGREE NURSING PROGRAM COURSE SEQUENCE:

<table>
<thead>
<tr>
<th>Course**</th>
<th>N001</th>
<th>N002</th>
<th>N003A &amp; N003B</th>
<th>Additional courses required for graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 13* (Anatomy &amp; Physiology I)</td>
<td>Must have to enter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI 14* (Anatomy &amp; Physiology II)</td>
<td>Must have to enter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI 15* (Microbiology)</td>
<td>Must have to enter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College level transferable English* (ENG 1A recommended)</td>
<td>Must have to enter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Non-Course Requirement: TEAS 5 testing with a score of 62% or higher</td>
<td>Must have to enter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 40 (or higher)</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>RDG 61 (or equivalent or place out via assessment testing)</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>PSY 1 (General Psychology) or PSY 3 (Developmental Psychology)</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>COMM 1, 9, 13, or 17</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>SOC 1, SOC 14, SOC 15, or ANTH 2</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>Two units from: KINE, RE, VSM/F or HS 70</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
<tr>
<td>Humanity from listed courses in COD catalog (under AD requirements for occupational/vocational programs)</td>
<td></td>
<td></td>
<td></td>
<td>Must have to graduate*</td>
</tr>
</tbody>
</table>

*Applicants are advised to check for additional prerequisite requirements of these courses. Please check with the Counseling Services Office if you have questions.

**Students who have been admitted to a Community College that operates a registered nursing program shall not require students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher education to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree from that institution.
SECTION IV:

PROGRAM POLICIES
GENERAL

STUDENT HANDBOOK FOR THE NURSING PROGRAM:
The student handbook is to be used as a guide for all policies. All students are expected to adhere to the policies and procedures in the College of the Desert RN Student Handbook. Nursing program policies are designed to facilitate fair and equitable treatment for all students enrolled in the nursing program. Further information concerning uniforms, dress codes, assignments, and policies regarding grades, testing, and evaluation are found in the individual course syllabus. All students are held to the most current handbook and policies. Students are expected to review the handbook at the beginning of each semester. The COD Nursing Program adheres to all California Board of Registered Nursing policies regarding patient care, safety, and conduct. For more information/details see www.rn.ca.gov.

The faculty reserves the right to remove from the clinical area any student who, in the faculty member’s professional judgment, places the client in physical or emotional jeopardy.

PROFESSIONAL CONDUCT:
The Nursing Education program has a responsibility to maintain high professional standards. The faculty reserves the right to determine whether the student has the personal, scholastic, and health qualifications necessary to meet these expectations. Professional behavior is an essential competency of the nursing role. Student’s performance and behavior is evaluated using the Clinical Evaluation Tool. Additionally, students are held to the Student Conduct Standards as outlined in the current College of the Desert Catalog. You may not represent yourself as a COD nursing student without faculty consent in a healthcare facility.

Professional conduct will be subjectively evaluated by the faculty and may result in academic failure of the course.

The following behaviors and actions are some examples deemed unsafe as determined by the professional judgment of faculty and will result in academic failure of the course and ineligibility for reinstatement to the program. (This is not an all-inclusive list.)

- Attempting, threatening, or placing client or others in physical or emotional jeopardy.
- Violation of the ANA Code of Ethics.
- Expressions of anger or hostility directed toward clients or others.
- Behavior consistent with or being under the influence of the use of controlled substances, alcohol, or any intoxicant.
- Client abandonment.
- Breach of confidentiality.
- Dishonesty. (Ex: cheating, lying, stealing, plagiarism either within the semester or throughout the program)
- Patterns of behavior incompatible with the role of the professional nurse.
• Endangering the public
  o Removing a patient from a facility
  o Utilizing lab equipment outside lab environment
• Falsification of clinical paperwork.
• Failure to follow your clinical instructor’s recommendations or directions.
• Students shall not enter patient care areas without faculty approval.
• Unable to effectively communicate with the health care team or patient in the English language.
• Failure to comply with chain of command.

Please remember that your conduct as a nursing student reflects upon you as an individual, on the Nursing Program, and College of the Desert.

ELECTRONIC COMMUNICATION/DEVICES:
• All students are provided with a “My COD” e-mail address. Communication with students occurs through this site. Students are required to view their “My COD” e-mail site daily.
• Canvas is the college-wide learning management system. Orientation to Canvas is available on the college web-site. It is the student’s responsibility to check the site of updates on a daily basis.

Limitation to electronic communication include:
• Electronic devices, e.g., cell phones, tablets, etc., are only permissible as they relate to the learning environment. The learning environment is defined by the instructor.
• Recording by any method, at any time, is by permission of the instructor only.
• Recording of lectures may be limited to students with documented learning accommodations.
• Recording of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.
• Photograph and video recording is only permissible as it relates to the learning environment. Photos/video recording in any clinical setting for any reason is not permitted.

SOCIAL MEDIA:
Students who choose to communicate electronically via social networking sites are held solely responsible for its content. Inappropriate or unprofessional postings may jeopardize a student’s status in the program.

HIPAA and Patient Privacy: Always protect patients and their confidential information and follow all applicable policies. Never disclose any identifying or medical information on social media including photos.

Harmful Post: If you post complaints or criticism about the College of the Desert, fellow students, instructors, clinical sites, depending on what you say, you may violate policies or laws
against harassment, bullying, intimidation, defamation or creating/contributing to a hostile environment. Write your statements carefully and avoid words that could be viewed as malicious, obscene, threatening, or harassing.

Clinical/Class Time and Posting: Social networking actives are allowable only on non-clinical/class times including breaks and lunch.

General Suggestions/Requirements: Your posts are a reflection of you, College of the Desert, and the nursing profession. Before you post:

1. Take a moment to consider if your post might lessen the community’s trust in our ability to serve them (e.g., “I’m sick at clinical today”, “my patient’s annoy me” etc.).
2. Remember it is never appropriate to comment negatively about our patients or our patient population.
3. “Selfies” (photos that you take of yourself with your smart phone) are generally not appropriate at the clinical site.

Reporting Issues: If you have seen something that you think violates the nursing department’s Social Media Policy, please contact your instructor immediately.

Students are advised to visit the National Council of State Boards of Nursing for the latest guidelines and to view a brief video on nursing and social media usage at https://www.ncsbn.org/347.htm

ACADEMIC DISHONESTY:

Plagiarism and cheating are characteristics of unprofessional behavior that may lead to dismissal from the program. (See Professional Conduct above) Plagiarism and cheating are both forms of academic dishonesty. Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to students’ behavior in the classroom. Students must acknowledge sources that are used for completing classroom assignments. Sharing information regarding simulation scenarios is unprofessional and considered academic dishonesty. Refer to the current COD catalog for more examples of academic dishonesty. Acts of academic dishonesty will be handled according to college policy and the Student handbook.

College of the Desert has a long-standing policy that prohibits cheating and plagiarism; therefore, students in all classes are expected to do their own work. Any documented incident of cheating, plagiarism or other dishonest classroom activity will jeopardize reinstatement and/or continuation in the nursing program.

PLAGIARISM:

Any plagiarized work shall receive a failing grade for the assignment and may result in disciplinary action as described in the COD College Catalog. All approved group assignments must include the names of all contributors. All work must be cited.
CHEATING:

Students identified as cheating on an examination shall be given a “0” grade for that exam without opportunity for make-up and may fail the course and may result in disciplinary action as described in the COD College Catalog.

HIPAA NOTICE: Students are involved with the complete personal care of clients in many facilities. Communication (verbal, electronic, or written) about clients and/or clinical experience are a direct violation of privacy and confidentiality regulations and client rights. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

ACADEMIC SCHEDULE AND WORK RECOMMENDATIONS:

Due to the fast pace and heavy academic demands required by the nursing program, the nursing faculty recommends that students avoid employment in excess of 12 hours per week. Clinical and/or theory schedules are subject to changes each semester. Therefore, students’ personal commitments must remain flexible to accommodate scheduling requirements throughout the program. A student may not work a night shift prior to a clinical day. Night shift is considered between 10 p.m. and 6 a.m. Students may be sent home for perceived unsafe behavior due to lack of sleep.

CLINICAL PLACEMENT:

Experience is provided in a variety of health care facilities including hospitals, nursing homes, and clinics. College of the Desert has an affiliation agreement (official contract) with each of the facilities where students are placed. Students and faculty are subject to the general policies of each institution. At times, there may be differences in interpretation of policy and, if the occurs, the instructor should be consulted.

It is recommended that students rotate through all acute care facilities during their clinical experiences throughout the program. Students should anticipate the need to occasionally change clinical schedules in order to meet clinical objectives. This may require a student to rotate between clinical sections. For students working in hospitals, they may not complete clinical assignments on their work unit.

Clinical assignments will be scheduled over a variety of hours and days of the week in order to accommodate the needs of a large group of students and at the same time not over burden any particular health care facility. Some clinical sessions may be more attractive to students than others. Faculty input will guide student placement in clinical section. Students will be expected to accept whatever clinical sections are available and should be prepared to schedule their private lives to accommodate classes that occur at least four days a week.
UNIFORM AND DRESS CODE:

The student uniform is to be worn only when functioning in the capacity of a College of the Desert nursing student and not in any instance when the student is the employee of a health care facility or agency. The student uniform is exclusive for the clinical setting and is not to be worn in public places.

Students will purchase at least 3 uniform sets; 2 clinical sets & 1 community. Clinical sets include designated scrub top & bottoms. Community sets include a designated polo top with black slacks (no jeans or leggings) and black shoes (not athletic shoes).

The faculty believes that proper appearance is integral to professionalism and the role of the nurse. Therefore, the following dress standards have been developed.

Student dress and grooming will reflect the policies of the health agency, the technical requirement of the task, and the positive image of the Nursing Program. Faculty will inform students of the specific dress code of each health agency.

The uniform shall be freshly laundered, pressed, without stains, and in good repair. Students are to appear for clinical properly dressed and groomed rather than making adjustments after arriving.

Students who are dismissed from an assigned clinical experience as a result of inappropriate dress and/or grooming will be considered absent and subject to the provisions of the Attendance Policy.

Students may not wear scrubs to the campus skills lab or computer lab directly from a clinical facility.

Students will wear appropriate attire and adhere to all dress standards, including their ID badge, identifying them as College of the Desert nursing students in the classrooms, campus skills lab and computer lab.

Students will be clean, free of odor and strong fragrances (e.g. bad breath, cigarette smoke, perfume) and well groomed. (Daily bathing and deodorant use are recommended.)

Uniform: Students in the Associate Degree Nursing program at College of the Desert wear a designated uniform. Information on the uniform is provided during program orientation. Alterations of uniforms are required to insure proper length of pants & fit of uniform. Socks should be white and cover all areas of skin standing and sitting. Undergarments are not to be visible.

Shoes: Standard cleaned and polished white nurse’s shoes are required. Clogs with heel exposure, athletic shoes, canvas shoes, or sandals may NOT be worn with the uniform. Footwear must be approved by your instructor. Closed toed shoes are required at all times in the skills lab and at clinical sites.
**White Shirts:** Plain white pullover shirts may be worn under uniform tops for warmth. No lab coats, sweatshirts, hoodies, or coats may be worn. Official COD clinical jackets may be purchased and worn over COD uniform tops.

**Hair** will be neat, clean, controlled, and secured so as not to interfere with client care. Mustaches, beards, and sideburns must be neatly trimmed. Hair color must be within the realm of genetic possibility. Hair must be pulled back away from the face and up off the collar. Only plain hair accessories may be used.

**Fingernails** must be short and clean. **No nail polish** may be worn. The wearing of artificial acrylic/gel nails, bold colors, or anything requiring UV light is prohibited while providing client care.

**Make-up** will be subdued. No false eyelashes.

**Jewelry:** No jewelry will be worn except a plain wedding-type band and no more than one plain stud per ear for pierced ears. No earring allowed in any area of ear except the lower earlobe.

**Body Jewelry:** Visible piercings are not allowed. No jewelry may be worn in pierced areas other than the lower outer earlobe. Tongue jewelry may not be worn in the clinical setting.

**Tattoos:** Tattoo coverage is required. Tattoo coverage must be maintained with clothing items under dress code standards. Bandages, “sleeves”, etc. are an infection control risk and are not permitted.

**Gum** chewing is NOT permitted in clinical areas or skills labs.

**EQUIPMENT STANDARDS:**

All nursing students are required to have a stethoscope, scissors, penlight, Kelly clamp, and a watch that monitors seconds. A pocket organizer may be used, but must be white. Nursing kits must be purchased appropriate to the semester enrolled.

**PHOTO ID BADGES:**

Photo ID badges will be purchased each semester and worn by all nursing students in the classroom, nursing skills lab, computer lab, and in the clinical setting at all times. Clinical facilities may provide an additional ID that must be worn while in attendance at the agency. This ID shall be surrendered at the end of the semester. Facilities may bill a student for ID’s not returned. College of the Desert may put a hold on your account for badges not surrendered upon departure of the program.
STETHOSCOPES:

Stethoscopes should be worn in a manner that secures them to your body or in a pocket to avoid injury to clients or contamination of a sterile field. They must include ability for low & high pitched sounds.

ATTENDANCE

Attendance is integral and critical to student success in the nursing program. Attendance and punctuality reflect professional accountability. The policies of COD regarding attendance apply to all nursing students. A student is expected to attend all sessions of the classes (theory, skills lab, or clinical) for which they are registered, be on time, and, when absent, obtain any missed information from fellow students.

LOSS OF CLINICAL EXPERIENCES DUE TO CLINICAL AGENCY RESTRICTIONS:

Based on the Board of Registered Nursing’s requirements, students may be required to attend clinical on days and times that the student is not usually scheduled. Successful completion of the clinical portion of each course is based on student performance according to established clinical objectives. These re-scheduled clinical experiences will be used exclusively for situations that result in loss of clinical experiences due to clinical site restrictions. These re-scheduled clinical experiences will not be used for make-up due to a student’s illness, a need for remediation, or a loss of clinical days due to student inability to meet deadlines imposed by clinical agencies.

In compliance with recommendations from the California Board of Registered Nursing:

**Attendance:**

- Full and prompt attendance at clinical and theory is expected and mandatory. Patterns of absences and tardiness will be monitored in each course and through the program.
- A maximum of two missed clinical days per course must be made up in the skills lab or on a clinical make-up day arranged by the faculty member with documentation and consultation with your instructor. Made up days still count as absences. Courses that meet one day per week may only miss one clinical day.
- Failure to make up clinical days as assigned will result in the student being dropped from the course.
- Any further clinical absences will result in the student being dropped from the course.
- Orientation to the health care facility is critical to your ability to perform. Absence from orientation may necessitate withdrawal from the course.
- The Board of Registered Nursing requires that clinical is taken concurrently with theory. A student who has failed clinical or dropped the course may not continue to attend theory or clinical.
• The COD nursing program abides by the attendance policy outlined in the college catalog.
• Excessive class absences, defined as more than the number of time ‘class’ meets per week, may result in the student being dropped from the course (COD catalog, attendance).
• Students who miss more than fifteen (15) minutes of class will be considered absent from the class.
• The Board of Registered Nursing requires that clinical is taken concurrently with theory. A student who has failed theory or dropped the course may not continue to attend clinical.

Student Responsibilities:

• It is the student’s responsibility to contact their instructor regarding any absence or tardiness. All instructors have voice mail messaging and email.
• Do not give messages to other students for the instructor.
• A statement by a physician (or other primary care provider) shall be required for a student to be able to return to clinical after injury, illness, or pregnancy issues that may affect their ability to perform at the level of the core performance standards. Statement must contain physician awareness of previous illness or injury.
• If absences mean that a student is unable to meet clinical objectives, failure of the course will result.

LIMITATIONS IN CLINICAL PRACTICE DUE TO ILLNESS, INJURY, OR PREGNANCY:

Students who develop conditions that may result in their inability to meet Core Performance Standards must notify their clinical instructor in writing immediately.

Students must follow the policy of the health agency to which they are assigned regarding clinical practice restrictions due to illness, injury, or pregnancy. If modification in assignment is required due to illness, injury, or pregnancy, it is the responsibility of the student to notify the instructor first, and the Nursing Program Director by means of a written note stating the exact restrictions in activity. Students are expected to follow the directions of their physician involving limitations in clinical activities. All efforts will be made by the program to place the student in an acceptable clinical setting. Modifications not to interfere with meeting clinical objectives.
TESTING

Examinations:

- Exams are designed to prepare students for entry-level practice and to evaluate critical thinking skills.
- Exams are not limited to only multiple-choice format.
- Unit tests are given in class according to the course calendar.
- Quizzes may be given at any time during the lecture session.
- Students may be assigned seating during unit exams and quizzes.
- A Scantron form may be required. Students are responsible for providing their own scantron.
- A Medication Competency Safety Assessment will be required prior to administering medications in the clinical setting.
- A student will receive a grade of “0” with no opportunity for make ups and may result in disciplinary action as described if the student:
  - Writes a crib/cheat sheet (answers to questions written on anything before, during, or after the exam)
  - Removes the exam from the classroom at any time
  - Records any discussion of test questions or answers.
  - Receives answers from other students
  - Utilization of any unapproved resources
  - Takes any copies or digital copies/photos of any exam
- Phones must be powered down.
- Students must place all personal belongings at the front or side of the classroom, as designated by the instructor.
- Personal items will not be permitted at the student desk. Personal items include, but are not limited to:
  - Any electronic device
  - Bags/purses/wallets
  - Books/study material
  - Cameras of any kind
  - Coats/hats/scarves/gloves
  - Food
  - Watches
  - Lip Balm
- Faculty reserve the right to video record students during examinations.
- Discussion of information about test items, answers, or questions is a violation of academic integrity and may lead to removal from the program.
- Students may not engage in disruptive behavior at any time during the exam.
- If a student has a problem or needs the instructor’s attention for any reason, the student must raise their hand.
Students are required to have all sign-on codes/passwords and be computer literate before coming into the testing room.

Once finished with the exam, student must leave the testing room and immediate outside walkway and keep their voices to a whisper.

Students are allowed 90 seconds per question in the first year of the program; 5 seconds per question in the second year of the program. Time limits will be strictly observed. Students observed working beyond the time limit will receive a zero on the assessment and may fail the course on grounds of academic dishonesty.

Only approved 4 function calculators may be utilized in taking exams and/or quizzes and will be provided by the instructor.

Tampering with the operation of the computer or attempting to use it for any function other than taking an exam will earn the student an automatic dismissal from the exam and possible dismissal from the program.

Any student arriving late on test day, will not be allotted any additional time to complete the examination.

Make-up Examinations:

- Students who are ill or have an emergency that prevents their attendance at a scheduled examination must call the instructor prior to the scheduled examination.
- Students are required to contact the instructor administering the exam on the same day of the exam to request a make-up exam.
- Make-up examinations are administered at the discretion of the instructor. The instructor may require documentation.
- Make-up examinations will not be given later than one week from the scheduled exam unless an unusual or extenuating circumstance exists.
- The instructor may choose to administer an alternate exam.
- Five percent (5%) may be deducted if the make-up exam is taken one day after a scheduled exam. Ten percent (10%) per day may be deducted from the total thereafter.
- Final examinations are given during final exam week.
- Final examinations may not be taken early.

INTEGRATED LEARNING & TESTING:

Kaplan Integrated Testing is an online, comprehensive testing and review program that all Nursing students will participate in. The assessment exams are designed to provide students with various learning tools and written feedback to help guide them in course content review, for identifying strengths and challenges pertaining to specific content areas, to improve test-taking abilities, and ultimately to successfully pass the NCLEX examination for professional licensure. The assessment evaluates knowledge in relation to the nursing judgment process, critical thinking, therapeutic intervention, communication, and competency skills and are written from the NCLEX blueprint at the application level. Students will be involved in taking proctored exams this term and will have access to numerous non-proctored exams for NCLEX preparation.
Kaplan Integrated Testing:

- Each nursing course will assign specific integrated exams to be completed in a secured environment. These exams are considered required learning activities.
- Exams will be taken on campus as assigned by each nursing course.
- Students are expected to complete all remediation.
- Students must complete all assigned remediation in order to successfully pass the course.
- Faculty strongly recommends that students complete remediation on all integrated exams prior to taking the NCLEX exam.

Test Review:

- It is each individual instructor’s decision as to whether or how a test review will be given.
- No test review or exam results will be given until all students have completed the examination.
- It is not program policy/philosophy to discard test questions solely on the basis of student arguments.
- Students are encouraged to review each test within two (2) weeks of the exam. Analysis of test-taking and study skills can be discussed with the instructor at this time.
- Exams may be reviewed only one time.
- Review of final exams is against program policy.

GRADING AND EVALUATION

Theory:

- A student must earn a 75% or better in the theory portion of the course and pass clinical in order to progress to the next semester.
- Theory grades are calculated on a rating system in the following manner:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>75%-79%</td>
</tr>
<tr>
<td>D</td>
<td>65%-74%</td>
</tr>
<tr>
<td>F</td>
<td>64% or below</td>
</tr>
</tbody>
</table>

Clinical:

- Clinical is pass/fail.
- Passing clinical is obtained by successfully meeting all of the following criterion:
  - Must obtain a rating of meets criteria in all areas of the clinical evaluation tool by the end of the semester.
  - Must obtain a cumulative score of 85% or better on all required clinical learning activities.
- Students must pass clinical as well as theory in order to progress to the next semester.
- All learning activities must be completed in order to pass clinical. Incomplete or missing work results in a clinical failure.
• Clinical evaluation is based on performance in the clinical setting, the skills laboratory; skills check-off and required written work.

MEDICATION COMPETENCY SAFETY ASSESSMENT:

Prior to administering medications in the clinical setting, students must first pass a Medication Competency Safety Assessment with a score of 85% or better. This assessment covers material previously taught. If need be, students may repeat this assessment two additional times (maximum of three). No student may pass medications until this assessment is successfully completed with a score of 85% or better on attempt one, 100% on attempt two or three. Not administering medications in the clinical area will result in the student’s inability to meet the clinical objectives. Points recorded will be from the first attempt and are included in the clinical portion of the course and not calculated into the final theory grade.

HEALTH TEACHING GUIDELINES:

The Nursing Program recognizes client and family health teaching as an important part of the student’s experience and an integral portion of the curriculum. Health teaching needs are to be identified by the student and reviewed with the instructor prior to implementation. New data, in particular, should be discussed with the instructor before the initiation of the teaching.

Assignments:

• All assigned papers are due by the assigned due date at the beginning of class.
• No late papers will be graded. A grade of zero (“0”) will be assigned to that paper. All work must be turned in to complete the objectives of the course.
• All approved group assignments must include the names of all contributors.
• All work must be cited, according to current editions of American Psychological Association (APA).

FORMAT FOR WRITTEN ASSIGNMENTS:

Written assignments will be evaluated on format as well as content. They should:

- Be in APA format (current edition).
- Be on standard-sized paper (8-1/2” x 11”)
- Have a proper title page.
- Be typed, or computer-generated.
- Be written on one side of the paper only.
- Have correct spelling and sentence structure.
- Have all documentation in a standard format.
Follow guidelines provided for the assignment.

Have pages fastened/stapled together prior to submission to instructor or office personnel.

3-ring binders or any other type of presentation binder that is larger than 8.75” x 11.5” are not allowed to be used for turning in assignments at the Barker Nursing Complex reception counter for relay to instructors.

Nursing Care Plans can be completed on the forms provided. Students are expected to follow specific guidelines provided in each syllabus regarding other written assignments.

STUDENT PROGRESS AND EVALUATION

All students will be kept apprised of their performance in both the theory and clinical components of all nursing courses.

THEORY:

An instructor may initiate a Theory Performance Improvement Plan at any time during the semester when academic performance or classroom expectations are unsatisfactory. Students will be provided with and will complete the Student Success Plan prior to meeting with the instructor. At the time of meeting the instructor and the student will discuss the issue(s) and jointly develop strategies for improvement. Failure to meet the stipulations identified in the Theory Performance Improvement Plan may result in failure of the nursing course and inability to progress in the nursing program.

CLINICAL:

All Students will receive written evaluations of their clinical performance during conferences with their clinical faculty at mid-term and at the end of the semester. Final evaluations are signed by both the student and instructor, and then are placed in the student’s file.

An instructor will initiate a Clinical Incident Report at any time during the semester when clinical objectives are not being met or professional expectations are unsatisfactory. Students will be provided with and will complete the Student Clinical Success Plan prior to meeting with the clinical instructor. Occasionally a meeting with both the clinical and theory instructor will be necessary. At the time of meeting the instructor(s) and the student will discuss the issue(s). Course faculty will determine if remediation is possible, based on their professional judgment. If remediation is possible, the instructor(s) and the student will jointly develop the Clinical Performance Improvement Plan. The Clinical Performance Improvement Plan may be composed of both required and optional strategies for improvement. Failure to meet the stipulations identified in the Clinical Performance Improvement Plan may result in failure of the nursing course and inability to progress in the nursing program. If remediation is determined to not be possible the student may face disciplinary actions up to and including dismissal from the nursing program.
SECTION V:

PROGRAM: DEFERMENT / EXIT / REINSTATEMENT / CONTINUATION
INITIAL PROGRAM DEFERMENT POLICY

A student who has been accepted for admission into Nursing 1, the first semester of the Associate Degree Nursing Program, may request a deferment of acceptance for one semester. Reasons for deferment requests are limited to the student being temporarily unable to meet the physical demands listed under the core performance standards in the college catalog.

It is the student’s responsibility to notify the Nursing Office in writing of their intent to return the following semester no later than the last day of the application period for the following semester. Failure to do so will result in the student losing their deferment request and will necessitate their reapplying for entry into the Nursing Program. The student may be required to meet new standards of admission requirements.

A student who desires a one semester deferment must contact the Nursing Office by the due date specified in the acceptance packet.

The student must request and submit a Request for Deferment form to the Nursing Office with a statement from their healthcare provider as to their health status.

The student will be notified within one week following receipt of the deferment request of the Nursing Program’s decision.

A deferment will not be granted if the student has attended the mandatory orientation or has started the class.

A request for deferment is not a guarantee that one will be granted. All requests are reviewed and evaluated on an individual basis.

EXITING THE PROGRAM

If the student exits before the end of the semester, it is the student’s responsibility to officially withdraw from the course by contacting admissions and Records. The student will then need to complete the two-step Exit Interview procedure, including meeting with the faculty member first and then follow through with an appointment with the Nursing Success Counselor or designee. All facility badges must be returned to faculty. A copy of the Exit Interview is included in the Appendices of this handbook.

PROGRAM REINSTATEMENT/CONTINUATION

Because the size of each class is limited, reinstatement to the program is subject to available space. If there is no room in a clinical lab section, a student may have to wait until there is space available. Any student seeking reinstatement/continuation must meet the following criteria:

- Students without processed “Requests for Reinstatement” forms on file will not be considered for reacceptance. Please check with the School of Health Sciences and Education website or office for specific deadlines. Complete a “Request for Reinstatement” and submit to the nursing office by hand or
Postal mail within the timeframes specified on the form. No e-mail or faxed copies will be accepted. This form is available online. A “Request for Reinstatement” is required each semester until reinstatement is granted.

- Be accepted into one of the three semesters following the semester that was last taken.

- For students considered for reinstatement “Requests for Reinstatement” are first prioritized according to the process outlined in the next section. When more than one student in a priority group is seeking reinstatement to a semester, the requests are rank ordered by a random selection process utilizing the randomized number system to determine order of reinstatement within the priority.

PRIORITIZING REQUESTS FOR REINSTATEMENT/CONTINUATION

Students who are seeking reinstatement/continuation into the Associate Degree Nursing Program are placed according to the following criteria:

- All reinstated students are placed in the program on a space available basis.
- Reinstated/Continuation students will be placed in a specific clinical group based on the program’s determination of best student success strategies.
- The random selection process will be utilized to determine reinstatement in the event there are multiple equally qualified candidates.
- A student must be reinstated into the RN program within two (2) years (i.e., four sequential semesters) of the last successfully completed course in the nursing program or reapply for Nursing 1.
- Students who have not been reinstated into the RN program within (2) years (i.e., four sequential semesters) will need to reapply to the program beginning with Nursing 1.
- Students who have failed due to unsafe practice or cheating are not eligible to be reinstated in the nursing program.
- If a student fails theory and/or clinical portion/s of the course, the student fails the course.
- Qualified reinstatement is contingent upon completion of all parts of mandatory remediation plan. Remediation plans may include meetings with the counselor, academic support specialist, simulation, and other activities deemed necessary by faculty.
SEASON SPECIFIC REINSTATEMENT/CONTINUATION CRITERIA POLICY

**Nursing 1:**

- A maximum of 10% of the total class may be composed of reinstated students. (this would include students who did not successfully pass N1).
- Students are assigned by faculty according to faculty established placement criteria.
- These spaces are available to Nursing 1 and Transition students who did not complete their respective semesters.

**Nursing 2-4:** Space available.

Nursing transfer, 30 unit option, and International students will be prioritized based on submitted documentation.
CRITERIA for STUDENT REINSTATEMENT/CONTINUATION PLACEMENT

Student: _____________________________ Date: __________________

Course student is requesting reinstatement to: ________________________________

Academic Term student is requesting reinstatement to: ___________________________

Directions: If the student qualifies for #1 or #2, stop at the bold line. If student does not qualify for #1 or #2, proceed to answer #3 through #10. For each numbered item, only one option should be chosen. (Ex: #3: choose a, b, OR c)

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students assigned an “incomplete” for a semester.</td>
<td>100</td>
</tr>
<tr>
<td>2. Student initiated, voluntary withdrawal, in good standing maintaining a minimum theory score of at least 75% and meeting all clinical objectives at time of withdrawal. If withdrawal is prior to sufficient evaluation, e.g., quiz or exam, then ending performance (theory percentage and clinical evaluations) from previous semester may be used. It student’s score is this category proceed to Skills below.</td>
<td>85</td>
</tr>
<tr>
<td>3. Not in good standing academically</td>
<td></td>
</tr>
<tr>
<td>a. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 75% but greater than 72%. OR-</td>
<td>15</td>
</tr>
<tr>
<td>b. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 72% but greater than 70%. OR-</td>
<td>10</td>
</tr>
<tr>
<td>c. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 70%.</td>
<td>5</td>
</tr>
<tr>
<td>4. Received a passing grade (75% or &gt;) on final exam</td>
<td>5</td>
</tr>
<tr>
<td>5. Completed all course work assigned to date</td>
<td>5</td>
</tr>
<tr>
<td>6. Eligible to take NCLEX upon graduation as evidenced by having completed all Associate Degree and program required courses, nursing classes accepted. (Determined by Nursing Counselor upon review of transcripts.)</td>
<td>5</td>
</tr>
</tbody>
</table>

Skills

<table>
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<tr>
<th>7.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Completed clinical objectives without a Clinical Incident Report or PIP</td>
</tr>
<tr>
<td>b. Met clinical objectives after meeting criteria in CIR or PIP</td>
</tr>
<tr>
<td>c. Did not successfully meet all clinical objectives</td>
</tr>
</tbody>
</table>

Attitudes

<table>
<thead>
<tr>
<th>8. Professional Behaviors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No PIP or notification of unprofessional conduct</td>
<td>10</td>
</tr>
<tr>
<td>b. One PIP or notification for unprofessional conduct with sustained correction of issue</td>
<td>5</td>
</tr>
<tr>
<td>c. Two or more PIPs and/or notifications for unprofessional conduct</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Attendance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No missed clinical or theory classes</td>
<td>10</td>
</tr>
<tr>
<td>b. Met min standard of program attendance policy</td>
<td>5</td>
</tr>
<tr>
<td>10. Takes initiative to use resources and followed up on faculty recommendations from PIPs / other at time of exit</td>
<td>5</td>
</tr>
</tbody>
</table>

Other Only complete if student has not been reinstated in the next consecutive semester

<table>
<thead>
<tr>
<th>11.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Demonstrates evidence of remediation or correction of problem areas, e.g. taking a pharmacology class, dosage calculations, personal counseling, tutoring, etc.</td>
<td>5</td>
</tr>
<tr>
<td>12. Student was denied previous acceptance due to unavailability of space. Students will be given additional 5 pts for each semester denied.</td>
<td>5 per semester/ maximum 15</td>
</tr>
</tbody>
</table>

Faculty Signature ______________________ Date ___________________________
INELIGIBILITY

1. A student has only one opportunity to be reinstated into the nursing program. The program consists of Nursing 1 through 4. **
   ** Students who withdraw from the program due to severe medical circumstances and can provide substantial documentation verifying their reason for withdrawal may, upon vetted review by faculty, be permitted an additional withdrawal.

2. Students must exhaust re-instatement options before seeking another entry into the RN program as a new student.

3. A student who exits the program will be considered ineligible for reinstatement into the RN program for:
   - Unsafe clinical performance as determined by a faculty member based on the clinical evaluation tool.
   - Acts of dishonesty or unethical behavior.
   - Violation of the RN Program professional conduct standards.
SECTION VI:

STUDENT RESOURCES
**FACULTY AND STAFF**

**Full-Time & Grant Supported Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Young, Dean, School of Health Sciences &amp; Education</td>
<td>BNC 2</td>
<td>760-568-3093</td>
</tr>
<tr>
<td>Carol Scobie, MSN, RN, Director of Nursing &amp; Allied Health</td>
<td>BNC 4</td>
<td>760-773-2579</td>
</tr>
<tr>
<td>Sarah Fry, MSN, RN, Director of Allied Health</td>
<td>BNC 14</td>
<td>760-776-7225</td>
</tr>
<tr>
<td>Amy Hetherington, DNP, RN, Director of Nursing</td>
<td>BNC 18</td>
<td>760-776-7292</td>
</tr>
<tr>
<td>Lisa Kinsey, MSN, RN, Assistant Professor of Nursing</td>
<td>BNC 20</td>
<td>760-862-1357</td>
</tr>
<tr>
<td>Monica Camargo, BSN, RN, Nursing Assistant Professor</td>
<td>BNC 16</td>
<td>760-776-7343</td>
</tr>
<tr>
<td>Anna Reber-Frantz, DNP, RN, Nursing Assistant Professor</td>
<td>BNC 24</td>
<td>760-776-7364</td>
</tr>
<tr>
<td>Ana Stockwell, MSW, Nursing Counselor</td>
<td>BNC 12</td>
<td>760-776-7380</td>
</tr>
</tbody>
</table>

**School/Programs Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Briceno, Nursing Laboratory Specialist</td>
<td>BNC 40</td>
<td>760-776-7289</td>
</tr>
<tr>
<td>Mark Demry, HSED Administrative Assistant</td>
<td>BNC 3</td>
<td>760-568-3093</td>
</tr>
<tr>
<td>Korina Vargas, Nursing Program Assistant</td>
<td>BNC 9</td>
<td>760-773-2579</td>
</tr>
<tr>
<td>Gabriela Rico, Nursing Admissions Specialist</td>
<td>Admissions &amp; Records</td>
<td>760-776-7400</td>
</tr>
</tbody>
</table>

**Clinical Facilities**

<table>
<thead>
<tr>
<th>Clinical Facility</th>
<th>Address/Physical Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert Regional Medical Center</td>
<td>1150 N. Indian Canyon Dr., Palm Springs, CA 92262</td>
<td>760-323-6511</td>
</tr>
<tr>
<td>Eisenhower Medical Center</td>
<td>39-000 Bob Hope Dr., Rancho Mirage, CA 92270</td>
<td>760-340-3911</td>
</tr>
<tr>
<td>John F. Kennedy Memorial Hospital</td>
<td>47-111 Monroe Ave., Indio, CA 92201</td>
<td>760-347-6191</td>
</tr>
<tr>
<td>Kidney Institute of the Desert</td>
<td>81-715 Dr. Carreon Blvd, Suite B2, Indio CA 92201</td>
<td>760-347-8181</td>
</tr>
<tr>
<td>Telecare Riverside County Psychiatric Health Facility</td>
<td>47915 Oasis Ave., Indio, CA 92201</td>
<td>760-863-8629</td>
</tr>
<tr>
<td>Manor Care</td>
<td>74-350 Country Club Dr., Palm Desert, CA 92260</td>
<td>760-341-0261</td>
</tr>
<tr>
<td>Martha’s Village and Kitchen Medical Clinic</td>
<td>83-791 Date Ave., Indio, CA 92201</td>
<td>760-347-4741</td>
</tr>
<tr>
<td>Student Health Center, College of the Desert</td>
<td>43-500 Monterey Ave, Palm Desert, CA 92260</td>
<td>760-776-7211</td>
</tr>
<tr>
<td>Cancer Partners</td>
<td>73555 Alessandro Dr. Palm Desert, CA 92260</td>
<td>760-770-5678</td>
</tr>
<tr>
<td>Borrego Health / Centro Medico</td>
<td>69175 Ramon Road, Cathedral City, CA 92234</td>
<td>760-321-6776</td>
</tr>
<tr>
<td>Desert AIDS Project</td>
<td>1695 N. Sunrise Way, Palm Springs, CA 92262</td>
<td>760-323-2118</td>
</tr>
<tr>
<td>Desert Oasis HealthCare Home Health Services</td>
<td>265 N. El Cielo Rd., Palm Springs, CA</td>
<td>760-320-8814</td>
</tr>
<tr>
<td>Plastic Surgery Center</td>
<td>71-949 Highway 111, Suite 300, Rancho Mirage, CA 92270</td>
<td>760-568-2211</td>
</tr>
</tbody>
</table>
ADVISEMENT:
All services at COD are available to nursing students. The college catalogue has a list of services available. If you feel the need for personal, educational, or financial help, contact your instructor who can guide you to the proper offices on campus. For your convenience, as well as that of the faculty, appointments are encouraged. If you do not wish to share your problem with your instructor RN students may always contact the Nursing Counselor directly for a confidential conference.

NURSING SKILLS LAB:
A Nursing Skills laboratory is located in the Barker Nursing Complex.
First semester students have weekly nursing practice lab sessions as part of the clinical requirement. Students in N2, N3A, and N4 will have specifically scheduled skills labs during the semester. Day(s) and time(s) are found in the course syllabi each semester. Remedial practice may be requested by the student or instructor at any time. In case of an unavoidable absence, the laboratory instructor must be notified prior to your scheduled time and arrangements for make-up must be made within one week. All assigned experiences must be completed to progress to the next semester.

Open Lab Time:
For additional practice time with skills, students may use the BNC skills lab as an open lab and/or BNC 40 for learning resources equipment (including computers) once they have registered for the non-credit course HS-0300. Students may not log in during scheduled theory, skills lab, clinical, or simulation times. The open lab schedule is posted in and around the Barker Nursing Complex and on the Skills Lab Canvas page.
Students must schedule specific appointment times with skills instructors to ensure practice occurs without delays. Students requiring faculty must have an appointment. Students not having an appointment should never expect a faculty member to leave a student with an appointment to sign off a skill.

Simulation Lab:
The Simulation Lab is located in the Nursing Skills Lab, room BNC 38.
Simulation experiences are part of the curriculum in the nursing program. Simulation may be used as a part of the scheduled lab experience. Additionally, it may be used for testing or remediation, per the instructor’s discretion.

Computer Lab:
The nursing computer lab is located in the nursing building, BNC 40, next to the Skills lab. The computer lab is open for nursing students to use while working on projects, while studying for
the nursing program, viewing assigned programs or accessing course Canvas sites. Occasional classes may be scheduled in the computer lab.

Inappropriate behavior in the computer lab is not allowed. Examples of inappropriate behavior include but are not limited to:

- Social Networking
- Checking personal e-mail
- Web ‘surfing’ unrelated to coursework
- Viewing unassigned “You Tube” videos
- Cell phone usage (should be set to silent or turned off)
- Sleeping
- Eating or Drinking (open containers)
- Being disrespectful

STUDENT SUCCESS SERVICES:

To assist you in successfully completing the RN program, Student Success services include:

- Counseling
- Progress monitoring
- Supplemental instruction
- Tutoring
- Study services
- Financial aid resources
- Remediation/academic support

STUDENT NURSES’ ASSOCIATION:

The College of the Desert Student Nurses’ Association (SNA) is a non-profit, student led organization, representing all nursing students at College of the Desert. SNA’s affiliation with the National Student Nurses’ Association allows our members to benefit from leadership opportunities, scholarships, career information, and the privilege to give back to the community.

SNA serves as the voice of the students, working together with faculty and staff to improve the standards of nursing education within the program.

SNA’s previous philanthropic endeavors include participating in health fairs, an annual blood drive, and community health events. SNA promotes and encourages a collaborative partnerships with nursing and related health organizations in the Coachella Valley.

All registered RN program students are SNA members. The SNA elects officers once per academic year in the fall and class representatives every semester. Officer role descriptions can be found on SNA Skills Lab Canvas page.
Library Resources: Librarians

Any librarian at the COD Library will help you! If you want more in-depth help, seek assistance from the nursing program specialist; that librarian is identified on nursing-specific LibGuides along with contact information.
SECTION VII:

GENERAL ADMINISTRATION POLICIES
STUDENT EDUCATIONAL RECORDS:

Individual student educational records are maintained for all nursing program students. Contained within the education record may be: program application(s); unofficial transcripts; selection process worksheet(s); medical forms, immunizations, and CPR verification(s); signed verification of handbook receipt; confidentiality agreement(s), learning contracts; clinical evaluation tool(w); and any other correspondence pertinent to the individual student. A copy of your COD photo ID will be placed in your student record for identification purposes.

Please note: It is the student’s responsibility to retain original copies of all documentation for their own use. The Barker Nursing Complex office will not make file copies of any documents submitted for the student’s educational record. The office will NOT fax, mail, or provide in any other way copies of immunization records, titers, TB skin tests, physical examinations, CPR cards, or any other information required for program entrance or progression.

Any student has the right to review his/her educational record. To do so, the student submits a signed and dated written request to review the record and makes an appointment through the Administrative Assistant (760-568-3093) with the Director of Nursing. A date to review the record will be established within the subsequent fifteen (15) school days. The Director of Nursing or designee will remain with the student during the file review.

CHANGE OF ADDRESS:

It is your responsibility to inform the Administrative Assistant (see Appendix T) and the Office of Admissions and Records in writing of any change in address, telephone number, or email so that our student records are accurate. This enables us to contact you if the need arises, or in case of an emergency.

EMERGENCY NOTIFICATION:

Emergency notification for students is accomplished by contacting the nursing office staff at (760) 773-2579 or (760) 568-3093, who will then contact the student/instructor. After hours and on weekends you may contact Campus Security at (760) 341-2111.

STUDENT REQUESTS FOR A REFERENCE:

Students requesting a reference for employment or scholarship opportunities are to obtain a Registered Nurse Program Reference form IN PERSON from the Nursing Department. Registered Nurse Program Reference forms will not be mailed, faxed, e-mailed, or otherwise obtained, but must be procured in person. Exception: Students who have previously signed a reference release of liability may request via email only when school is in session.

The student will complete the top portion of the Registered Nurse Program Reference form ONLY. The Registered Nurse Program Reference form MUST be completed at the time it is obtained.
Students MUST indicate the facility/person/address where the Registered Nurse Program Reference form is to be mailed. Students must use this form to acknowledge that he/she gives permissions for the faculty member to write about their theory and/or clinical performance. Completed forms WILL NOT be mailed to the student.

Blank forms are not to leave the Nursing Department under any circumstances.

It is the student’s responsibility to allow at least ten (10) school days for faculty to complete and mail Registered Nurse Program Reference forms.

Individual faculty will complete only three (3) Registered Nurse Program Reference forms per student.

**STUDENT REQUEST FOR BRN CHARACTER REFERENCE:**

Nursing students requesting a BRN character reference must submit a letter to full time nursing faculty no later than week for of the final semester of the program (nursing 4). The student should plan on requesting an appointment to discuss the issue of concern with the faculty member at a mutually arranged upon time. The faculty member will bring the request for the reference to the Nursing Faculty at the next scheduled, RN Program meeting. The faculty members will respond to the nursing student of the intent and distribution of the letter to the Board of Registered Nursing.

Students are notified, during new student orientation, of the impact that criminal background issues may have on licensure. Students are encouraged to discuss any criminal background issues with nursing counselor prior to beginning a two year program that may end in difficulties with licensure from state board agencies.

The Nursing Students are educated in the third semester on the process required to obtain a Board of Registered Nursing (BRN) reference of character letter.

**Process:**

1. In the third semester of the program, the student will review the requirements for prior convictions and disciplinary actions on the California Board of Nursing website. 
2. In the third semester of the program, the student will request a meeting with the nursing counselor regarding a BRN character letter. Students will be made aware of BRN process, expectations and informed of documentation needed for submittal with NCLEX application.
3. By the 6th week of the fourth semester in the program; the student will meet with the nursing counselor for review of disclosure letter. A waiver will be signed at that meeting allowing faculty to discuss the student’s academic standing and performance in the program.
4. By the 8th week of the fourth semester in the program, the student will meet with one full time nursing faculty member whom they feel comfortable sharing their past history. The student will bring a copy of their disclosure letter for the faculty member.
5. The student will keep the nursing faculty member abreast of when they submit their application to the BRN and of the assigned application number. This assigned application number will be placed on the character letter for direct association to the student.

6. By the 10th week of the fourth semester, the student’s performance will be discussed at a closed faculty meeting. Discussions will revolve around the following criteria: Overall performance, patient safety, caring behavior, professional communication, professionalism (attitude, dependability, reliability, attendance, punctuality), and leadership qualities.

7. All full-time faculty present at that meeting will provide a ‘general’ recommendation and any helpful comments for the student “Character Reference” for the chosen faculty member to be able to communicate in the form.

8. After finals have been completed, the chosen nursing faculty will provide the student with a digital letter for upload to the BRN with NCLEX application. The faculty member will submit the letter with the student application number clearly noted on the outside envelope to direct delivery to the appropriate department.

Note: Any student requesting future letters of reference for employment will be required to get those from a full-time faculty member.

VISITORS – GUESTS, CHILDREN, ETC.:

Students are not allowed to bring guests, children, or friends to class, clinical settings, or lab experiences. These individuals are not covered by campus insurance and thus create potential liabilities. In addition, visitors and children brought to class, clinical, or lab settings are disruptive to other students.

COMMUNICATION:

Faculty, staff, and Administration will be addressed professionally by title, and in a professional and courteous manner.

Appointments should be made directly with faculty. Appointments for the Dean and/or Director of Nursing should be made by contacting the BNC office. E-mail appointments not responded to will require a follow-up by the student.

COPIES:

Copy machines are available for student use, for a fee, in the BNC lobby and the Palm Desert and College of the Desert Libraries. The BNC office and faculty will not make nor provide copies of any student-related materials.

VALUABLES:
COD and clinical agencies are not responsible for loss of valuables, including textbooks. We recommend that all books and class materials be marked with your name. All ‘found’ items are sent immediately to the Lost and Found located in the Security office on campus.

**FOOD AND DRINKS IN THE CLASSROOMS AND LABS:**
Food is not allowed in the classrooms or labs. Covered drinks (according to school policy) are allowed. No drinks will be allowed near electronic equipment (covered or otherwise).

**STUDENT GRIEVANCE POLICY:**
Please see the COD catalog and/or schedule of classes for student/grade grievance policies.

**EVALUATION OF COURSES/INSTRUCTORS:**
Students will have the opportunity to evaluate each course formally with a structured online evaluation each semester. Course evaluations are anonymous, and are completed in the nursing computer lab at a scheduled time. Students type their individual responses to the course evaluation survey questions. The compiled results are sent to the Director of Nursing and faculty for review. Recommendations from student feedback are considered by the RN curriculum committee.

Students may have the opportunity to evaluate their course instructors during the individual instructor’s evaluation time period. These evaluations are anonymous, and responses to the instructor evaluations are typed prior to being sent to the Dean and the faculty for review.

Constructive feedback and comments are encouraged; any/all unprofessional comments will not be considered. Individual critiques of the program or instructors will not be considered unless written and signed.

**INJURY PROTOCOL:**
The injury protocol and incident report form can be found in the appendix. If you have been injured, please follow the instructions, including notifying your instructor as soon as possible.

**STUDENT REPRESENTATION ON COMMITTEES:**
Students are encouraged to participate in the college governance structure and take part in the student legislature. In addition, students are asked to select representatives to the School of Health Sciences and Education and nursing program faculty meetings where they will have opportunity to address student concerns. Student participation at these meetings is critical to implementation of a nursing program that is responsive to student needs. A student/faculty liaison is a non-voting member at the ADN faculty meetings.

The schedule of School of Health Sciences and Education and nursing program meetings will be posted each semester on the Web site.

**AFTER PROGRAM COMPLETION:**
For a variety of reports and records, the nursing program needs information regarding your employment and/or further education. Six to nine months after graduation you will receive a program satisfaction survey. We greatly appreciate your participation and cooperation in completing and returning the survey as requested.

SECTION VIII:

PROGRAM COMPLETION
GRADUATION

All graduates of College of the Desert nursing program, regardless of the semester in which they finish, are eligible for and encouraged to attend the college commencement exercises at the end of the spring semester. The student should contact the Admissions and Records office for information on participation in College commencement exercises. The student will be asked to confirm participation in commencement exercises through their Application to Graduate. (See Application to Graduate selection below)

Evaluation of transcripts prior to graduation: Degrees are not automatically awarded. Students must review their transcripts with the Nursing Counselor for completeness prior to their second year to assure all coursework requirements for graduation have been met.

Application to Graduate Form: Once it is determined that a student is eligible for graduation, an “Application to Graduate” form may be obtained online under the Admissions and Records forms section of the student portal (My COD account). Please see the Schedule of Classes for deadlines. If you do not comply with the deadlines for “Application to Graduate”, then your name cannot be submitted to the BRN to allow you to sit for the NCLEX exam, and work as an IP may be affected.

PINNING CEREMONY

The Pinning Ceremony occurs during the last days of the semester. Graduates are encouraged to attend both pinning and commencement exercises.

PINNING CEREMONY GUIDELINES

Purpose: The purpose of the pinning ceremony is to recognize nursing students’ successful completion of the requirements which qualify an individual to apply for licensure as a registered nurse. This is a College of the Desert Registered Nursing Program activity. It is a culminating experience for nursing students, their families and friends, nursing faculty, school personnel, and community members. The ceremony is in addition to commencement exercises held every May. Students are encouraged to attend both the pinning and commencement ceremonies.

Planning: Event planning is done by the Student Nurse Association (SNA) with faculty oversight. Graduating students are welcome to participate in the planning through the SNA.

The SNA is responsible for coordinating all student activities and serving as a liaison between the class and the assigned faculty. The Director should be kept informed of all discussion and plans, either through formal meetings or written correspondence. Final approval is required from the Director of Nursing before proceeding with plans. The total ceremony time should not exceed 60 minutes from start to finish. The pinning ceremonies are usually held near the last day of finals week in the mid-afternoon. Ceremonies are not held in the evening or on the weekend.
Sample Program Format:

Processional ..................................Graduates march in
Welcome ..................................Director of Nursing
Greeting ..................................COD President
Presentation of Pins ..................Faculty (chosen by program faculty)
Student Speakers ..................Student(s) (chosen by faculty)
Lighting of Lamps ..................Faculty (chosen by program faculty)
Nurse’s Pledge .................Faculty (chosen by program faculty)
Passing of Lamp ..................Class Representatives from N3 and N4
Recessional ..............................Graduates march out

Music: Music is played during the processional and recessional. Music selections are made by the SNA and are rated on by the graduating class.

Speakers: Speeches should not exceed 10 minutes.

Photographs: The SNA may arrange for a photographer to be at the event to take the class pictures and portraits. Students are responsible for ordering and paying for their pictures.

Printed Programs: The School of Health Sciences and Education will be responsible for formatting and printing the pinning ceremony program. The program will follow a standard format.

Decorations: Simplicity with decorations is encouraged. The SNA is responsible for any cost and for putting up and taking down all decorations on the day of the pinning ceremony. The primary decoration for the event is the graduate. Attendees come to honor the graduate, not to be wowed by the decorations.

Candles: The Nursing Department will provide the candle lamps to be used for the graduation ceremony. It is the responsibility of the class officers to ensure that all candle lamps are returned to the division office at the end of the ceremony.

Dress: Uniforms will be professional, white nursing attire and follow the division dress code.  
*Students who choose to dress inappropriately may not participate in the ceremony.*

Women: No high heels, open-toed or athletic shoes allowed. Skirts/dresses must be no shorter than 1 inch above the knee and no longer than mid-calf. Socks may not be worn with dresses. White stockings must be worn with dresses. It is a COD Nursing Program tradition for the female students to wear caps with a black stripe. (Cost is approximately $35.00 each, plus sales tax.) Hair will be contained and off the collar.

Men: You have the option of white pants, white long sleeve shirt and white tie, white shoes, white belt and white socks, with white lab coat or white sport coat optional OR white nursing uniform (pants & top), white shoes and socks, & optional white lab coat.
Pins: The act of pinning the graduate nurse symbolizes a commitment to the profession of nursing. Each school of nursing has a distinct and unique pin.

Fund-Raising: Fund-raising and/or solicitation of funds from the community for the pinning ceremony is not allowed.

Cost: The COD Alumni Association donates a fixed amount of money to underwrite the expenses of the event. The SNA creates a budget and determines how the money will be spent depending on the size of the class and funds available. Example: cost of pins, invitations, caps, decorations, etc.
APPENDICES
APPENDIX A

CORE PERFORMANCE STANDARDS

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the School of Health Sciences and Education include the following:

**Physical Demands - Must be able to:**

- be on your feet 6 - 12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- Perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes; feel and compress tissues to assess for size, shape, texture, and temperature.

**Senses - Must be able to:**

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three inch space;
- perform close and distinct visual activities involving persons and paperwork;
- visually discriminate depth and color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches)

**Attitudes/Aptitudes - Must be able to:**

- perform mathematical calculation for medication preparation and administration in a timely manner;
- communicate effectively in English, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- Work and make competent/safe decisions in stressful environment.
APPENDIX B

COLLEGE OF THE DESERT
SCHOOL OF HEALTH SCIENCES AND EDUCATION
BACKGROUND CHECK POLICY

Purpose:

Standard HR 1.20 of the Joint Commission (TJC) requires hospitals to develop policies for staff, students and volunteers who provide care, treatment, and services. The hospital is required to verify qualifications which include, but are not limited to: certification, licensure or registration; education, experience and competency information on criminal background; and compliance with health screening requirements. College of the Desert is required to comply with licensing requirements and with policies of our partner agencies.

Health Sciences programs and/or courses which include experience in the care of patients in health care settings are subject to hospital policies and requirements. In addition to current requirements of a physical, TB skin test, and specific immunizations, a criminal background check is now a condition for student participation in the clinical portion of the registered nursing (RN) and vocational nursing (VN) courses. Students are advised that an acceptable background check done for the clinical facilities does not guarantee the background check conducted by State Boards of Nursing at the time of application for licensure will be found acceptable.

Policy:

Health Sciences programs and/or courses which include experience in the care of patients in health care settings are subject to hospital policies and requirements. In addition to current requirements of a physical, TB skin test, and specific immunizations, a clear criminal background check and drug screen is a condition for student participation in the clinical portion of the registered nursing (RN), vocational nursing (VN) courses and certified nursing assistant (C.N.A) course. Students must attend both clinical and theory to progress in any of the nursing programs. Students who do not have a clear criminal background check and drug screen cannot participate in the clinical setting and therefore will not be able to progress in the nursing program.

All nursing students are required to complete a background check/drug screening prior to their first clinical rotation. The background check cost is assumed by the student. A new background check/drug screen will be required if the educational program is interrupted. Background check results with comments/findings will be shared with the Human Resources specialist at the student’s assigned hospital or with the Director of Nursing. The background check done as a
requirement for program or course participation in clinical learning cannot be used for licensure purposes. Background checks will include the following:

a. Social Security number trace  
b. Sex offender database search  
c. Felony/Misdemeanor Conviction Search (all names/counties)  
d. DHHS/OIG Cumulative Sanction  
e. GSA Excluded Party/Disbarment List search

If you have a felony or a misdemeanor in your background, please see the nursing counselor to discuss the impact on your nursing career.
## Code of Ethics for Nurses

Adopted by ANA House of Delegates 2001, updated 2014

<table>
<thead>
<tr>
<th>Whereas,</th>
<th>the Code for Nurses was last revised in 1985; and</th>
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<tr>
<td></td>
<td>ethics is an integral part of the foundation of nursing; and</td>
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<td></td>
<td>a code of ethics for nurses must be dynamic enough to maintain its relevance for nursing</td>
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<td>practice in a changing social context; and</td>
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<td></td>
<td>the relevant body of knowledge in ethics has expanded to include humanist and feminist</td>
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<td>perspectives, virtue ethics, and the ethics of care as well as ethical rules, principles and</td>
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<td>theories; and</td>
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<td>the draft Code has been revised based on extensive dialogue and broad input from nurses in</td>
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<td>diverse settings; and</td>
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<td></td>
<td>the draft Preface and interpretive Statements enrich the understanding of the core provisions</td>
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<td>of the Code.</td>
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<tr>
<th>Therefore,</th>
<th>be it resolved</th>
<th>that the ANA House of Delegates approves and adopts the following provisions as constituting the Code of Ethics for Nurses:</th>
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<tbody>
<tr>
<td>1.</td>
<td>The nurse, in all professional relationships, practices with compassion and respect for inherent dignity,</td>
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<td>worth and uniqueness of every individual, unrestricted by considerations of social or economic status,</td>
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<td>personal attributes, or the nature of health problems.</td>
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<td>2.</td>
<td>The nurse's primary commitment is to the patient, whether an individual, family group or community.</td>
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<td>3.</td>
<td>The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.</td>
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<td>4.</td>
<td>The nurse is responsible and accountable for individual nursing practice and determines the appropriate</td>
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<td>delegation of tasks consistent with the nurse's obligation to provide optimum patient care.</td>
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<td>5.</td>
<td>The nurse owes the same duty to self as to others, including the responsibility to preserve integrity and</td>
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<td>safety, to maintain competence and to continue personal and professional growth.</td>
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<td>6.</td>
<td>The nurse participates in establishing, maintaining and improving healthcare environments and conditions of</td>
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<td>employment conducive to the provision of quality healthcare and consistent with the values of the profession</td>
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<td>through individual and collective action.</td>
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<td>7.</td>
<td>The nurse participates in the advancement of the profession through contributions to practice,</td>
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<td>education, administration, and knowledge development.</td>
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<td>8.</td>
<td>The nurse collaborates with other health professionals and the public in promoting community, national and</td>
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<td>international efforts to meet health needs.</td>
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<td>9.</td>
<td>The professions of nursing, as represented by associations and their members, is responsible for articulating</td>
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<td>nursing values, for maintaining the integrity of the profession and its practice and for shaping social</td>
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<td>policy.</td>
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Website: [www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics)
APPENDIX D  
COLLEGE OF THE DESERT  
HEALTH SCIENCES DIVISION  

Theory Performance Improvement Plan (PIP)

Name: ____________________  Course: ____________________  Date: ____________________

Nature of concern/principle violated:

_____ Knowledge Deficit     _____ Time Management     _____ Interpersonal Concern     _____ Attendance
_____ Professional Behavior

Specifics of area of concern:

Current theory average is ______.  A cumulative percentage of 75% is required to pass the
course and to continue in the Associate Degree Registered Nursing Program.

Other:  Explain

Plan

Remediation Plan, including date of completion: ____________________

Date ____________________

Required:

• _____ Complete attached Student Success Plan
• _____ Meet with course instructor(s)
• _____ Meet with Academic Success Faculty
• _____ Meet with Nursing Counselor.  (call to make an appointment)
• _____ Complete all required readings, audio-visual offerings, etc.

Options:

_____ Employ better time management methods     _____ Join a study group
_____ Reduce work hours     _____ Do exercises on CD in textbook
_____ Go on-line for more learning activities from textbook     _____ Be assessed by DSPS
_____ Engage in Self-Care Activities     _____ Develop Concept Maps
_____ Make Flash Cards     _____ Practice taking N-CLEX test questions
_____ Other:  explain

Student's Success Plan:

By signing below, I agree to implement this PIP and abide by the plan of remediation by the above date.  I understand that failure
to successfully meet the stipulations of this PIP may result in failure of this nursing course and inability to progress in the nursing
program.

___________________________________  ____________________  ____________________
Student’s Signature  Date  Initiating Faculty Member’s Signature  Date

Follow-up Conference Date: ________________

Were the above plans implemented successfully?  Yes ________  No ________

If NO, what are future plans?
APPENDIX E

College of the Desert
Health Sciences Division
Student Success Plan

Name: ______________________________________ Course: ________________ Date: _____________

Currently Theory Score: ________ Exam #:_________

Please evaluate your test taking by completing this Personal Test Analysis:
I didn’t know the answer for _______ questions.
The reason I answered certain questions wrong was?

1. I missed a key word in the questions? Yes/No
2. I changed my answer from right to wrong? Yes/No If yes, ____ times?
3. I didn’t understand what the question was asking? Yes/No
4. I chose an answer without reading all of the choices? Yes/No
5. Some other reasons for missing a question?

Describe any pattern you have discovered about your test taking.

Please identify factors that may have contributed to your grade on this exam:

1. ___Illness
2. ___Not enough study time
3. ___Work schedule
4. ___Family or personal issues
5. ___Study skills
6. ___Financial issues
7. ___Other

Please identify college support services you are currently taking advantage of:

1. ___Financial aide
2. ___Nursing Counselor
3. ___Scholarships
4. ___Disabled Student Services (DSPS)
5. ___Computer lab and skills lab
6. ___Other

Please identify your plan for future success: (Use back of page if necessary)

Bring this completed form with you when you meet with your instructor(s) on______________
APPENDIX F
College of the Desert
Health Sciences Division
Clinical Incident Report

Name: ______________________________________ Course: ________________ Date: _____________

Nature of concern/principle violated:
___Medication issue  ___Time management  ___Knowledge deficit  ___Attendance
___Interpersonal concern  ___Documentation  ___Skill Performance  ___Safety
___Professional behavior  ___Application of theory to practice  ___Communication

Specifics of concern:

Supporting documentation:
(College Catalog, Nursing Student Handbook, Course Syllabus)

Is remediation recommended?  Yes__  No__
If yes, complete the following Performance Improvement Plan.
If no, describe the consequences of this incident.

_______________________________       _________________________________
______________________________
Student signature         Date            Faculty Signature                 Date         Faculty Signature          Date

Performance Improvement Plan

Plan, including date of completion: Date: ____________________
___ Complete Nursing Lab Referral Sheet
___Complete Identified Computer Programs
___Complete Assigned Research Project
___Complete attached Student Clinical Success Plan
___Remediation: Meet with Academic Success Faculty

________________________       ________________________________
Student signature         Date            Faculty Signature                 Date         Faculty Signature          Date

Follow-up conference date: _____________________

Were the above plans implemented successfully?  Yes ___  No ___
If not, what are future plans?
APPENDIX G

College of the Desert
Health Sciences Division
Student Clinical Success Plan

Name: ______________________________ Course: ___________________ Date: ________________

Please evaluate why you believe you are having this difficulty:
1. _____Lack of preparation
2. _____Not enough time
3. _____Communication issue
4. _____Insufficient practice of a clinical skill
5. _____Problems with prioritization

Describe any pattern you have discovered about your clinical experience:

Please identify factors that may have contributed to your clinical performance:
1. _____Illness
2. _____Work schedule
3. _____Family or personal issues
4. _____Study skills
5. _____Financial issues
6. _____Other

Please identify college support services you are currently taking advantage of:
1. _____Financial aide
2. _____Nursing Counselor
3. _____Scholarships
4. _____Disables Student Services
5. _____Computer lab and skills lab
6. _____Other

Please identify your plan for future success: (use back of page if necessary)

Bring this completed form with you when you meet with your instructor(s) on ___________
## APPENDIX H
COD Nursing Lab Referral Request

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date Due:</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Skill</td>
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<td>Student:</td>
<td>Semester:</td>
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**Reason for referral:**

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**Objectives to be met:**

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**Comments**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Instructor Signature:** _______________________

**Student Signature:** _______________________

**Lab Instructor Signature:** _______________________

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CONFIDENTIALITY OF INFORMATION

I understand and fully acknowledge the high degree of importance for exercising discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with College of the Desert and its clinical sites.

In the regular course of my studies I recognize that I have access to patient information, whether personal, medical, or otherwise. I also am fully cognizant that I am strictly forbidden to discuss, transmit, or narrate such confidential information in any form, except in the routine conduct of my specified job as a student in the Health Sciences Program.

I have discussed with my instructor and fully acknowledge the high degree of importance for exercising, at all times, discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with the clinical sites during my enrollment in the Health Sciences Program.

I understand that failure to adhere to the above will constitute just cause for disciplinary action to include possible termination, without prior notice, from College of the Desert.

______________________________________________
Print Full Name

SEMESTER 1: ______________________________________  ______________________
Signature                                    Date

SEMESTER 2: ______________________________________  ______________________
Signature                                    Date

SEMESTER 3: ______________________________________  ______________________
Signature                                    Date

SEMESTER 4: ______________________________________  ______________________
Signature                                    Date
APPENDIX J

College of the Desert
Associate Degree Registered Nursing Program

Request for Initial Program Deferment

Name: _____________________________________________________________

Contact Phone Numbers: ______________________  ______________________

Date:  _________________________________

Reason for Deferment:________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Signature: _______________________________________________________

For Office Use Only

Semester to be Deferred:   Fall   Spring    20____

Supporting Healthcare Provider Documentation Attached  Yes____   No____

Deferment Granted: ___________________  Deferment Denied: _________________

Signature:  _______________________________________________________

Date: ___________________________________________________________
Appendix K

School of Health Sciences & Education

REQUEST FOR CONTINUATION

DEADLINES FOR CONTINUATION APPLICATIONS:

If you have been out for **one semester or more**, your continuation request must be received **by 5:00 p.m. on the last class day before Finals Week.**

If you were a student during the **current semester**, your continuation request must be received **by 5:00 p.m. on the TUESDAY of Finals Week.**

(Type or print clearly)

Dear Director of Nursing,

This is a request for continuation in the Associate Degree of Nursing Program (RN) into:

(check one course) □ N001 □ N002 □ N003A □ N004

For the: (check one semester) □ Fall □ Spring of ______________ (year).

The last semester I participated in Nursing coursework at COD was:

(check one semester) □ Fall □ Spring of ______________ (year) in the

following class: (check one course) □ N001 □ N002 □ N003A □ N004

I have previously applied for continuation: □ Yes □ No

If yes, when? (check one) □ Fall □ Spring semester of ______________ (year).

Name: ___________________________ Student ID #: ___________________________

Address: ___________________________ ___________________________

Phone: ___________________________ Email: ___________________________

I understand that continuation is subject to available space and my cumulative grade point average. I also understand that the prioritization of the continuation request is explained/defined in the Registered Nursing Program Student Handbook and a link to the most current policy is available on the College of the Desert website on the Registered Nursing Program page.

Signature: ___________________________ Date: ________________

Continuation Requests must be either hand-delivered or mailed to the nursing office and received by 5:00 p.m. on the appropriate deadline date. Faxed and emailed continuation requests will not be accepted. Students without processed continuation applications on file will not be considered.

It is suggested you keep a copy of this Continuation Request for your records.

FOR OFFICE USE ONLY

Eligible for consideration: Yes □ No □ If ineligible, reason: _____________________________________________

Semester requested: 1st □ 2nd □ 3rd □ 4th □ Priority: _______________ RANDOM SELECTION #_____________
APPENDIX L

School of Health Sciences and Education

STUDENT EXIT QUESTIONNAIRE

Name of Student _____________________________________ Date: __________________________

Semester (please circle)        N1        N2       N3       N4       VN010       VN020       VN030

1. Reasons for withdrawing:
   - Financial problems
   - No longer interested in COD’s program
   - Not my career choice at this time
   - Academic difficulties
   - Health reasons (self or family)
   - Moving out of area
   - Unable to meet program requirements
   - Other

   Explain: __________________________________________________________________________

   ____________________________________________________________________________

   ____________________________     Date: _________________________
   Signature of Student

   ____________________________     Date: _________________________
   Signature of Instructor

   Yes  No

2. Did you talk over your situation with your instructor before making decision?  
   __________________________________________________________________________

   Yes  No

3. Do you think you were adequately advised about the demands of the program before entering?  
   __________________________________________________________________________

   Yes  No

4. Was counseling or other help suggested if you needed it?  
   __________________________________________________________________________

   Yes  No

5. Did you take advantage of the help?  
   __________________________________________________________________________

   Yes  No

6. Did you feel there was help you needed, but didn’t receive it?  
   __________________________________________________________________________

   Yes  No

7. Did you receive financial aid while in the program?  
   __________________________________________________________________________

   Yes  No

8. Would availability of more scholarships or other financial assistance have helped you remain in the program?  
   __________________________________________________________________________

   Yes  No

9. Do you wish to continue in the program?  
   __________________________________________________________________________

   Yes  No

10. Do you know how to officially withdraw?  
    __________________________________________________________________________

    Yes  No

11. I understand that my ________________entry date is my first entry into the program, and according to program policy, I have one opportunity to continue in the program.

   ____________________________     Date: _________________________
   Signature of Director of Nursing or Designee

12. Letter of continuation received?
   __________________________________________________________________________

   Yes  No

13. Remediation plan, if indicated?
   __________________________________________________________________________

   Yes  No

14. Referred to Nursing Programs Counselor?
    __________________________________________________________________________

    Yes  No

15. Note in file?  
    __________________________________________________________________________

    Yes  No

16. Director of Nursing or Representative
    __________________________________________________________________________

    Yes  No
APPENDIX M

College of the Desert Department of Nursing and Allied Health

PROTOCOL FOR INJURY/PATHOGEN EXPOSURE FOR STUDENTS OR FACULTY

The following is the protocol for students or faculty who experience a needle-stick, mucous membrane exposure, or other method of blood-borne contamination.

1. In the Acute Care Setting:
   - Provide emergency treatment per facility protocol
   - Report to the Emergency Department of the hospital
   - Notify employee health department of the hospital
   - Call the COD Human Resources at (760) 773-2529 to report the exposure
   - Notify the Director of the COD Nursing Program
   - Complete Incident report for COD
   - Complete Incident report for the hospital
   - Visit HR within 24 hours to fill out paperwork

2. In the non-acute care setting, off campus (LTC….):
   - Provide emergency treatment per facility protocol
   - Call the COD Human Resources at (760) 773-2529 to report the exposure
   - Notify the Director of the COD Nursing Program
   - Proceed directly to the nearest Eisenhower Immediate Care Center in La Quinta or Cathedral City
   - Complete Incident report for COD
   - Complete Incident report for the facility
   - Follow up care is provided by the same Eisenhower Immediate Care Centers

3. On Campus (skills lab):
   A. Minor Injury (broken skin, bruise, needle-stick from practice syringe)
      - Injury reported to the instructor
      - First aid is performed as needed
      - Instructor notifies H.R.
      - Student reports to School Nurse at the Health Services Office
      - Inform nursing office via an incident report
      ***If after hours, and the Health Service Office is closed, call Security @ 2111 and send the injured to Eisenhower Immediate Care Center.

   B. Serious Injury requiring 911
      - Provide first aide and manage crowds
      - Call 911
      - Call the school Nurse (7211 or mobile # 8-413-1278)
      - Call security (2111)
      - Notify the front office for the Director
      - Complete the incident Report
      - Notify COD Human Resources within 24 hours
      ***Injured must be seen by an Eisenhower Immediate Care or EMC ER only for payment purposes or ALL expenses will be out of pocket.

Please note:  Students must be seen at one of these Eisenhower Immediate Care Centers:

- 78-822 HWY 111, La Quinta, CA 92253  
  (760)777-7701
- 67-780 E. Palm Canyon Dr., Cathedral City, CA 92234  
  (760)328-5679
APPENDIX N

INCIDENT REPORT

INCIDENT REPORT NUMBER (ASSIGNED BY SECURITY):

DATE OF INCIDENT:

TIME OF INCIDENT:

TYPE OF INCIDENT:

LOCATION OF INCIDENT:

Describe in detail the nature of the incident. If additional space is required, please use an additional sheet of paper.

<table>
<thead>
<tr>
<th>Name and Title of Person Preparing Report</th>
<th>Full Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

AFTER COMPLETING FORM PLEASE ROUTE AS FOLLOWS:

WHITE: SECURITY OFFICE

CANARY: DIVISION DEAN

PINK: FACULTY COPY

HR013 July 2004
APPENDIX O

PERSONAL INFORMATION
UPDATE FORM

Use this form to submit a change in your name, home address, phone number, email address and emergency contact. You do not need to fill out every section of this form if it’s not relevant to your change.

Please return this Personal Information Update Form to the Barker Nursing Complex office.

Please remember to update your yellow or blue personal information card in the BNC office, and inform Admissions & Records of any changes as well.

Please print information on this form:

<table>
<thead>
<tr>
<th>Name Change</th>
<th>Previous Last Name</th>
<th>First Name</th>
<th>New Last Name</th>
<th>First Name</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Change</th>
<th>New Home Address</th>
<th>New Mailing Address (if different from home address)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>State</td>
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</tbody>
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<th>Secondary phone number</th>
</tr>
</thead>
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<td>( )</td>
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</table>

<table>
<thead>
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<th>Secondary email address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Primary Emergency Contact</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td>Relationship to Student</td>
</tr>
<tr>
<td></td>
<td>□ Same Address/Phone as Student</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Signature_______________________________________________ Date________________

70
The College of the Desert Nursing Program Handbook and the Course Syllabi are now online. It is your responsibility to review these documents online and/or print them for your records.

By signing below, I acknowledge that I have read and understand
1) The current semester’s edition of the Handbook, and
2) The Course Syllabus for the course in which I am enrolled.

If I am a continuing/returning student {initial here: ________}, I acknowledge that I have read and understand the current semester’s College of the Desert Nursing Program Handbook. I am aware of the changes made since the prior version.

I agree to abide by the stated policies and procedures of the program.

_______________________________________  __________________________
Date                                               ________________

Signature

_______________________________________
Print Name

Nursing Course (circle): N1  N2  N3  N4

Please complete and sign this form and return it to your primary theory instructor at:

College of the Desert
Health Sciences and Education
43-500 Monterey Avenue
Palm Desert, CA  92260

Due no later than:
Sept 22, 2017 for fall semester
February 23, 2018 for spring semester