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

The 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 given advanced notice regarding changes which may occur.

History

The Desert Community College District began January 21, 1958, following 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 were accepted to start their studies fall 1962.

The vocational nursing program was initiated on the Palm Desert campus in 1965, with the first graduates completing their studies September 1966. For the period of 2009 through 2013, College of the Desert’s NCLEX-PN pass rate has ranged between 76% and 89%.

Accreditation

College of the Desert (COD) is fully accredited by the Western Association of Schools and Colleges. The Vocational Nursing Program is approved by the California Board of Vocational Nursing and Psychiatric Technicians. College of the Desert adheres to the Title IX, Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and is an Affirmative Action Employer. The District will make all program decisions without regard to race, color, religion, sex, national origin, age, or marital status. Reasonable accommodation will be made for disabilities which do not materially affect the applicant's ability to perform the job. The District encourages men/women to apply for both traditional and non-traditional programs.

The College of the Desert Vocational Nursing Program is part of the School of Health Sciences and Education which is comprised of 5 programs: Registered Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide, and Early Childhood Education.
Section II:

Nursing Program Philosophy and Conceptual Framework
Philosophy

The Vocational Nursing Program is an integral part of College of the Desert. The Vocational Nursing faculty endorses the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The program meets needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the program is to produce an entry level practitioner of vocational nursing who is eligible to write the licensing examination for vocational nursing and who has the necessary knowledge, skills and attitudes to provide safe, competent nursing care.

We believe community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

Philosophy of Man and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psycho-social experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

Health, Illness Health Care and Recovery

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems. We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.
Philosophy of Nursing

Nursing is a caring profession in which the nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psycho-social, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The vocational nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician and/or registered professional nurse.

Philosophy of Nursing Education

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills and attitudes that assist the students to assume responsibility and accountability as vocational nurses. The nursing faculty uses a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experiences. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

Philosophy of Teaching & Learning

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. 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 the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated 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. Ideally, learning is a life-long process.

Adopted 01/30/96; REAFFIRMED 12/03; REAFFIRMED 9/10; REAFFIRMED 8/14
The conceptual (organizing) framework of the Vocational Nursing Program at College of the Desert is derived from statements in the program philosophy relating to the human individual and society, 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 Individual and Society**

The individual is viewed as a unique holistic being with bio-psycho-social and spiritual needs. Individuals possess dignity and unconditional worth, have diverse values and beliefs, and have an inherent right to assume responsibility for development of their own potential.

The individual moves through the lifespan from conception to death, experiencing various needs at different stages. Individuals exist as a part of a family and world community in which they interact with and are affected by environmental situations.

**Health, Illness and Health Care Delivery**

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 results when alterations occur in an individual’s optimum state of wellness.

Alterations in optimum wellness may be viewed differently by different individuals. Individuals’ perception of the alteration may affect their ability to function.

**Nursing**

Nursing is a dynamic, caring profession in which the nurse assists individuals to achieve their highest level of functioning. Nursing activities are implemented through the use of the nursing process which involves assessment of basic physical, emotional, socio-cultural, and spiritual needs; planning care; implementation; and evaluation.

Adopted 01/30/96; REAFFIRMED 12/03; REAFFIRMED 9/10; REAFFIRMED 8/14
OUTCOME BEHAVIORS

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

- Assesses basic physical, emotional, spiritual and socio-cultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standard of practice and making appropriate referrals;
- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing one’s own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance;
- Advocates for the health care consumers through political, economic and societal activities.

Adopted 01/30/96; REAFFIRMED 12/03; REAFFIRMED 9/10; REAFFIRMED 8/14
Section III

Entrance and Progression
ENTRANCE

Program Eligibility

Enrolled students are required to meet the following:

1. A minimum age of 17 years. (Section 2866a, VN Practice Act)
2. High school graduation or GED equivalency. Foreign high school transcripts must be evaluated by an international transcript evaluation agency.
3. Minimum 2.5 GPA in all college course work completed.
4. English 051 (Intro to Expository Writing) or English 061 (Accelerated English) or English 071 (Academic English II) or ESL 071 (ESL/Academic English II)
   - Grade “C” or better or placement score of 99 or higher
5. Completion of Math 60 or equivalent (or an assessment score greater than 74).
6. Completion of HS 62 OR an equivalent course/s in anatomy and physiology.
7. Completion of HEC 13 OR an equivalent course in general nutrition.
8. Completion of HS 67 or an equivalent med/dosage calculation course.
9. Completion of PSY 1 or equivalent general psychology course.

Additional program requirements:

1. Once accepted, maintenance of CPR certification throughout program.
2. Once accepted, evidence of good health documented by physical examination, with required immunizations.
3. Cleared background check, drug screen, and other requirements made by clinical facilities.
4. Transfer credit shall be given for related previous education completed within the last five years. (Section 2535 VN Practice Act).

Accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), the 12-month, fulltime VN program provides student-centered instruction and meets all state regulations. Classroom instruction is offered concurrent with clinical practice, assisting the student in the application of nursing theory to actual nursing situations. Students are in class and clinical instruction approximately 34 hours each week. A minimum grade of "C" must be earned in all courses taken for the Vocational Nursing certificate. Completion of the VN program does not guarantee licensure. The program is three semesters long, commencing each fall. It is a limited enrollment program with enrolled students required to meet the following:
Registering for Classes

Students should follow college policies and protocols for registration. Students must be registered for the nursing course that they are attending. Students will not be allowed in theory and or in the clinical area of they are not officially registered. Students may be required to rotate through various clinical sites in a semester.

Program Requirements

All required documents must be given to a primary full-time course faculty member before the start of the first clinical day. Failure to comply will result in a student not being able to enter the clinical setting, and may put them at risk for a clinical failure.

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 Social Security Number please contact the Barker Nursing Complex office for further instruction.

Background Checks: Students accepted into or re-entering the Nursing Program at the College of the Desert, after having been out for one semester, are required to complete and be cleared by the background check prior to the start of the clinical rotation. The affiliation agreements with the clinical facilities regulated by the Joint Commission require that all students have a clear background check prior to their clinical rotation. A student may not be allowed to participate in patient care at a clinical agency, and may be prevented from completing the nursing program.

Current Basic Life Support Certification (BLS): Certification is required prior to the first day of clinical. Students must provide a clear front and back copy of a current American Heart Association Health Care Provider card. The copy will be maintained in the student educational record. 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 nursing students. They are to have the student’s full name in 18 point font and indicate “Nursing Student”. During clinical hours and within the computer lab (BNC 40) the ID badge is required to be worn to indicate student status. Student ID badges will be updated each semester. ID badges are purchased at Admissions and Records, and obtained at the ASCOD office after purchasing. ID badge cost is approximately $11.00. Plastic protective holders and clips can be purchased at the COD bookstore. A copy of your photo will be maintained in the student’s educational record. Clinical facilities may provide an additional ID that must be worn while in attendance at the agency. This ID may need to be surrendered at the end of the semester.

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 COD will waive enrollment fees ONLY. Payment of the Malpractice Insurance Fee and Student Health Fee (by the student) is mandatory.

**Physical Examinations:** A physical examination is required by the clinical facilities prior to entering the clinical setting. The purpose of the physical examination 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 physical examination is based on job functions/physical requirements and reflects the Core Performance Standards. The facilities have different systems for “student intake,” it is the student’s responsibility to comply with the facility requirements. This information can be found by calling the COD nursing department, or checking the nursing department website.

**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 “student intake” period, at the clinical facility. At a minimum, the following will be evaluated:

1. A negative TB skin test. An initial two step tuberculin skin test within the last six months is required unless the student has received annual TB skin tests. Annual updates of the TB skin test are required while attending the program. A negative chest x-ray result is accepted for those individuals whose skin tests show positive.
2. Immunity from rubella, measles, mumps, pertussis and chicken pox. Immunity is to be demonstrated by titer results. Vaccination is required when titers do not demonstrate immunity.
3. Completion of the series of three (3) hepatitis B vaccinations. Students who begin the Hep B series upon program acceptance must complete the series as scheduled.
4. It is the student’s responsibility to maintain current immunization and TB skin test status. Documentation is required.
5. There may be additional health requirements.

**10 Panel Urine Drug Screen:** All Health Sciences students enrolled in a course with a clinical component are required to meet agency policy for negative drug screen clearance. Local health care facilities require drug screening of their employees, volunteers, and students. A medical marijuana card is not acceptable. It is the policy of the College of the Desert Health Sciences Division to meet all clinical agency requirements as mandated by legal and accrediting bodies. In addition to screening prior to the start of the each clinical experience, students may be subject to testing
for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or papillary 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. All forms that are required must be given to a primary full-time course faculty member before the start of the first clinical day. The information will be maintained in the individual student educational record. It may be provided to a facility upon request from that facility.

All immunization and physical examination results will be shared with each clinical facility 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 for their own use. The Barker Nursing Complex office will not make file copies of any documents submitted for the student’s file.

Student are not permitted to provide original copies of immunization records, titers, TB skin tests, physical examinations, or CPR cards to faculty in the division. Should an original document make its way into a student file, the document will be returned to the student and the student file will be considered incomplete until a clear copy of said document is submitted to instructor.

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.

The clinical facilities require that all nursing students have documentation indicating that they are free from communicable disease. For students without documentation indicating freedom of communicable disease, see the Director of Nursing. Inability to prove freedom of communicable disease may result in the student not being able to enter the clinical setting, and may put them at risk for a clinical failure.
PROGRESSION

Progression through and completion of the nursing program requires the attainment of a minimum cumulative GPA of 2.5 in each required course in the nursing program and all other required courses for the degree.

VOCATIONAL NURSING CERTIFICATE for employment preparation:
(Graduates eligible for Vocational Nurse Licensing Examination in California)

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CERTIFICATE TOTAL .................................. 51

VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE for employment preparation

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Required Subtotal .................................. 51

General Education Requirements .................. 18

Physical Education Requirement .................. 2

DEGREE TOTAL .................................... 71

All students earning an Associate of Science Degree must pass Reading 51 or be placed out of the course through placement testing.

All students earning an Associate of Science Degree must have a “C” or better in MATH 040, or any college mathematics course equivalent to or higher than MATH 40
Section IV
Program Policies
GENERAL INFORMATION

Student Handbook Statement

The student handbook is to be used as a guide for all policies. Further information on uniforms, dress codes, assignments and policies regarding grades, testing and evaluation are found in the individual course syllabus.

Student Ethics And Behavior

Please remember that ethical conduct, protection from legal action and courtesy demands certain restraints on the behavior of Vocational Nursing students.

All client records and information are confidential; examination of them is a privilege extended to the student as a learner. This privilege must never be abused. Students should look at records of assigned clients only. No copies are to be made of client’s files. They may also review files of patients with conditions pertinent to subject matter being studied. If the client is a relative or friend of the student, the matter should be discussed with the instructor before the assignment is undertaken. In any case, the information is confidential and should not be discussed outside of clinical conference. Use of the client’s name should be avoided. At no time should you look at records or seek information from the health team about clients for your own benefit or to accommodate relatives, friends or neighbors. If a client is a relative or friend, you must abide by the visiting policies of the health agency; you have no right to special information regarding the client. The student uniform should not be worn when visiting.

- PERSONALITY CONFLICTS WILL NOT BE TOLERATED IN THE FACILITY!
- Students with personality conflicts need to resolve their differences in counseling sessions with the instructor or with a counselor at College of the Desert.
- Continual problems will lead to the removal of these students from the clinical facility.
- Conflict situations can jeopardize the safety of our clients and they may also affect our ability to maintain contractual agreements with the facility.
- Faculty member’s concerns about a student’s inappropriate interactions with a client, family members or clinical staff will be addressed promptly.

Physician and health team members must be addressed and referred to as dictated by the health agency policies. This rule applies even if the physician or nursing team member is a relative or personal friend. If any matter concerning a health team member's performance is discussed in conference for the purpose of increasing understanding of nursing care, names should not be used and specific incidents should not be repeated outside the conference situation.
Students have a right to freedom of speech and action in all ordinary matters, but will be held accountable for violations of ethical codes or professional conduct, even when not acting under the supervision of instructors.

The Code of Ethics of the National Association for Practical Nurse, Education and Service is reprinted in Appendix C for your review.

The College of the Desert catalog outlines the Student Conduct Standards, which all nursing students are held to. Further, the Nursing Education program has a responsibility to maintain high professional standards. Unacceptable professional behaviors include placing a client in emotional or physical jeopardy. Professional conduct will be subjectively evaluated by the nursing faculty and may result in student dismissal.

### HIPAA

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 (HIPPA) of 1996.

### Academic Dishonesty

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. Refer to the current COD catalog for a listing of examples of academic dishonesty.

### Cheating

Students identified as cheating on an examination will be given a “0” grade for that exam without opportunity for make-up and may be dismissed from the course.

Students in all classes and clinical areas are expected to do their own work.

### Dress Code

The following dress and personal grooming standards will be expected of all students in the nursing programs. This dress code is in accordance with the agency requirements and the C.O.D. faculty.
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.

The faculty believes that proper appearance is integral to professionalism and the role of the nurse. Therefore, the following dress standards have been developed for both clinical and campus skills lab/computer lab attendance.

I. Uniforms - Vocational Nursing Program

- A ceil blue scrub top is worn over basic white uniform skirt or pants.
- The C.O.D. emblem will be sewn on the top’s left sleeve.
- A white turtle neck shirt with 3/4 length sleeves may be worn under the top for warmth. It should not be bulky or of woolen fabric.
- Tops should be kept closed to a modest level.
- Students may choose white pants or white skirts. Skirts are to reach at least knee level.
- Colored or patterned underwear that can be seen through the white pants or skirt may not be worn.
- Skin color hose may be worn with a skirt. White or skin color ankle or knee-high socks may be worn with pants.
- Standard white nurses' shoes are required. Clogs, cloth tennis shoes or sandals may not be worn with the uniform. White leather sport shoes that can be cleaned may be worn. Shoes with laces must be white.
- Uniforms must be clean and unwrinkled and not tight fitting. Shoes and laces must be kept clean.
- Photo ID badges will be worn to identify all students. ID badges are purchased through ASCOD. They will need to be updated each semester. Plastic protective covers need to be purchased. The covers are purchased through the COD bookstore.
- A sweater may be worn for warmth. It must be plain, white, washable and clean. It is not to be worn when giving patient care.

2. Grooming

- Students should be clean, free of odor and strong fragrances and well groomed. (Daily bathing and use of deodorant are expected).
- Hair color must be within the realm of genetic possibility.
- Hair needs to be pulled back from facial area and secured with a white tie, elastic band or rolled neatly into a bun off the collar area.
- No multi-color hair clips or decorative holders are allowed in the clinical setting.
- Mustaches, beards and sideburns must be neatly trimmed and comply with the regulations of the health agency. Male students must be clean shaven if not wearing a beard.
• Fingernails must be short and clean. The wearing of acrylic nails is not allowed. Hospitals are enforcing no acrylic nails, short nails, and clear polish only. **No colored nail polish allowed.**
• Makeup should be subdued.
• Gum chewing is **NOT** permitted.
• If tattoos or body art are present, they must be covered and not visible while the student is in uniform.
• One ring in the form of a plain wedding-type band will be permitted.
• Only one (1) pair of **stud earrings** (single, circular or square) in white, silver, or gold color will be permitted; no earring allowed in any area of ear except the earlobe. No other visible jewelry is acceptable.

3. **Miscellaneous**

• C.O.D. and clinical agencies are not responsible for loss of valuables.
• Stethoscopes shall be worn or carried in a manner that will not result in client injury.
• Students may not wear uniforms to the campus skills lab or computer lab directly from a clinical facility.
• Students will wear appropriate attire in the campus skills lab, computer lab and classroom.
• 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.

**Attendance/Absence Policy**

**THEORY CLASSES**

The policies of COD regarding class attendance apply to all vocational nursing students. Each student is expected to attend all classes. Punctual and regular attendance is vital.

Students are responsible for all assigned work in a course. When absent it is the student’s responsibility to obtain missed information from fellow students.

Faculty and student will meet to develop a Performance Improvement Plan for missed theory work. Makeup assignments may be required.

If the above remediation plan is not successful, the student will be required to meet with the faculty member and Nursing Director or designee to discuss the student’s ability to meet the course objectives for the theory component.

**Tardiness:** It is the student’s responsibility to arrive on time for all theory classes. A student will be considered tardy if he/she is not present at the scheduled start time for class.
• Tardy students disrupt class lectures and discussions.
• Three tardies count as one day of absence.
• Students arriving past the class start time will not be admitted until the next break period. **The door will be locked at the start of class.**
• Students are expected to return to class promptly after scheduled breaks.
• Break policy will be announced by the faculty at the beginning of each semester.

**CLINICAL ASSIGNMENTS**

A student shall be expected to be present at each clinical experience.

If student absences exceed one clinical day he/she shall be required to meet with the clinical instructor and/or lead course faculty to develop a Performance Improvement Plan which will designate a make-up assignment for the missed hours in patient care. The make-up assignment may include but will not be limited to:  a recommendation for customized practice hours in the open skills lab; one or more case studies, a research or other paper or project that is clinically focused (focuses on patient care issues) and is comparable in complexity and time for completion to one day on the clinical unit (one day for each day of missed clinical).

If the above remediation is unsuccessful, the student will need to meet with the faculty member and the Nursing Director or designee to discuss his or her ability to meet the clinical objectives in the semester. If a student’s behavior raises safety concerns about his/ her performance, the student shall not receive a satisfactory grade for the clinical component.

** For courses in which there are two or more distinct rotations, a missed clinical day may cause a student to miss an experience that he/she cannot make up and may not be able to meet the clinical objectives for successful completion. Absences from the distinct rotation areas will not be made up due to the size of the class and rotation of other programs in the same areas. Students who miss several days during a rotation will jeopardize their ability to successfully complete the rotation.

For clinical absences pertaining to illness, injury, or pregnancy, the clinical instructor may request a statement from the student’s physician (or the primary care provider). If a student is physically unable to meet the clinical objectives, the student will need to discuss his/her inability to meet objectives with assigned faculty and may be required to bring a health care provider statement indicating that he/she is able to safely return to the clinical area.

➢ **A student must not work a night shift prior to a clinical day. Night shift is considered hours between 2:00 pm to 6:00 am. Students may be sent home for perceived unsafe behavior due to lack of sleep.**
**Notification of an Absence in the Theory or Clinical Setting**

- It is the student’s responsibility to contact their instructor regarding any absence. All instructors have voice mail messaging.
- Do not give messages to other students for the instructor.
- A statement by a physician (or other primary care provider) may 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.
- If absences mean that a student is unable to meet clinical objectives, failure of the course will result.

Rev: 7.28.11; Reviewed 8/14

**Attendance and Punctuality Reflect Professional Accountability**

For absences in the clinical due to illness, injury, or pregnancy, the clinical instructor may request a statement by a physician (or the primary care provider) that the student is ready physically to return to the clinical. If absences mean that a student is unable to meet clinical objectives, withdrawal or failure of the course will result.

**Testing**

- 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.
- Exams will be invalid if the student:
  - Writes a crib sheet (answers to questions written on anything before, during or after the exam)
  - Removes the exam from the classroom at any time
  - Tape records answers to exam questions
  - Receives answers from other students
- Exams are given in class according to the course calendar.
- Quizzes may be given at any time during the lecture session.

**Kaplan Testing**

Kaplan Focused Exams:

- Focused exams are assigned in each nursing course and are considered required learning activities
- Students must obtain a score of 75% on each Focused exam
• Students who do not obtain a score of 75% on the first take of the assigned focused exams will remediate the exam and retake until a score of 75% is obtained
• Students will provided documentations of successfully meeting these requirements as directed in each course syllabus
• Results of focused exams are not calculated into the final course grade.

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 who obtain a score < established benchmarks must complete 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.

Personal Assistive Devices

Students may not use any personal assistive device (i.e., calculators, Palm Pilot, cell phones, blue tooth, hand held comps.) during testing.

Electronic Devices

Electronic Communication/Devices:

• All students are provided with a “My COD” e-mail address. Communication with students occurs through this site. Students are encouraged to view their “My COD” e-mail site frequently.
• Blackboard is the college-wide learning management system. Orientation to Blackboard is available on the college web-site. It is the student’s responsibility to check the site of updates on a regular 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.
• Electronic social networking is not permissible during scheduled class or clinical time only as it relates to the learning environment.
• Students who choose to communicate electronically via social networking sites are held solely responsible for its content. Students are advised to visit the National Council of State Boards of Nursing for the latest guidelines regarding social media. https://www.ncsbn.org/887.htm?search-text=Social+Media&x=9&y=7.
• Information regarding clinical experiences is not appropriate for posting and is a HIPAA violation.
• Inappropriate or unprofessional postings may jeopardize a student’s status in the program.

Laptops:
• Students with laptops are to be seated along the sides and in the back of the room to avoid interfering with other students in the room.
• Only class material is to be displayed during class time.

Grading

A. The theory grade is based upon total points using the following scale.

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

B. The clinical grade is based on satisfactory performance of behaviors as spelled out in the clinical evaluation forms.

C. All non-nursing courses required in the curriculum also must be completed with a grade point average of 2.5 or better, i.e., General Nutrition, General Psychology, Your Living Body and Introduction to Med Dosage Calculations. Credit may be given for education completed within the last five years.

D. Any question concerning a test score must be brought to the attention of the instructor within one (1) week of the examination date. Any question concerning the final grade must be brought to the attention of the instructor within one (1) week of the semester’s end. All papers except official records will be destroyed after that date.

E. Points for papers and projects will be given only when the student is maintaining an average of 75% or above. This means a grade of ‘C’ or better is being maintained on quizzes and tests.
Medication Competency Assessment (MCA)

Prior to administering medications in the clinical setting, the student must receive 75% or better on medication competency assessments. The medication competency assessments are given at the beginning of each semester. Administering medications is a requirement to pass the course.

Format For Written Papers

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

☑ Be on standard-sized paper (8-1/2” x 11”).
☑ Have a proper heading, including student’s and instructors’ names, course number, date, and title of assignment.
☑ 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.

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.

Policy for Make-Up or Remedial Work

MISSED EXAMS

For students who are absent from an exam due to extenuating circumstances beyond the student’s control such as illness, injury, or death in the immediate family, a repeat exam will be made available:

• A student who misses an exam due to illness will be able to take a different exam the next theory day. Failure to do so will result in an exam grade of zero (0).

• A student who misses an exam due to injury or death in the immediate family will be able to take a different exam on the next day of return to theory class. Failure to do so will result in an exam, test or quiz grade of zero (0).
UNANNOUNCED QUIZZES

Unannounced quizzes may be administered throughout the three semesters of the VN Program during theory classes. A student who is absent on the day of the quiz shall receive a grade of zero (0). There will be no makeup opportunities for a missed quiz.

LATE PAPERS

- Assigned papers, projects, or other written work may be delivered by another student on the due dates to faculty before the end of the class period.
- All papers and projects are due on the assigned day, **no exceptions**. A grade of zero (0) will be awarded for an assigned paper/project/other written work, if a student fails to complete the written assignment by the appointed due date/time.
- A student will receive a grade of zero if a paper is not submitted.

Rev: 7.28.11; Reviewed 8/14

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. Ability to meet the core performance standards will be subjectively evaluated by the professional judgment of the faculty.

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 and the Director of Nursing 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.

Patients with Infectious Diseases

All students will be assigned to care for patients with infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will wear face protectors in situations where contact with body fluids is a possibility. Students will maintain current immunization status during program entirety.
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.

Student Progression and Evaluation

All students will receive written evaluations and conferences regarding clinical performance. Final evaluations are shared with the student, signed by both student and instructor, and then are placed in the student’s file. A Performance Improvement Plan may be initiated at any time during the semester when deficiencies are identified. The Performance Improvement Plan is designed to assist students in remediating areas needing improvement in both theory and clinical.

Retention Policy

1. Students must complete the curriculum requirements of the Board of Vocational Nursing and Psychiatric Technicians: Total units 51, Theory Hours 594, Clinical Hours 972.

2. A grade of 75% or better must be earned to progress to the next semester.

3. Students must receive a grade of “C” or better in theory and a satisfactory grade in clinical to advance to the next semester.

4. Both theory and clinical must be completed satisfactorily.

Performance Improvement Plan

There are times throughout the program when a student’s progress may fall below that which is expected. Students who are experiencing difficulty meeting theory or clinical objectives may be issued a Performance Improvement Plan. This plan specifies the expectations that are not being met, the behaviors that are expected, and the date by which this must occur. As soon as a student’s learning and/or performance problems have been identified, the student will be notified and asked to meet with the instructor to discuss the Performance Improvement Plan. At the conference the student and the instructor will:

a. discuss the identified learning/performance problems,

b. draw up a written plan specifying goals that will result in improved performance that are agreeable to both the student and the instructor,

c. determine a date by which the goals are to be satisfied, and
d. schedule a second meeting.

At the second meeting, the instructor initiating the Performance Improvement Plan will determine if the goals have been met. In the event that the goals have not been met, another meeting will be scheduled for a conference to include the student and at least one other faculty member. The student or faculty members may request that the Director of the Nursing Program and/or student advocate be present.

A copy of the Performance Improvement Plan is included as Appendix D.

**Learning Accommodations**

Federal law stipulates that no student shall be denied the benefit of an education “solely by reason of a handicap”. If you have a disability please discuss this with your instructor. You may directly contact the staff in Disabled Student Services.

**Recording (Voice, Tape, Video)**

Recording is at the discretion of the instructor, may inhibit class dynamics, and may be limited to students with documented learning accommodations.
Section V
Program Withdrawal and Re-acceptance
**Dismissal and Termination in the Vocational Nursing Program**

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

2. A failing grade in either theory or clinical will require repeating both classes.

### Program Withdrawal

A student may need to withdraw from the nursing program for a variety of reasons, including, but not limited to:

- Academic reasons
- Personal reasons
- Drug/alcohol abuse
- Serious health problem that interfere with safe patient care
- Documented acts of dishonesty

A student that leaves the nursing program for any reason must meet with the course faculty, and make an appointment with the Director or designee for the exit interview. If the student withdraws before the end of the semester, the student must withdraw through Admissions and Records.

### Reacceptance to the Program

Because the size of each class is limited, reacceptance to the vocational nursing program is subject to available space. If there is no room in a clinical lab, a student may have to wait to be reaccepted to the program. Any student seeking reacceptance must meet the following criteria:

- Complete a “Request for Reacceptance” to the Vocational Nursing program, and submit to the division office by hand or postal mail. No email or faxed copies will be accepted. This form is also available from the division office and online. Students without the processed Requests for Reacceptance forms on file will not be considered for reacceptance. Please check with the division website for deadlines.

- Arrange for a reacceptance interview with the Nursing Success Counselor

- Be reacceptance to the program within two years (four semesters) of the time last Vocational Nursing course was taken and successfully completed.

- Have a cumulative college grade point average of at least 2.5, excluding the grade of the course being repeated.

- Provide evidence of ability to meet core performance standards if needed.
Prioritizing Requests for Reacceptance:

Spaces in the class will become available in relation to attrition. When there are more requests than space available, the Division Planning Council will prioritize requests for reacceptance. The following guidelines are used to prioritize positions in the class:

1. First priority will be given to students who were satisfactorily meeting objectives at the time of withdrawal.

2. Second priority will be given to students who received an unsatisfactory grade (“D” or lower) in the last course in which they enrolled. A student who has a grade of “Incomplete” or a “W” will also be considered in this category. If all other factors are equal among applicants seeking reentry, the cumulative grade point average of courses required in the nursing curriculum will establish prioritization.

3. Third priority will be given to requests from students seeking to transfer into the program from another nursing school.

Ineligibility:

A student will be considered ineligible for return if:

- The student has been terminated or dismissed from the program for documented acts of dishonesty or unethical behavior, or has been asked to withdraw from the clinical for safety reasons.

Students are allowed one acceptance and one reacceptance throughout the entire program.
Section VI

Student Resources
FACULTY AND STAFF

Full-Time and Adjunct Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Young</td>
<td>DSPS 113</td>
<td>760-568-3093</td>
</tr>
<tr>
<td>Dean, Health Sciences/Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wayne Boyer, DNP, MSN, PHN, RN</td>
<td>BNC 4</td>
<td>760-568-3093</td>
</tr>
<tr>
<td>Director of Nursing &amp; Allied Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty Baluski, RN, MSN</td>
<td>BNC 20</td>
<td>760-776-7294</td>
</tr>
<tr>
<td>Sarah Fry, RN, MSN</td>
<td>BNC 18</td>
<td>760-776-7225</td>
</tr>
<tr>
<td>Monica Pryzgocki, RN, BSN</td>
<td>BNC 16</td>
<td>760-776-7343</td>
</tr>
<tr>
<td>Anna Reber-Frantz, RN, MSN</td>
<td>BNC 24</td>
<td>760-776-7364</td>
</tr>
<tr>
<td>Ana Stockwell, MSW</td>
<td>BNC 12</td>
<td>760-776-7380</td>
</tr>
<tr>
<td>Pam Buxton, RN</td>
<td>voicemail</td>
<td>760-346-8041* ext 5593</td>
</tr>
<tr>
<td>Anne Engleman, RN</td>
<td>voicemail</td>
<td>760-346-8041* ext</td>
</tr>
<tr>
<td>Diana Gardner, RN</td>
<td>voicemail</td>
<td>760-346-8041* ext 5885</td>
</tr>
<tr>
<td>Diana Weaver, RN</td>
<td>voicemail</td>
<td>760-346-8041* ext 5750</td>
</tr>
</tbody>
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Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone No.</th>
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</thead>
<tbody>
<tr>
<td>Mark Demry, Administrative Assistant</td>
<td>BNC9</td>
<td>760-568-3093</td>
</tr>
<tr>
<td>, RN Program Assistant</td>
<td>BNC 9</td>
<td>760-773-2579</td>
</tr>
<tr>
<td>, Nursing Lab Technician</td>
<td>BNC 40</td>
<td>760-</td>
</tr>
<tr>
<td>Gabriela Ortega, Nursing Admissions Specialist</td>
<td>Admissions &amp; Records</td>
<td>760-776-7400</td>
</tr>
</tbody>
</table>

Clinical Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert Regional Medical Center</td>
<td>1150 North Indian Canyon Drive, Palm Desert CA 92262</td>
<td>760-323-6511</td>
</tr>
<tr>
<td>Eisenhower Medical Center &amp; Urgent Care Facilities</td>
<td>39-000 Bob Hope Drive, Rancho Mirage, CA 92270</td>
<td>760-340-3911</td>
</tr>
<tr>
<td>John F. Kennedy Memorial Hospital</td>
<td>47-111 Monroe Avenue, Indio, CA 92201</td>
<td>760-347-6191</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>Monterey Palms Healthcare and Rehabilitation Center</td>
<td>44610 Monterey Ave., Palm Desert, CA 92260</td>
<td>760-773-5151</td>
</tr>
<tr>
<td>Country Villa Rancho Mirage Healthcare Center</td>
<td>39950 Vista Del Sol, Rancho Mirage, CA 92270</td>
<td>760-340-0053</td>
</tr>
<tr>
<td>Indio Nursing and Rehabilitation</td>
<td>47763 Monroe St., Indio, CA 92201</td>
<td>760-347-0750</td>
</tr>
<tr>
<td>McCarthy Family Child Development Center (COD)</td>
<td>43500 Monterey Ave., Palm Desert, CA 92260</td>
<td>760-862-1308</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.

Nursing Success Counselor

The Nursing Success Counselor is available, by appointment, to help you with Time Management, Study Skills, Scholarships, Transfer Information, Writing a Resume, or Personal Issues. The Nursing Success Counselor is located in the BNC.

Student Services

Please consult your college catalog for student services available at College of the Desert. They include the following:

- C.A.R.E. (Cooperative Agencies Resources for Education)
- Child Development Center
- Counseling Center
- DSPS (Disabled Students Programs and Services)
- E.O.P.S. (Extended Opportunity Programs and Services)
- Financial Aid
- Student Health Services
- Tutorial Services

Employment While a Student

It is recommended that nursing students limit outside employment to no more than 16 hours weekly.

Transportation

Students must arrange for their own transportation to and from the clinical facilities. Students may be required to attend different clinical sites during a semester.
**Computer Lab**

The nursing computer lab is located in the nursing building, next to the Skills lab. This monitored computer lab is open for nursing students who are enrolled in HS 98/99 to use while working on projects, or while studying, for the nursing program. Occasional classes may be scheduled in the computer lab. A weekly schedule for this lab is maintained online and posted on the doors of room BNC 40. A current student ID badge is required to be worn at all times while in BNC 40.

**Learning Labs**

Enrollment in a Nursing Skills Lab is strongly recommended. Students should register for Health Sciences (HS) 98a, b, c, d or 99 for ½ unit or 1 unit of credit. Assigned audiovisual materials are available for viewing in the Nursing Skills Lab. Your syllabus for the semester will tell you which materials you should view. Some of these may be viewed by groups of students. In addition, a number of computer programs and interactive video programs are available in the Nursing Computer Lab (room BNC 40). Students are requested to sign-out these materials and to use them only in the skills lab. In deference to other students' learning needs, laboratory materials, supplies and videos may not be taken home.
Library Resources

The College of the Desert Library provides access to thousands of full-text journals covering a broad range of topics. For information about the broad range of subject coverage, look at the Databases: Overview information at http://library.collegeofthedesert.edu/databases.

The library also subscribes to specialized databases to support the work of our nursing program students. These will likely be of greater use to program students. These specialized databases include over 1200 full-text journals that focus on nursing and allied health. Additionally, the library provides books, specialized nursing research guides (LibGuides), and the assistance of a COD Librarian specifically assigned to support students and faculty in the nursing program.

Electronic resources (journals, eBooks, LibGuides) are available to currently enrolled COD students 24/7 via any internet capable device. Librarians are available any hour the library is open and assistance from the librarian who specializes in nursing is available by appointment.

In addition to research materials and assistance, the library has over fifty computer workstations for research, access to Blackboard and other academic tools, paper writing and printing, group study rooms, a quiet study room, and a copy of the primary textbook assigned for each class. (Textbooks may be used in-library only.)

Library Resources: Journals

Electronic Journals

Access the full text from over 1200 nursing and allied health journals via the following electronic databases. When accessing from off campus, students will be prompted to login using their MyCOD user name and password.

CINAHL Plus with Full Text

This database is the ‘gold standard’ in nursing research, including coverage on nursing, biomedicine, alternative/complementary medicine, consumer health and 17 allied health disciplines. It also provides access to health care books, nursing dissertations, selected conference proceedings, standards of practice, and much more. Some specifics:

- Over 770 nursing and allied health full text journals, with no embargo (No embargo means the full text articles are available on line very quickly, not held back by the publisher, which is a fairly common practice in many other databases.)
- Over 300 books/monographs in full text.
- More than 3.6 million records dating back to 1937.

Want help? Get tips and search strategies at CINAHL Plus with Full Text LibGuide, http://library.collegeofthedesert.edu/CINAHL. It is a research guide created by the COD librarian specializing in nursing. You can also contact the librarian listed on the LibGuide for help or, if you need help right away, call or drop in the library. The librarian on duty will assist you.

To access CINAHL Plus with Full Text:

- Click on the red CINAHL icon above (if accessing this handbook electronically), or
From the CINAHL Plus with Full Text LibGuide, [http://library.collegeofthedesert.edu/CINAHL](http://library.collegeofthedesert.edu/CINAHL), look through the search tips on the Search CINAHL (Basic) or (Advanced) page. When you’re ready to begin your search, click the CINAHL icon in the Ready to Search? box on either of those pages, or

Visit the Database to Magazines, Journals and Newspapers LibGuide at [http://library.collegeofthedesert.edu/databases](http://library.collegeofthedesert.edu/databases). You can also get to this Database LibGuide from the Library’s Home Page at [http://www.collegeofthedesert.edu/students/library/Pages/default.aspx](http://www.collegeofthedesert.edu/students/library/Pages/default.aspx), or from inside MyCOD (click Library Databases.)

**Health Source: Nursing/Academic Edition**: 550 scholarly, full-text journals on a variety of medical disciplines. It also features Lexi-PAL Drug Guide, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names. While CINAHL Plus with Full Text is more comprehensive, Health Source: Nursing/Academic Edition provides an excellent alternative resource (and sometimes has what you need when CINAHL did not.)

To access Health Source: Nursing/Academic Edition:

- Click on the green Health Source icon above (if accessing this handbook electronically)
- Visit the Database to Magazines, Journals and Newspapers LibGuide at [http://library.collegeofthedesert.edu/databases](http://library.collegeofthedesert.edu/databases). You can also get to this Database LibGuide from the Library’s Home Page at [http://www.collegeofthedesert.edu/students/library/Pages/default.aspx](http://www.collegeofthedesert.edu/students/library/Pages/default.aspx), or from inside MyCOD (click Library Databases.)

**Medline**: medicine, nursing, general health and more provided by the National Library of Medicine. Some full text is provided.

To access Medline:

- Click on the blue Medline icon above (if accessing this handbook electronically) or
- Visit the Database to Magazines, Journals and Newspapers LibGuide at [http://library.collegeofthedesert.edu/databases](http://library.collegeofthedesert.edu/databases). You can also get to this database LibGuide from the Library’s Home page ([http://www.collegeofthedesert.edu/students/library/Pages/default.aspx](http://www.collegeofthedesert.edu/students/library/Pages/default.aspx)) or from inside MyCOD (click Library Databases.)

Medical/health databases not aimed at nursing program students may also be helpful. Examples of such potentially useful resources are listed below. All of them can be searched separately, or in a combined EBSCOhost search.

- Consumer Health Complete
- Health Source – Consumer Edition
- AHFS Consumer Medication Information
- Academic Search Premier
• MasterFILE Premier
• Psychology and Behavioral Sciences Collection
• Science Full Text Select

Print Journals
In addition to the electronic journal resources noted above, the Library has a small print collection of important journals not available via our electronic databases. These journals are indexed in the electronic databases, such as Health Source: Nursing/Academic Edition, so you can find the specific issue you need. A list of these journals, by title, is on the Find Journal Articles page of the Nursing LibGuide at http://library.collegeofthedesert.edu/nursing.

Library Resources: Books
The Library has an up-to-date collection of print books to further support the needs of our nursing program students. The Library Catalog may be searched by topic (key word), subject, title and author.

To access the Library Catalog:
• Click on the hyperlink above (if accessing this handbook electronically), or
• Visit the Library’s Home Page (http://www.collegeofthedesert.edu/students/library/Pages/default.aspx) and select Library Catalog.

For those who prefer to browse, most nursing books are on the shelf in the Rs (the Library of Congress classification letter for medicine.) Books with a primary focus on nursing are generally in the RTs.

EBooks are also available to nursing students, and may be accessed via EBSCOhost, 24/7. Be mindful of the copyright date of these eBooks, as the COD Library does not control this collection and cannot remove eBooks that are inappropriately old.

Library Resources: LibGuide
Earlier references to LibGuides have been made, but what exactly are they? The COD Librarian specializing in nursing has created research guides for the nursing program. Some guides are general and some are created in concert with nursing faculty for specific nursing courses. A list of all LibGuides is at http://library.collegeofthedesert.edu/index.php, or can be found by selecting LibGuides (Library Research Guides) on the Library’s Home Page. To find all LibGuides specifically created for the nursing program, click Nursing in the Subjects & Librarians box.

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 (noted above), along with contact information.
Section VII
General Administration Policies
**Student Educational Records:**

Educational records are maintained confidentially for all nursing program students. Contained within the record may be: program application(s); unofficial transcripts; selection process worksheet(s); health records, immunizations and CPR verification(s); signed verification of handbook receipt; confidentiality agreement(s), performance improvement plans; clinical evaluation tool(s); 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.

It is the student’s responsibility to retain original copies of all documentation for their own use. The Health Science/Nursing Department will not make file copies of any documents submitted for the student’s educational record. The Department 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. An appointment with the Director of Nursing will be arranged by the Administrative Assistant. A date to review the record will be established within the subsequent fifteen (15) school days. The Director of Nursing and/or designee/s will remain with the student during the educational record review.

**Change of Address/Personal Information**

It is your responsibility to inform the Administrative Assistant 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 attempt to contact the student/instructor. Emergency notification for students on campus may also be accomplished by contacting COD Security at (760) 341-2111 who will then in turn attempt to locate student.
Student Requests for Letters of Reference

It is your responsibility to inform the Administrative Assistant ten (10) school days prior to requests for letters of reference for employment and/or letters of recommendation which need accompany scholarship applications. The Administrative Assistant will provide a form on which you may write the relevant information so that requests can be filled.

The same lead time should also be given when requesting letters of recommendation for transfer to other colleges and completion of out-of-state licensure forms.

The above requests will not be completed by the Division office unless full information is provided prior to submission to Division office (i.e., name, complete address (‘To Whom It May Concern’ is not acceptable).

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. While school is in session a listing of all faculty schedules, including office hours, will be posted within the Barker Complex (BNC) Lobby and in outside bulletin boards. A phone with all faculty extensions is available in the BNC lobby for students to dial faculty directly. Appointments for the Dean and Director of Nursing should be made by contacting the Division Administrative Assistant at (760) 568-3092.

Student Grievance Policy

Please see the current COD catalog and/or schedule of classes for student/grade grievance policies.

Copies

Copiers are available for student use, for a fee, in the Student Services Center and the Palm Desert and College of the Desert Libraries. The division 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. We recommend students do not leave books, equipment, or other valuables in plain sight within vehicles parked on the COD campus and at clinical sites.

**Food and Drinks in the Classrooms and Labs**

Food and drinks are not allowed in the classrooms or labs.

**Evaluation of Courses/Instructors**

Students will have the opportunity to evaluate each course formally with a structured written evaluation. Course evaluations are anonymous. Responses to the evaluations are typed prior to being sent to the faculty and the Director of Nursing for review. Recommendations based on student feedback are considered by the VN curriculum committee.

Students may have the opportunity to evaluate course instructors during the individual instructor’s evaluation time period. Evaluations are anonymous, and constructive comments are encouraged. Responses to the evaluations are typed prior to being sent to the Dean and the Faculty for review.

Students may have the opportunity to evaluate clinical facilities during the evaluation time period. Evaluations are anonymous, and constructive comments are encouraged. Responses to the evaluations are typed prior to being sent to the Director and the Faculty for review.

**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 attend Health Science and 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 faculty meetings.

The schedule of division and program meetings will be posted each semester on the Web site. Student representatives are to RSVP to the Administrative Assistant prior to attending.
Section VIII

Program Completion
Vocational Certificate of Achievement

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a “Request for Evaluation” in the Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed. Students must file an “Intent to Earn Certificate” in the Admissions and Records Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a “C” average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor. In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See ‘Degree and Certificate Programs’ section in the current College of the Desert catalog for specific certificate requirements.

Information Regarding the Board of Vocational Nursing and Psychiatric Technicians

The Vocational Nursing program is approved by the State Board of Vocational Nurse and Psychiatric Technicians. Students have the right to contact the Board regarding program concerns, especially if the student believes these problems have not been addressed by college faculty and administration after being brought to their attention. The BVNPT can be contacted at (916) 263-7800 or via the web at www.bvnpt.ca.gov.

Offenses Related to Licensure Issuance

At the time you make application for licensure to the Board of Vocational Nurse and Psychiatric Technicians, you will complete an application that requires that you indicate whether you were ever licensed as a registered nurse or a vocational nurse in another state. You will also complete a "Record of Conviction" form.

The Record of Conviction form will ask the following questions.

"Have you ever been convicted of any offense, including traffic violations? You may exclude any traffic offense for which the only sentence imposed was a fine of less than $500; any offense for which bail of less than $500 was forfeited or any incident the records of which have been sealed under the Welfare & Institutions Code Section 781 or Penal Code Section 1203.45.”

Remember you must include any offense for which you were:

- Imprisoned;
- Placed on probation or fined;
Any offense which arose during your military services;
Any offense in which the imposition of execution of sentence was suspended;
Any offense in which an order of rehabilitation was entered;
Any record of conviction which was expunged or a pardon granted.

If you answer YES, you must give all of the following details: Date of arrest; city and state where arrested; name and location of court where case was heard; details of the violation of which you were convicted; dates of imprisonment; dates of period of probation; conditions of probation; name and address of probation officer; and amount of fine paid.

**State Board Examinations**

Graduates of the College of the Desert Vocational Nursing Program are eligible to apply for the NCLEX-PN Examination. Satisfactory completion of this examination results in Vocational Nurse licensure in the State of California.

There is an application fee to apply to the Board of Vocational Nurses and Psychiatric Technicians. There is also a registration fee to take the NCLEX-PN. During the final semester of the program, students will meet with the Director of Nursing or designee at which time applications will be distributed and information regarding filing dates and preparation for examination will be shared. The student will be responsible for completing application materials and the Director of Nursing will review, sign, and mail completed forms to Board after graduation.

It is the student’s responsibility to complete the application form accurately. Should concerns arise regarding application information, the student is to contact the board directly at (916) 263-7800 or via the web at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

**After-Program Completion**

For a variety of reports and records, the Health Sciences Programs need information regarding your employment and/or further education. Six months after graduation, you will receive a survey form requesting information about the program, your current position and plans for further schooling. An employer survey will also be included for additional program assessment. We greatly appreciate your cooperation and participation.
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 Health Sciences/Education Division 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 paper work;
- 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 situations.
Appendix B

NAPNES CODE OF ETHICS

The LP/VN shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.

2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.

3. Fulfill all duties faithfully and efficiently.

4. Function within established legal guidelines.

5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.

6. Hold in confidence all matters coming to his/her knowledge, in the practice of his profession, and in no way at no time violate this confidence.

7. Give conscientious service and charge just remuneration.

8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.

9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.

10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation which shall meet the health needs of its people.
Purpose:

Standard HR 1.20 of the Joint Commission 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.

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.

Policy:

- RN and VN students are required to complete a background check prior to their first clinical rotation.
- The background check requirement is not a pre-requisite for application or acceptance to the RN or VN programs.
- The background check cost is assumed by the student. The cost is subject to change.
- Background check results with comments/findings will be shared with the Human Resources specialist at the student’s assigned hospital. Certain convictions may render a student ineligible to attend a particular clinical facility. Each hospital is responsible for determination of those offenses which prohibit a student from participating at their facility.
- The background check done as a requirement for program or course participation in clinical learning cannot be used for licensure purposes.
- Credit checks are not performed on students.
Appendix C (continued)

COLLEGE OF THE DESERT
HEALTH SCIENCES/ECE DIVISON
BACKGROUND CHECK POLICY

- 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

Procedure:

1. Students will be informed of the background check process their assigned clinical facility’s HR department. Some facilities require using a personal credit card to pay the required fee for processing.
2. The Director of the Nursing Program will be notified of the results.
3. A cleared background check is required for a student to attend clinical. The background check must be completed at least one week prior to the start of clinical.

Students will be notified only if a particular facility declines to accept the student for clinical placement.
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, either 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.

In the regular course of my studies, I also recognize that I have access to medical records, computer software and related documentation, financial records, methods of operation and other information or documentation which constitutes or contains confidential or proprietary information. I also am fully aware that I cannot share or discuss with anyone such confidential or proprietary information, unless specifically asked to do so by my instructor, either during or after my course of study.

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
**Appendix E**
College of the Desert Department of Nursing & 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, needlestick from practice syringe)**
      - Injury reported to the instructor
      - First aide 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
- 67-780 E. Palm Canyon Dr., Cathedral City, CA 92234

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

- (760)777-7701
- (760)328-5679
Appendix F

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.

Name and Title of Person Preparing Report Full Signature Date

AFTER COMPLETING FORM PLEASE ROUTE AS FOLLOWS:
WHITE: SECURITY OFFICE

52
Appendix G

Estimated Student Supply Costs:

- Personal supplies - Approximately $250
  - Two ciel (sky) blue scrub tops
  - White pants or white skirts
  - White duty shoes
  - Bandage scissors 5" - Sharp
  - C.O.D. emblem - one for each top
  - Photo ID badge holder
  - Stethoscope
  - Goggles
  - Penlight
  - Watch - calibrated to count in seconds

- Textbooks - Approximately $600
- COD Campus Parking Fees - $45 ($20 per vehicle fall/spring semester; $5 per vehicle summer)
- Malpractice Insurance - $10.00 summer; $10.00 fall; $10.00 spring
- Enrollment Fees - $46.25 per unit (41 units of nursing courses)
- Nursing Kit Fee - $119.00
- Clinical Facility Background check fee - $50.00
- Student Fee and ID Card - $11.00
- Graduation Costs (pin, uniform, invitations, dues, etc) - Approximately $300
- Application for State Board Examination - $150
- Live Scan Fingerprinting Fee - $75.00
- NCLEX Registration Fee - $200
- License Fee - $150

Total approximate costs: $4,000*

*All costs are subject to change without prior notice.
COLLEGE OF THE DESERT
VOCATIONAL NURSING PROGRAM

MAKE-UP APPROVAL FORM

Student: ____________________________  Date of Absence: _____________

Class: ______________________________  Date Turn In: ________________

Instructor: __________________________

Content of Make-up – Clinical = Lab
  Theory = Classroom

Instructor Comments:

Signature: __________________________
Instructor or Assistant

This form must be used for make-up. Pick up from your instructor.
### Nursing Lab Referral Request

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date Due:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Skill</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student:</th>
<th>Semester:</th>
</tr>
</thead>
</table>

#### Reason for referral:

- 
- 
- 
- 

#### Objectives to be met:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Date Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Instructor Signature: __________________________ date ___________

Student Signature: ____________________________ date ___________

Lab Instructor Comments: __________________________________________

Lab Instructor Signature: __________________________ date ___________

Student Signature: ____________________________ date ___________
Appendix J

COLLEGE OF THE DESERT
HEALTH SCIENCES DIVISION

Theory Performance Improvement Plan (PIP)

Name: ____________________  COD ID#: ________  Course: __________  Date: __________

Nature of concern/principle violated:

_____ Knowledge Deficit  _____ Time Management  _____ Interpersonal Concern  _____ Attendance

_____ Professional Behavior  _____ Safety

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 Nursing Counselor. (call 773-7380 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?

CC: White: Student File, Pink: Student After Follow Up Conference Completed, Canary: Student After Initial Meeting
College of the Desert Vocational Nursing Program Handbook ~ 2014/15

COLLEGE OF THE DESERT
HEALTH SCIENCES DIVISION

Student Success Plan

Name: ____________________________ Course: __________ Date: __________

Current Theory Score: ___________ Exam #: ______

Please evaluate your test taking by completing this Personal Test Analysis:
1. I didn't know the answer for __________ questions.
2. The reason I answered certain questions wrong was?
3. I missed a key word in the question? Yes / No
4. I changed my answer from right to wrong? Yes / No If yes, ___ times?
5. I didn’t understand what the question was asking? Yes / No
6. I chose an answer without reading all of the choices? Yes / No
7. Some other reason for missing a question?

8. 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
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 ____________________.
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’s 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
• Other: Explain

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  Faculty Signature  Date  Faculty Signature  Date

Follow-up Conference Date: ___________________________

Were the above plans implemented successfully?  Yes  No

If NO, what are future plans?

CC: White: Student File, Pink: Student After Follow Up Conference Completed, Cyan: Student After Initial Meeting
Student Clinical Success Plan

Name: __________________________ Course: ______ Date: _______

Please evaluate why you believe you are having this difficulty:

9. _____ Lack of preparation
10. _____ Not enough time
11. _____ Communication issue
12. _____ Insufficient practice of a clinical skill.
13. _____ Problems with prioritization.

14. Describe any pattern you have discovered about your clinical experience.

Please identify factors that may have contributed to your clinical performance:

8. Illness________
9. Work schedule________
10. Family or personal issues________
11. Study skills________
12. Financial issues________
13. Other________

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

7. Financial aide________
8. Nursing Counselor________
9. Scholarships________
10. Disabled Student Services________
11. Computer lab and skills lab________
12. 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 K

**College of the Desert**

**Health Sciences/ECE Division**

**STUDENT EXIT QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date:</th>
<th>Semester (please circle)</th>
<th>N1</th>
<th>N2</th>
<th>N3</th>
<th>N4</th>
<th>N56</th>
<th>VN010</th>
<th>VN020</th>
<th>VN030</th>
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</tbody>
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**Reasons for withdrawing:**

- □ a. Financial problems
- □ b. No longer interested in COD’s program
- □ c. Not my career choice at this time
- □ d. Academic difficulties
- □ e. Health reasons (self or family)
- □ f. Moving out of area
- □ g. Unable to meet program requirements
- □ h. Other

**Explain:**

________________________________________________________________________________________________________________________________________

---

1. Did you talk over your situation with your instructor before making decision?  Yes [ ] No [ ]
2. Do you think you were adequately advised about the demands of the program before entering? Yes [ ] No [ ]
3. Was counseling or other help suggested if you needed it? Yes [ ] No [ ]
4. Did you take advantage of the help? Yes [ ] No [ ]
5. Did you feel there was help you needed, but didn’t receive it? Yes [ ] No [ ]
6. Did you receive financial aid while in the program? Yes [ ] No [ ]
7. Would availability of more scholarships or other financial assistance have helped you remain in the program? Yes [ ] No [ ]
8. Do you wish to continue in the program? Yes [ ] No [ ]
9. Do you know how to officially withdraw? Yes [ ] No [ ]

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.

Signature of Student: ___________________________________________ Date: ______________________________

Signature of Instructor: _________________________________________ Date: ______________________________

---

To be completed by Director of Nursing or representative

10. Letter of continuation received? [ ]
11. Remediation plan, if indicated? [ ]
12. Referred to Nursing Programs Counselor? [ ]
13. Note in file? Faculty Yes [ ] No [ ] Director of Nsg or Representative Yes [ ] No [ ]
14. Priority Status: __________________________ Date: ______________________________

Signature of Director of Nursing or Designee: __________________________
Appendix L

COLLEGE OF THE DESERT
Health Sciences/ECE Division

VOCATIONAL NURSING PROGRAM
Reentry Interview

Name: ______________________________________________________

1. Has completed additional courses based on recommendations
during exit interview? [Yes] [No]
   Courses completed: __________________________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

2. Additional nursing skills acquired during absence from program? If yes, please specify.
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

3. How does student feel about her level of readiness for reentry into program?
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

I have read the above and feel that I am fully prepared to reenter the program, should I be accepted.
A copy of this document has been given to me.

Signature of Student: ____________________________ Date: ____________________________

Signature of Nursing Counselor: ____________________________ Date: ____________________________

8/14
Appendix M

COLLEGE OF THE DESERT VOCATIONAL NURSING PROGRAM

POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION AND EXPERIENCE

I. General Policy

The general policy for College of the Desert Vocational Nursing Program is to provide all students be given credit for the nursing knowledge and skills they have acquired through education and/or experience and be placed at a level that will assure successful attainment of educational goals.

II. Transfer Credit

B) Transfer credit shall be given for applicants with previous education from an accredited institution who have satisfactorily completed academic course work with a grade of “C” or better in a class and/or clinical laboratory within the last five (5) years. This includes the following courses:

1. Armed services nursing courses
2. Licensed psychiatric technicians courses
3. Vocational or practical nursing courses
4. Registered nursing courses
5. Certified nursing assistant courses
6. Other courses the school determines are equivalent to courses required for the vocational nursing program

I. CNA Credit

C) All course work from other nursing programs will be granted credit on the basis of similarity to College of the Desert. A written examination and skills assessment may be required for the purpose of establishing the need for remediation.

All CNA’s are given the option to omit portions of the first four weeks of the first semester of the VN program by applying their 150 hours of transfer credit. Assessment of CNA students may be conducted to establish the necessity for remediation. All remediation will be completed prior to the first day of the semester.

IV. Transfer Procedures

Students seeking transfer to College of the Desert Vocational Nursing Program will need to have all coursework evaluated by the Director of the Nursing program or a designee. The following needs to be submitted to the Director/designee prior to evaluation:

1. Written letter requesting transfer
2. Official transcripts from all schools attended
3. Copies of course description and outline/syllabus from completed vocational nursing courses
4. Copy of certificate/licensure as applicable

Evaluation of previous nursing education will be based on a review of these materials. Comparison with the COD curriculum will be made. Each individual will be granted advanced placement according to the degree to which previous education compares with COD curriculum.

Reaffirmed 8/2014
Appendix M (continued)

V. Credit by Examination (Course Challenge)

For assessment of knowledge acquired through experience within the last five years, students shall be given credit upon completion of examination demonstrating proficiency in specific bodies of subject matter, relevant to the College of the Desert Nursing Program.

To be eligible for credit by examination, a student must:

a. be enrolled in at least one course at COD
b. have completed at least 12 units in residence
c. be in good standing, not on academic probation
d. have submitted transcripts of all previous course work
e. not have earned college credit in more advanced subject matter
f. not have received a letter grade in the course for which he/she is seeking credit by examination

Students seeking credit by examination must follow the process in the current COD catalog/class schedule.

VI. Assessment of Student Performance

1. The student will receive a copy of the performance check list in the packet of objectives
2. A performance evaluation will be scheduled the same day as the written challenge examination
3. An instructor will assess the student in the performance of skills
4. Performance will be on a pass/fail basis with a passing proficiency rate of 75% on each skill tested.
5. Failure of performance component will result in specific remediation to be completed prior to the first day of the first semester. A second written/practical examination may be required.

I DO NOT WISH TO BE EVALUATED AND RECEIVE CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND/OR EXPERIENCE.

__________________________________________
Signature (please write legibly)                Date

Reaffirmed 8/2014
APPENDIX N

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>
</tr>
</thead>
<tbody>
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<td>Address Change</td>
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<td>New Mailing Address (if different from home address)</td>
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<tr>
<td></td>
<td>City</td>
<td>State</td>
<td>ZIP</td>
<td></td>
</tr>
</tbody>
</table>

Signature __________________________________________________________________ Date ______________
I have read and understand the 2013-2014 College of the Desert Vocational Nursing Program Handbook. I agree to abide by the stated policies and procedures of the program.

This page is to be signed and returned to your instructor no later than the second week of the semester/session.

________________________________________  ______________________
Signature                                        Date

_____________________________________________
Print Name

Please complete and sign this form and return it to:

College of the Desert
Health Sciences/ECE Division
43-500 Monterey Avenue
Palm Desert, CA  92260

no later than September 16, 2014.
Appendix O

Program Copy

COLLEGE OF THE DESERT

VOCATIONAL NURSING PROGRAM

I have read and understand the 2013-2014 College of the Desert Vocational Nursing Program Handbook. I agree to abide by the stated policies and procedures of the program.

This page is to be signed and returned to your instructor no later than the second week of the semester/session.

________________________________________  ______________
Signature                                    Date

________________________________________
Print Name

Please complete and sign this form and return it to:

College of the Desert
Health Sciences/ECE Division
43-500 Monterey Avenue
Palm Desert, CA  92260

no later than September 16, 2014.
Appendix P

COLLEGE OF THE DESERT
HEALTH SCIENCES

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, either 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.

In the regular course of my studies, I also recognize that I have access to medical records, computer software and related documentation, financial records, methods of operation and other information or documentation which constitutes or contains confidential or proprietary information. I also am fully aware that I cannot share or discuss with anyone such confidential or proprietary information, unless specifically asked to do so by my instructor, either during or after my course of study.

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