Associate Degree Nursing Program

STUDENT HANDBOOK

2012-2013
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Non Discrimination Policy

All persons, who are able to perform satisfactorily the responsibilities and tasks required in an educational and training program, should be provided an opportunity to succeed. The non-discrimination policy of the Los Angeles Community College District requires all programs and activities to be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability, or veteran status.

Accreditation Information

Los Angeles Harbor College is accredited by:
Western Association of Schools and Colleges
10 Commercial Boulevard, suite 204
Novato, California  94949
(415) 506-0234
www.accjc.org

The Los Angeles Harbor College Associate Degree Nursing Program is approved by:

Board of Registered Nursing
1747 North Market Blvd., Suite 150, Sacramento, CA 95834.
(916) 322-3350
www.rn.ca.gov

The Los Angeles Harbor College Associate Degree Nursing Program is accredited by:

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA  30326
(404) 975-5000
www.nlnac.org

Upon completion of the nursing sequence, the student is qualified to take the National Council Licensure Examination (NCLEX-RN).

Mission of the Los Angeles Harbor College Nursing Program

“To educate a diverse body of students to become safe, competent and caring Registered Nurses for entry-level positions in health care settings across the community, while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning. To achieve this mission, we strive to create a culture of excellence and support, where students are challenged to meet high educational standards.” (Adopted by faculty—Spring, 2008)
Dear Student,
Congratulations on your admission into the Los Angeles Harbor College Registered Nursing Program! This program has been successfully educating nurses since 1963 and has strong college and community support. The next two years of your life will be extremely busy, sometimes difficult, and always rewarding. You are entering a profession that will give you the joy and satisfaction of serving the health needs of the community at an exciting and challenging time.

As a member of the nursing division, you will be developing new friendships and support systems. The faculty also encourages you to utilize the wide array of division and campus resources available to you as a student of this program and college.

The Student Handbook has been developed to help facilitate your entry into the nursing program by providing you with information about the program and student policies. Included are an overview of the curriculum, the policies and procedures that govern your educational experience (both in the classroom and in the clinical area), and general student information to supplement the Los Angeles Harbor College Catalogue.

Please read the Handbook carefully. If any areas are unclear to you, please seek clarification from your instructor or from the Director of the program.

On behalf of the college and the faculty and staff of the nursing program, I extend our warmest welcome to you. We are available to you for assistance, guidance and consultation. We look forward to your successful completion of the nursing program and your graduation from Los Angeles Harbor College.

Sincerely,

Lynn Yamakawa, MSN, RN
Director
Los Angeles Harbor College Associate Degree Nursing Program

PLEASE NOTE:

1. THE ENTIRE CONTENTS OF THIS HANDBOOK APPLY TO ALL STUDENTS ENROLLED IN THE NURSING PROGRAM.

2. THE STUDENT IS RESPONSIBLE FOR KNOWING AND UNDERSTANDING ALL THE INFORMATION IN THIS HANDBOOK AND FOR THE ACADEMIC POLICIES STATED IN THE LOS ANGELES HARBOR COLLEGE CATALOGUE.

3. EACH STUDENT MUST SIGN THE ACKNOWLEDGEMENT FORM (Page 4) and the PROFESSIONAL BEHAVIORS/STANDARDS OF STUDENT CONDUCT FORM (Page 23) AND SUBMIT TO THE COURSE INSTRUCTOR BY DATE SPECIFIED.
I, _________________________, acknowledge that I have been informed of the existence of the LAHC Student Handbook. I understand that I am responsible for reading and understanding all the information in this handbook. Furthermore, I am responsible for reviewing and understanding the college policies contained in the Los Angeles Harbor College Catalog and Schedule of Classes.

These policies include, but are not limited to, admission, progression, readmission, transfer, challenge, petition, course repetition, and grievance policies. I am responsible for reviewing and understanding the college and nursing program graduation requirements, obtaining counseling related to meeting those requirements, and submitting necessary petitions and applications for graduation and licensure in a timely manner.

I am responsible for timely registration, completion of all required program health requirements, liability (malpractice) requirements, and maintenance of program dress, attendance, and behavior standards.

I am responsible for safe patient care and a safe environment. In the event of illness or other legitimate absence, I am responsible for notifying both the clinical instructor and the unit to which I am assigned prior to the time of assigned care.

I understand that all medical information acquired in clinical areas is confidential and that I am prohibited from disclosing this information to any person not involved in the care and treatment of the specific patient. I agree to protect the confidentiality of patient information as regulated by the law at all times. I understand that sources of medical information include, but are not limited to, written and electronic medical, emergency, and ambulance records; abuse reporting forms; laboratory requests and results; x-ray requests and results; and medication records. I understand that any breach in confidentiality will result in dismissal from the nursing program and may result in legal action against me.

I have had an opportunity to review and discuss the contents of the Student Handbook and I agree, as a student enrolled in the nursing program, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study. Notification of such changes will be announced by my course instructor; it is my responsibility to keep abreast of these changes.

(Student’s name—print)  (DATE)

________________________________________________________________________

(Student signature)

Current nursing course: ____________________________________________________
MISSION STATEMENT AND PHILOSOPHY OF THE NURSING PROGRAM

INTRODUCTION
The Associate Degree Nursing Program at Los Angeles Harbor College (LAHC) is part of the larger Los Angeles Community College District (LACCD), which consists of nine campuses. The Nursing Division at Los Angeles Harbor College offers generic and career ladder routes for Registered Nurse Preparation. The Associate Degree Nursing Program is approved by the California Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission and, as part of Los Angeles Harbor College, the Western Association of Schools and Colleges. The conceptual framework of the nursing program incorporates the Roy Adaptation Model, the Nursing Process, Standards of Competent Performance, and the Educational Competencies for Graduates of the Associate Degree Nursing Programs in its view of person, environment, nursing, and health.

NURSING EDUCATION MISSION AND PHILOSOPHY CONGRUENT WITH LACCD AND LAHC
In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, the mission of the LACCD is to provide an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and work skills, and for civic engagement and life-long learning. Parallel to this, the mission of Los Angeles Harbor College is to offer an environment that fosters learning by providing comprehensive programs that meet the educational needs of students and are appropriate and useful to the community it serves. An essential aspect of the mission for the community it serves is to advance economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement and civic responsibility. LAHC is committed to student learning in a supportive, educational environment that recognizes the uniqueness of individuals, provides a center for the cultural enrichment of the community, and seeks dynamic dialog and reflective evaluation and improvement of the institution.

Reflecting the mission of the LACCD and LAHC, the mission of the Associate Degree Nursing Program at LAHC is to educate and prepare a diverse body of students to become safe, competent, and caring Registered Nurses for entry-level positions in community health-care settings while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning. To achieve this mission, we strive to create a culture of excellence and support, where students are challenged to meet high educational standards.

PHILOSOPHY OF PERSON AND ENVIRONMENT
The Roy Adaptation Model describes a person as a bio-psycho-social integrated being, continually interacting with his internal and external environment, striving to achieve adaptation and integration. The goals of the human system are survival, growth, reproduction, and mastery. The nature and degree of the person’s adaptation is influenced by innate and acquired needs; the ability to cope with internal and external environmental stimuli; and the interrelationship of physiologic, socio-cultural, psychological, spiritual, and developmental variables.

Society, as part of the environment, has the responsibility of contributing to the provision of health care for all members. Individual members of the society have responsibility for self-maintenance of health within the limits of their knowledge and abilities. The health care systems within our society are varied and dynamic, being continually affected by economic, cultural, social, and political influences.
PHILOSOPHY OF NURSING AND HEALTH
Nursing is an art and science. It is a science founded on a professional body of knowledge. It is a learned profession based on an understanding of the human condition across the lifespan and the relationship of a patient with others and within the environment; and it is an art dedicated to caring for others. The practice of nursing means assisting patients to attain or maintain optimal health, or to die with dignity, implementing a strategy of care to accomplish defined goals within the context of a patient-centered health care plan, and evaluating responses to nursing care and treatment. Nursing is a dynamic discipline that is continually evolving to include more knowledge, technologies, and patient care activities. (Adopted from NCSBN, 2004).

Nursing facilitates patient adaptation, and views health as a dynamic state and process in which the patient is, and is becoming, an integrated and whole person to obtain optimal well-being. Nursing acts to promote adaptation in all four modes—physiologic, self-concept, role function, and interdependence. In promoting adaptation, the nurse contributes to the patient’s health, quality of life, or dying with dignity.

PHILOSOPHY OF NURSING EDUCATION
Nursing education has as its goal the acquisition of the necessary knowledge, skills, and attitudes to enable the nurse to be qualified, safe, and competent in implementing the nursing process and promoting adaptation in a patient. Graduates of Associate Degree Nursing programs are prepared to successfully take the NCLEX-RN and function as entry-level nurses in diverse health care settings. Graduates are flexible, adaptable, and accountable generalists who contribute greatly to the health care environment.

Nursing education is a dynamic process taking place in a culture of excellence, respect, and support. Nursing students assume accountability and primary responsibility for learning, participating in and completing prescribed learning experiences. Nursing faculty facilitate learning by assisting the student in the problem solving process, evaluating progress of students and guiding them in self-evaluation, and if necessary, alternate learning experiences. The Faculty is responsible for maintaining scholarship in nursing theory, clinical practice, nursing education, and research. The Faculty also maintains and actively participates in partnerships within the community to keep abreast of current practices and needs.

Nursing education at LAHC utilizes the Roy Adaptation Model, the Nursing Process, Standards of Competent Performance, and the Educational Competencies for Graduates of Associate Degree Nursing Programs as the theoretical basis for planning and delivering patient-centered care. Nursing graduates today must be prepared to enter a 21st century health-care system that encompasses increased acuity levels and decreased length of stay, advanced technology and informatics, greater emphasis on managed care, and diverse patient populations and settings. Because of this, graduates must be prepared and educated with the necessary skills and competencies that will enable them to successfully function in and contribute to the current health care milieu.

Graduates must possess the ability to identify, respect, and care about patients’ differences and diversity and to deliver patient-centered care, which is centered around the needs of patients and which includes coordinating care, relieving pain and suffering, and listening to, informing, communicating with, and educating patients. They must possess leadership and management skills to effectively delegate, supervise, and evaluate assistive personnel. Graduates must be capable of making clinical decisions based on a thorough assessment of data and be able to utilize evidence-based practice to deliver patient care to move patients towards positive outcomes.

Critical thinking is an essential competency that graduates must possess. Today’s graduates must also be able to work in interdisciplinary teams and be part of the decision making process. They must continue to be advocates for the patients they serve. They are expected to be technologically literate.
Finally, graduates must be educated and prepared to value a commitment to the nursing profession. They must practice within the legal and ethical standards of the nursing, practice within the limits of their own knowledge and experience, and be accountable for the care they deliver. A dedication to ongoing professional development and lifelong learning is inherent in this professional commitment.

The nursing education program is designed for, and constantly adapting to, meeting the needs of our increasingly diverse student population. Students enter our nursing program with their own wealth of knowledge comprised of life experiences, cultures, ethnicities, learning styles, and educational backgrounds. Our supportive environment and services strive to build upon each student's knowledge to create an optimal learning environment to prepare them to enter the nursing profession.

Reviewed/revised by faculty: April 21, 2008, April 27, 2009
National Council of State Boards of Nursing, 2004: Article II: Scope of Nursing Practice
National League for Nursing, 1990: Educational Competencies for Graduates of ADN programs
ANA Standards of Nursing Practice for all Registered Nurses, 2001
Institute of Medicine, Core Competencies Needed for Health Care Professionals, 2003
California BRN: Standards of Competent Performance (1443.5)
The organizational framework of the ADN curriculum is derived from the mission and philosophy of the program. Three major concepts are integrated into its conceptual framework. The first concept is the Roy Adaptation Model, which describes and gives defining characteristics to the person, environment, nursing and health. The Roy Adaptation Model, as it is utilized by Los Angeles Harbor College, has been simplified to make it more appropriate for use at the Associate Degree Nursing level. The program's courses are organized into the traditional nursing areas of basic skills and fundamentals, medical-surgical, geriatric, maternal, pediatric, mental health, psychiatric, leadership and patient-care management.

The second concept is the Nursing Process, relating the five-part problem solving process, Assessment, Analysis (Nursing Diagnosis), Planning, Implementation and Evaluation. The Nursing Process concept is expanded to include a sixth step of the Nursing Process as defined by the Roy Adaptation Model. The Nursing Process is also integrated into every nursing course, focusing on patient behaviors and responses and nursing actions and care rather than the medical diagnoses and treatments.

The Educational Competencies for Graduates of Associate Degree Nursing Programs is the third major concept that organizes the course content. The ADN Competencies are used not only as one of the frameworks of the course objectives, but also as the framework for evaluation of student progress and performance (See table 2). BRN threads (personal hygiene, human sexuality, patient abuse, cultural diversity, nutrition (including therapeutic aspects) pharmacology, legal, social and ethical aspects of nursing, nursing leadership and management) are integrated throughout the curriculum as appropriate. Throughout the program, each course uses expected student behavioral levels of the program outcomes to organize the course content (See Table 1).

All three major concepts utilize evidenced based theory and information from the biological, behavioral and social sciences, and humanities.
**Table 1: LEARNER PROFICIENCY/BEHAVIORAL LEVELS**

<table>
<thead>
<tr>
<th>Level</th>
<th>Courses</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Learner Level, Nursing 313, 315</td>
<td>At this level, which comprises courses in the first semester of the nursing program, the students are expected to integrate and synthesize knowledge obtained in prerequisite courses. The students are introduced to nursing concepts and professional behaviors that they are to adhere to, and practice under the guidance of experts in the clinical setting. They are expected to carry out the nursing process, perform basic nursing skills, and complete patients’ plan of care utilizing a set of rules and resources in their decision making.</td>
<td></td>
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<tr>
<td>Second Learner Level, Nursing (323/325)</td>
<td>At this level, which comprises courses in the second semester of the nursing program, students are expected to apply nursing concepts and recognize abnormal physical attributes in clinical settings to an identified adult patient population, develop plan of care and make decisions on the basis of general guidelines or principles derived from previous experiences, and use appropriate resources to assist in solving patient problems. The student can perform basic skills and applies guidelines that are based on cues from experts. They attempt to correlate theory with practice.</td>
<td></td>
</tr>
<tr>
<td>Third Learner Level, Nursing 333, 335, 339, 343, 345</td>
<td>At this level, which comprises courses in the third semester and two courses in the fourth semester of the nursing program, students are expected to continue to apply and adapt medical surgical nursing concepts to patients across the life span in a variety of community based health care settings, modify plans of care and make decisions for patients at a variety of developmental stages on the basis of general guidelines or principles derived from previous experiences; organize and prioritize nursing interventions with supervision; and use appropriate resources to assist in solving patient problems. The student can adapt basic skills to different age groups and develop new skills applying guidelines that are based on cues from experts. They attempt to correlate and build on medical surgical theory and practice.</td>
<td></td>
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<tr>
<td>Fourth Learner Level, Nursing 347</td>
<td>At this level, which compromises the clinical preceptorship taken in the final four weeks of the nursing program the students can demonstrate mastery of the terminal student learning objectives.</td>
<td></td>
</tr>
</tbody>
</table>

Learner proficiency levels were adapted from Brenner, P.. Novice to Expert: Excellence and Power in Clinical Nursing Practice, (2001) and, Ford, C.W., Clinical Teaching in Allied Health Professions

I. THE ROY ADAPTATION MODEL

The Roy Adaptation Model is a systems model utilizing external and internal stimuli and the patient’s adaptation level to maximize health status. The behaviors or responses of the person are manifested in four modes (physiologic-physical, self concept-group identity, role function, and interdependence). Behaviors may be adaptive or ineffective. Although assessed by mode, behaviors are interrelated, the modes overlap, complex relationships exist, and the holistic nature of the person is greater than the sum of the modes. The goal of nursing is to promote adaptation in each of the modes, thereby contributing to the person’s health, quality of life, and/or dying with dignity.

II. NURSING PROCESS (ACCORDING TO ROY)

A problem solving approach for gathering data, identifying the capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluation of the outcome of care provided:

1. Assessment of Behavior: the first step of the nursing process which involves gathering data about the behavior of the person as an adaptive system in each of the
adaptive modes physiologic-physical, self concept-group identity, role function, and interdependence.

2. Assessment of Stimuli: the second step of the nursing process which involves the identification of internal and external stimuli that are influencing the person’s adaptive behaviors.

3. Nursing Diagnosis: step three of the nursing process which involves the formulation of statements that interpret data about the adaptation status of the person, including the behavior and most relevant stimuli.

4. Goal Setting: the fourth step of the nursing process which involves the establishment of clear statements of the behavioral outcomes for nursing care.

5. Intervention: the fifth step of the nursing process which involves the determination of how best to assist the person in attaining the established goals.

6. Evaluation: the sixth and final step of the nursing process which involves judging the effectiveness of the nursing intervention in relation to the behavior after the nursing intervention in comparison with the goal established.

Sr. Callista Roy 1997

III. EDUCATIONAL COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

The National League of Nursing competencies for entry into practice function as the standard for the expected behaviors that senior students will demonstrate at completion of the nursing program. Proficiency level of each competency progresses as the student progresses in the nursing program.

<table>
<thead>
<tr>
<th>TABLE 2: Leveling of Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Semester Level I</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1. Relate the components of the nursing process to the delivery of nursing care for the adult patient.</td>
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<tr>
<td>3. Develop therapeutic communication skills verbally, non-verbally, and in writing.</td>
</tr>
<tr>
<td>4. Identify appropriate resources to formulate clinical decisions that are safe and that moves the adult patient and family towards positive outcomes.</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Semester Level I</td>
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<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>5. <strong>Demonstrate caring interventions</strong> that assist patients in meeting their bio-psycho-social needs.</td>
</tr>
<tr>
<td>6. <strong>Determine</strong> teaching and learning opportunities for the adult patient and family.</td>
</tr>
<tr>
<td>7. <strong>Explain</strong> patient-centered care and role of interdisciplinary team members.</td>
</tr>
<tr>
<td>8. <strong>Identify</strong> safety factors resulting in providing positive outcomes and resources available for patient care management.</td>
</tr>
</tbody>
</table>

Adapted from,

Ford, C.W., *Clinical Teaching In Allied Health Professions*.

LOS ANGELES HARBOR COLLEGE
Associate Degree Registered Nursing Program

Program Student Learning Outcomes
Utilizing a body of scientific knowledge that incorporates the Roy Adaptation Model, the Nursing Process and the Educational Competencies of Graduates of Associate Degree Nursing Programs, the graduate nurse will demonstrate competence in caring for patients and in participating with patients, families, significant others, and members of the health care team to establish patient- oriented goals and plans of care directed towards promoting and restoring the patient’s optimal level of functioning.

Upon graduation from the A.D.N. Program, the graduate nurse, guided directly or indirectly by an experienced Registered Nurse, in a variety of health care settings will demonstrate the following competencies:

1. Integrate the nursing process to promote adaptation of individuals and groups in each of the four modes: physiologic, self-concept, role function, and interdependence.
   a. Collect comprehensive assessment data and identify actual and potential ineffective behaviors and stimuli.
   b. Analyze assessment data to determine actual and potential nursing diagnoses.
   c. Identify expected outcomes for a plan individualized to patient.
   d. Collaborate with patient and interdisciplinary team to develop a plan that prescribes strategies and alternatives to attain expected outcomes.
   e. Implement identified plan.
   f. Evaluate progress toward attainment of outcomes.

2. Internalize professional behaviors within nursing practice.
   2.1 Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
   2.2 Demonstrate accountability for nursing care given by self and/or delegated to others.
   2.3 Advocate for patient rights.
   2.4 Develop and implement a plan to meet self-learning needs for lifelong learning.

3. Assimilate effective therapeutic communication skills verbally, non-verbally, and in writing.
   3.1 Utilize therapeutic communication skills when interacting with patients, significant others, and the interdisciplinary health care team.
   3.2 Communicate relevant, accurate, and complete information in a clear and concise manner.

4. Formulate clinical decision making that is accurate and safe and that moves the patient and significant others towards positive outcomes.
   4.1 Incorporates and applies critical thinking in making clinical decisions.
   4.2 Utilize evidence-based information, collected electronically or through other means, to support clinical decision making.

5. Integrate caring interventions that assist patients in meeting their bio-psycho-social needs.
   5.1 Perform nursing skills competently.
   5.2 Provide a safe physical and psychosocial environment for the patient.
5.3 Adapt care in consideration of the patient’s developmental stage, values, customs, culture, and/or habits.

6. Determine teaching and learning processes to promote health and reduce risks.

7. Collaborate as part of an interdisciplinary team to deliver patient-centered care to individuals and groups.

8. Manage health care to assist the patient towards positive outcomes.
   8.1 Prioritize patient care.
   8.2 Coordinate the implementation of individualized plan of care for patients and significant others.
   8.3Delegate aspects of patient care to qualified assistive personnel.
   8.4 Supervise and evaluate the activities of assistive personnel.
   8.5 Implement nursing strategies to provide cost-effective care.
   8.6 Demonstrate competence with current technologies.

2008: Approved and adopted by LAHC Nursing Program faculty
Adapted from “ANA Standards of Professional Practice for all Registered Nurses (2001) and NLN “Educational Competencies for Graduates of Associate Degree Programs” (2000).

Previous versions:

Original adaptation from the “Competencies of Associate Degree Nurse Into Practice”, developed in 1977 and 1978 by the Council of Associate Degree Programs, National League for Nursing, published in Nursing Outlook, July, 1978.  
Originally approved by LAHC Nursing Program faculty, June, 1984. 
Los Angeles Harbor College
Associate Degree Registered Nurse Program

Program Outcomes
1. 70% of students will complete the program in three years.
2. 85% of graduates will pass the NCLEX for Registered Nursing on the first attempt.
3. 90% of graduates will be employed in a nursing position within 6 months of passing NCLEX.
4. 95% of current graduates and alumni (6-12 months after graduation) will rate program satisfaction as “satisfactory” or better.
5. 90% of employers will rate satisfaction with program graduates (within 1 year of graduation) as “satisfactory” or better.
6. 50% of graduates returning questionnaires will have participated in some type of continuing education within the first year of graduation.
7. 10% of graduates will be in process of attaining an advanced degree within three years of graduation.

Reviewed/revised/approved by faculty- 4/08 in Evaluation committee.
PROGRAM ROUTES

Applicants may enter the Nursing program by one of the following routes:

Route 1:
The applicant may choose to enroll in the entire nursing program as outlined in the college course catalog. The program leads to the Associate of Science Degree in Nursing.

Route 2:
The applicant with other verified health care experience may enter this route. The applicant must challenge nursing classes by taking written examinations and practicums reflecting content and competencies of the courses for which he/she has verified previous education and/or experience, at a level of 75% or higher. Program prerequisites must be completed and classes in the first semester must be in progress to establish eligibility to take the challenge examinations. The maximum number of units for which a student may petition for credit by examination in the college shall be no more than 15 units. **

Route 3 (LVN-30 Unit Option):
The L.V.N. with a current license in California may establish eligibility to take the state licensing examination to become a Registered Nurse in California ONLY, by completing a specific sequence of courses that are approved by the Board of Registered Nursing. Enrollment is granted after completing an application, and the successful completion of Human Physiology; Microbiology 1 or 20; Nursing 329A and B; and Nursing 311 and 321. Psych 41 is a recommended prerequisite course. The student must then successfully complete Nursing Courses 333, 335, 339, 343, 345, and 347. This route DOES NOT meet the requirements for graduation from the program or the college. **

Route 4 (LVN Advanced Placement Route):
This route leads to graduation from the generic program with an Associate of Science Degree, Professional Registered Nursing. The L.V.N. with a current California license may enter the generic program at the 3rd semester level after completing the program and general education prerequisites; the college assessment tests for reading readiness and mathematical competence; the non-nursing courses required in, or prior to, the first and second semesters of the program; the transition semester courses consisting of N 311, 321, 329 A and B, and the achievement of score equal to the 65th percentile on the ATI Adult Medical-Surgical Nursing examination OR by the successful challenge of Nursing 323 and Nursing 325. This challenge includes scores of 75% or higher on clinical performance examinations, all unit examinations, and the final examination in each course. Route 4 leads to graduation after all program and college requirements are met. **

Route 4 LVN-RN students who do not achieve the requisite score on the required ATI Adult Medical-Surgical Nursing examination may enter the 2nd semester of the generic nursing program, after completing the program and 2nd semester prerequisites. Nursing 311, 321, 329A and B with a grade of “C” or better must be completed prior to enrollment in any nursing course with a clinical component. These applicants are expected to demonstrate general education, mathematical and nursing theoretical and clinical competencies equivalent to the beginning second semester generic nursing student or equivalent. **

** Applicants considering alternate routes are required to meet with the Chairperson of the Nursing Division prior to enrollment in the Program. These alternate routes are for persons with previous health care experience and/or education. See the College Catalogue and the Student Handbook appendix for detailed information.
SEQUENCE OF COURSES

The nursing portion of the curriculum is composed of twelve core courses with the exception of the LVN Options, Route 3 and Route 4. Courses are taught in the modular format and course length ranges from three and one-half weeks to eight weeks, with the exception of Nursing 347. Courses are to be taken sequentially as outlined in the College Catalogue and in the basic R.N. Curriculum.

Units
Within each course, learning is enhanced by the organization of content into discrete units. A unit is self-contained instruction and learning activities (readings, audiovisuals, laboratory practice) needed to master the unit and course objectives. The learning of unit objectives may take place in the clinical setting, practice laboratory, classroom, during independent study, and in observational experiences. Units may vary in length from one to four weeks. Students are encouraged to prepare for the scheduled unit objectives prior to lecture and discussion. Testing comprehension of theory follows each unit, and a practicum of selected clinical skills may be given at the end of the course.

Core Nursing Courses

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Nursing 313</td>
<td>Introduction to Nursing Process &amp; Practice</td>
</tr>
<tr>
<td>Nursing 321</td>
<td>Nursing Process</td>
</tr>
<tr>
<td>Nursing 315</td>
<td>Fundamentals of Nursing Process &amp; Practice</td>
</tr>
<tr>
<td>Nursing 311</td>
<td>Communication in Nursing</td>
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</tbody>
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<thead>
<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>Nursing 323</td>
<td>Nursing Process &amp; Practice in the Care of the Adult Patient I</td>
</tr>
<tr>
<td>Nursing 325</td>
<td>Nursing Process &amp; Practice in the Care of the Adult Patient II</td>
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<th>THIRD SEMESTER</th>
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<tr>
<td>Nursing 333</td>
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<td>Nursing 339</td>
<td>Nursing Process &amp; Practice in the Care of the Geriatric Patient</td>
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<td>Nursing 347</td>
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TOTAL NURSING UNITS 37
SPECIAL NOTES WITH REGARDS TO ALL NURSING CURRICULA:

1. All nursing classes at LAHC are short term, ranging from three and one-half weeks to eight weeks in length with the exception of Nursing 347, which is divided into 12 weeks of theory and 4 weeks of clinical preceptorship. Nursing courses are scheduled sequentially in the LAHC Nursing Curriculum. Each course/semester must be completed before progressing to the next semester.

2. Students graduate under Graduation Plan B:
   Nursing program and college general education course requirements must be completed in order to qualify for graduation. Microbiology 1 or 20, Anatomy 1, Physiology 1, and English 101 must be completed prior to admission to the program. Students must also meet the college Mathematics Competency requirement prior to being admitted to the Nursing Program. This must be demonstrated by passing the LACCD’s Math Competency test OR a grade of “C” or better in Math 123C, or a higher level mathematics course (including Statistics 1), OR a score of “3” or higher on any of the following Advanced Placement exams: Calculus AB, Calculus BC, or Statistics. Psychology 1 and Psychology 41 are prerequisites to 2nd semester. Other course requirements for graduation include: Speech 101 or 121, Sociology 1 or Anthropology 102, one course from American Institutions, one course from the Humanities, and one Physical Education activity. Students are encouraged to complete the majority of the G.E. requirements prior to enrollment in the program, as well as 2nd Semester prerequisites. Please see the College Catalogue and/or the Appendix for a listing of Nursing Program and G.E. requirements.

3. Refer to the College Catalogue for the transfer status of the general education courses under Graduation Plan B. Completion of the Los Angeles Harbor College Nursing Program is transferable to the CSU system.

4. Refer to the College Catalogue for more information on Graduation Plan B requirements, Professional Nursing (R.N.) requirements, and Challenge Transfer.

5. Scholastic Requirement: A minimum grade of "C" in all nursing courses and in the required general education courses is required. An overall G.P.A. of 2.0 must be maintained to remain in "Good Standing" in the college.

6. The LVN to RN student enrolled in Route 4 must complete all the general education requirements for graduation as listed in # 2.

7. The LVN to RN student enrolling in Route 3 (BRN "30-unit option) must complete Physiology 1 and Microbiology 1 or 20 prior to enrollment in Nursing.
NURSING COURSE DESCRIPTIONS

FIRST SEMESTER

Nursing 321 (Nursing Process):
This course introduces the concepts and provides practice experiences to understand and use the nursing process and the Roy Adaptation Model for planning, implementing, and evaluating patient care. The course is divided into four units: Nursing Process; Roy Adaptation Model; use of the nursing process with the physiological Mode; and use of the nursing process with the psycho-social modes.

Nursing 311 (Communication in Nursing):
This course provides theoretical knowledge and practical application and experience of interpersonal communication skills needed to interact therapeutically, institute a teaching-learning plan, and communicate with individuals and groups.

Nursing 313 & 315 (Introduction to Nursing Process and Practice/Fundamentals of Nursing Process and Practice)
N 313 is an introduction to nursing and prepares the student to give care to the hospitalized patient, with focus on the mature adult. It includes introduction to the hospital environment and universal standards, basic nursing procedures, and utilization of the nursing process. After satisfactory completion of this course, the student can function at the beginning Nurse Aide level.

N 315 uses the nursing process to assess adult and older adult needs, plan and implement nursing interventions and evaluate their effectiveness. Calculation and administration of medication, flow rate determination, asepsis and sterile technique, pre/peri/post-operative care, nutrition, and advanced skills are developed. Principles and practice of therapeutic communication and teaching are utilized. Documentation and legal obligations are focused. There may be a practicum included in this course. After successful completion of this course, student eligible to complete examination for CNA.

SECOND SEMESTER

Nursing 323 & 325 (Nursing Process and Practice in the Care of the Adult Patient I & II)
N 323 encompasses care of the medical-surgical patient with problems of the cardiovascular, peripheral vascular, endocrine, immune, and hematologic system; oncological problems are emphasized. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may include a practicum.

N 325 encompasses care of the adult medical-surgical patient with problems of the gastrointestinal, genitourinary, orthopedic, and neurological systems. Nursing process based on the Roy Adaptation Model is continued. Communication and teaching are practiced. This course may have a practicum.
THIRD SEMESTER

Nursing 333, Nursing 335 and Nursing 339 (Nursing Process and Practice in Health Care of Women and Families; in the Care of Children; and in the Care of the Geriatric Patient):
N 333 includes both theory and practice in meeting the health care needs of women, and of families during childbearing. Psychosocial as well as physiological nursing concepts, including cultural, emotional, developmental, and environmental are emphasized. Settings include hospitals, clinics, and parent education classes.

In N 335, developmental theories (primarily Erikson) and the Roy Adaptation Model are utilized to focus on the assessment, analysis, planning, intervention, and evaluation of the bio-psycho-social problems of children and families. Integration of growth and development principles direct the care of the child related to position on the health-illness continuum.

N 339 focuses on the geriatric patient, integrating content of the Roy Adaptation Model and nursing process. Clinical experiences include long-term care and home-health. A more advanced role of the nurse is emphasized. Peripheral venipuncture is introduced in this course.

FOURTH SEMESTER

Nursing 343 and 345 (Nursing Process and Practice in the Psycho-Social Adaptation of the Patient and Care of the Adult Patient III):
N 343 provides theoretical knowledge correlated with clinical experience in planning and administering care to the psychiatric patient in the acute care setting. Emphasizes the care of the patient with mental health problems, cognitive disorders, problems of daily living, and substance abuse. Utilizes the Roy Adaptation Model and nursing process as a framework for providing care.

N 345 provides theoretical knowledge correlated with clinical experience in the care of the complex adult medical-surgical patient with cardiopulmonary and multisystem insufficiencies. The Roy Adaptation Model and nursing process are used to plan and implement care. Clinical experiences utilize critical care units. Theory content from previous nursing courses and required cognates are synthesized.

Nursing 347 (Leadership and Management in Nursing):
This course includes historical perspectives, current issues, and legal, ethical, professional, and practice factors important to nursing. Leadership, management, and communication factors pertinent to patient care are discussed. A four week full-time clinical preceptorship utilizing selected R.N. preceptors is performed in acute care settings for a total of 136-144 hours.

TRANSITION SEMESTER (LVN-RN)
Nursing 329A and B (Role Transition to Registered Nurse and From LVN to RN)
N 329 A assists the Licensed Vocational Nurse (LVN) and other ‘alternate route’ students to make a successful transition to the RN nursing student role. Lecture content focuses on resources, role development, change theory, learning styles, LVN and RN scope of practice and roles, and medication calculations. Nursing 329 B content focuses on professional communication, legal and ethical issues, nursing process, physical assessment, critical thinking, and calculation and administration of medications by intravenous piggyback.
PROGRAM POLICIES
PROFESSIONAL BEHAVIORS

The College believes that the development of professional behaviors is paramount in the education of all students. Professional behaviors are integrated throughout the 5 Institutional Student Learning Outcomes (ISLOs), and the Nursing Department Student Learning Outcomes, most specifically SLO II, which states that the student will internalize professional behavior standards within the nursing practice. To establish public trust, professional nurses must be responsible, accountable, self-directed, competent, compassionate, ethical and honest. To this end, expected professional behaviors of nursing students are outlined in each course syllabus and clinical evaluation tool.

Students are required to comply with College/Clinical Agency policies and standards of ethical and professional behavior. Courtesy, consideration and respect for others’ beliefs and values are essential. Confidentiality of patient information and individual rights to privacy and safe care are also included under the subject of this code, as well as in the federal Health Insurance Portability and Accountability (HIPPA). The student is expected to adhere to the dress and grooming policies of the nursing program at all times.

Any student’s behavior that puts a patient in jeopardy or is life threatening will be terminated from the course with a failing grade. Any student who receives more than two unsatisfactory grades for the week in clinical performance will receive a failing grade in the course.

Adopted 9/2011
Standards of Student Conduct

In order to provide an environment where all students can learn, infractions stated in Board Rules 9803.10 through 9803.17 are subject to disciplinary action and potential dismissal from the nursing program and College:

Board Rule 9803.10: Willful disobedience to directions of College officials acting in performance of their duties
Board Rule 9803.11: Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or the distribution of materials
Board Rule 9803.12: Dishonesty, such as cheating, or knowingly furnishing false information
Board Rule 9803.13: Unauthorized entry to or use of College facilities
Board Rule 9803.14: Forgery, alteration, or misuse of College documents, records, or identification
Board Rule 9803.15: Obstruction or disruption of classes, administration, disciplinary procedures or authorized College activities
Board Rule 9803.16: Theft or damage to property belonging to the College, a member of the College Community, or a campus visitor
Board Rule 9803.17: Malicious or willful disturbance of the peace...such as loud/unusual noise or any threat, challenge to fight, fight, or violations of any rules set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
Board Rule 9803.18: Assault, battery, abuse, or any threat of force of violence toward any member of the College Community or campus visitor engaged in authorized activities.
Board Rule 9803.19: Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances...or use of alcoholic beverages while on any property owned or used by the college, or college-sponsored function or field trip. “Controlled substances” include but are not limited to: opiates, opium, and opium derivatives; mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, and cocaine
Board Rule 9803.20: Possession, while on college campus or college-sponsored function, of any object that might be used as a lethal weapon
Board Rule 9803.21: Behavior inconsistent with the District's anti-discrimination policy
Board Rule 9803.22: Any assemblage of two or more persons to 1)do an unlawful act, or 2)do a lawful act in a violent, boisterous, or tumultuous manner
Board Rule 9803.23: Any agreement between two or more persons to perform illegal acts
Board Rule 9803.24: A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats, or physical threats.
Board Rule 9803.25: Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.
Board Rule 9803.26: Theft or abuse of computer resources, including but not limited to: a)unauthorized entry into a file to use, read, or change contents or any other purpose; b)unauthorized transfer of a file; c)unauthorized use of another individual's identification and password; d)use of computing faculties to interfere with the work a student, faculty member, or college official; e)use of unlicensed software; f)unauthorized copying of software; g)use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of the college; h)use of computing facilities to interfere with the regular operation of the college computing system.

I have read and acknowledge understanding of “Professional Behaviors” and “Standards of Student Conduct”
_______________________(Print name) ________________________(Signature) _________(Date)
Social Media Policy

The purpose of this policy is to assist faculty, staff, and nursing students to maintain appropriate professional communication boundaries online to avoid future repercussions due to inappropriate postings on platforms such as e-mail, cell phone texting, Facebook or twitter.

1. Confidential information of patients, patient family members, and visitors, physicians, nursing staff, faculty, college staff, fellow students, class and clinical situations should never be discussed in any form online. The Health Insurance Portability and Accountability Act (HIPPA) guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violation of HIPPA.

2. Personal information and photos with students, faculty, staff, and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff etc.

3. The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.

4. Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting or discriminating against anyone are not to be posted.

5. Texting, e-mail, and social networking, are not to be performed during class or clinical hours.

6. On-campus computers may not be used for illegal purposes (see Board Rule 9803.26)

7. It is strongly suggested that students are to adjust privacy settings for personal accounts to limit public access.

8. Students may not use social media to communicate information to faculty. To contact faculty member, student MUST use communication method specified by faculty member (e.g. LAHC e-mail).

Adapted 9/2011 from
Cell Phone Policy

The purpose of this policy is to assure a classroom and clinical environment conducive to learning.

1. Cell phone volume is to be set to vibrate or turned off while in the nursing building or at clinical agency.
2. Cell phones are to be kept out of sight in the classroom.
3. Cell phones are strictly prohibited during quizzes or tests. Students with cell phones during testing sessions or test reviews will receive a zero on quiz/test. Cell phones are to be in backpack or purse at the front of the classroom for quiz/test duration.
4. Texting is not allowed in the classroom.
5. Instructor has the right to request turning off of cell phones in the classroom to use internet site for instructional purposes should cell phones absorb all of available wireless access.
6. Students expecting an emergency call are to position themselves near an exit and quietly go outside the classroom to accept call and proceed to outside of the nursing building. If testing is in process, student to inform instructor before the beginning of testing and instructor to select location of phone during testing. Cell phone conversations are not allowed in the nursing building or patient care areas including hallways. Any use of cell phones in clinical is limited to non-direct patient care areas as permitted by instructor and individual clinical agency policy. General rules regarding cell phone use in clinical is limited to the following situations:
   A. To contact current clinical instructor by texting or calling. (When other people are present, only texting is permitted, no audible calls. Audible calls must be made in private areas out of the hearing range of others).
   B. To use the calculator application.
   C. To use patient related medical applications such as drug guide.
7. Pictures are not to be taken without prior permission of all individuals involved in the nursing building and pictures may never be taken in the clinical agencies.
8. Students are not permitted to access any internet social media, such as Facebook, MySpace, initiate personal calls, texts, or Tweets during class or clinical hours.
9. At all times, guidelines of the individual clinical agencies must be followed.
10. HIPPA and confidentiality guidelines apply at all times.
11. In emergency situation, cell phone use is allowed.

Adopted 9/2011
HEALTH REQUIREMENTS AND DOCUMENTS

Students must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to, or negatively impact the well being of faculty, students, or consumers, or would prevent the successful performance of the responsibilities and tasks required in the education and training program of the college. Any condition, described above which is developed by the student after admission to the program, may be considered sufficient cause for suspension from the program (LACCD, Administration Regulation, E-10)

Students accepted in the nursing program will be admitted to the clinical component of their classes only after all health requirements have been completed and results have been submitted and verified by the Instructor. These requirements are mandated by the affiliating hospitals in order to protect both the patient and the student nurse. Health requirements are reviewed prior to each clinical course in the program to assure they are current. Failure to maintain required health status will result in ineligibility to participate in the clinical experience.

Pregnant students are required to notify their theory and clinical instructor as soon as confirmed with an estimated date of delivery. Students may continue in the nursing program with a written medical approval/release from their attending physician specifying the ability to participate in all classroom and clinical activities. Postpartum students may return to the nursing program at the discretion of the student’s physician; a written release is required.

Any changes in a student’s health status requires immediate notification to the course and clinical instructor. In addition, periodic written physician statements of physical fitness and ability to participate in classroom and clinical activities will be required for any student who has been recently seriously ill, chronically ill, or hospitalized.

The following health requirements must be completed prior to the start of clinic and documented on the appropriate form (see appendix):

1. Complete physical examination prior to entering program and every 2 years thereafter
2. Laboratory tests- CBC, VDRL or RPR, and urinalysis are required with initial physical only.
3. 2-step TB skin test (2nd testing in 2 weeks) within the past year or copy of chest x-ray report per current CDC guidelines. If x-ray report is submitted, an annual notice from the student’s health care provider is required stating that the student does not have an active case of tuberculosis. The TB test must be repeated annually.
4. Evidence of polio vaccine *
5. Evidence of pertussis vaccine *
6. Rubella vaccine/titer *
7. Rubeola vaccine/titer *
8. Mumps vaccine/titer *
9. Varicella vaccine/titer *
10. Hepatitis B vaccine series/titer (if vaccination series incomplete, must submit Hepatitis waiver) * (Waiver form is found in appendix)
11. Diptheria/Tetanus/Pertussis (TDaP); booster shot if series completed as child *
12. Influenza and H1N1 vaccines *
* Date of vaccination or antibody titer levels with accompanying laboratory reports are required. If vaccine received, follow-up with health care provider to repeat titer to verify immunity.

Additional Clinical Requirements:

1. CPR Card: All students must provide a current and valid “Health Care Provider” card from the American Heart Association. A copy of both sides of the CPR card is required.
2. Professional liability/malpractice Insurance: All students must possess current professional liability or malpractice insurance. Students who are Licensed Vocational Nurses must possess liability/malpractice insurance to cover the L.V.N. Information and enrollment forms are available from the Nursing Division Office. A copy of the policy cover sheet listing the terms of coverage is required.
3. Criminal Background Clearance and urine drug test: All students must have completed a criminal background clearance/urine drug test and have proof of clearance prior to entering any nursing course with a clinical component. This includes local hospitals and health care agencies, including the county, community and private facilities.
4. Multi Media First Aid Certificate, through American Red Cross. (Not required of students who are LVNs or EMTs)
5. LAHC-issued OSHA certification card, issued upon completion of program OSHA tests
6. N 95 mask FIT test (to be performed by staff at LAHC)
7. Hospital/clinical agency required tests: Completed before each clinical rotation.
CLINICAL HEALTH REQUIREMENT POLICY

It is the responsibility of the student’s (generic or advanced entry student) first clinical instructor to ensure that the student’s health packet and Clinical Health Requirement Form (CHRF) are complete and correctly filed in the designated area in the Health Sciences building. The CHRF is to be completed before the student starts their clinical rotation.

It is the responsibility of ALL subsequent clinical instructors to verify that the CHRF is complete and current for ALL students prior to the start of their clinical rotation. All the required information shall be entered on the CHRF and supported by copies of all required elements. The CRHF form must be signed off by the clinical instructor responsible for the students in their clinical group(s).

The clinical instructor will be responsible for updating the CHRF and placement of any supporting data into the student’s health packet at the beginning of each course to ensure that it is current. At the end of each clinical rotation it is the clinical instructor’s responsibility to provide a copy of the CHRF to the student if any of their information requires updating.

Responsibilities of Nursing Students:

Each student is responsible and accountable to maintain current requirements at all times and provide their current clinical instructor with any updated copies of their health information. A failure to do so will lead to suspension from the clinical portion of the course in which the student is enrolled, and therefore, the student will be not able to achieve clinical objectives to successfully complete the course. See Student Nurse Handbook for withdrawal, suspension and reentry policy and procedures.
Los Angeles Harbor College Associate Degree Nursing Program
Clinical Health Requirement Form

Student Name: _____________________________________  Entered Program: F       S ________

| Written Evidence is required for each of the | Date(s)/Results | Date to be completed/renewed |
| following:                                   |                |                              |
| **Nursing Dept. Emergency Information Sheet** |                | update prn                   |
| Signed forms: Verification student handbook  |                |                              |
| was read AND Professionalism (forms on-line) |                |                              |
| AHA Healthcare Provider BLS (CPR) - both sides|                |                              |
| First Aid (not required for LVN/EMT) - both  |                |                              |
| sides                                        |                |                              |
| Malpractice Insurance                        |                |                              |
| OSHA                                         |                |                              |
| N 95 Mask Fit Test                           |                |                              |
| Background Check                              |                |                              |
| H & P (CBC, RPR, UA)                         | H&P  CBC      |                              |
| Include date(s) for each                     | UA  RPR       |                              |
| Urine – drug test result                     |                |                              |
| TB - 2 step Method-Annual PPD or Chest X-ray |                |                              |
| 2 Step Completed                             | Titer (POS)   |                              |
| Annual PPD                                   | Titer (POS)   |                              |
| Chest X-ray (circle one that applies)        | Titer (POS)   |                              |
| Rubeola (must complete)                      | Titer (POS)   |                              |
| If titer not positive: declination form       | Titer (POS)   |                              |
| Varicella (must complete)                    | Titer (POS)   |                              |
| If titer not positive: declination form       | Titer (POS)   |                              |
| Rubella (must complete)                      | Titer (POS)   |                              |
| If titer not positive: declination form       | Titer (POS)   |                              |
| Hepatitis B (must complete)                  | Titer (POS)   |                              |
| If titer not positive: declination form       | Titer (POS)   |                              |
| Mumps (must complete)                        | Titer (POS)   |                              |
| If titer not positive: declination form       | Titer (POS)   |                              |
| Influenza Vaccine (annual)                   | Titer (POS)   |                              |
| Polio Vaccine (evidence of)                  | Titer (POS)   |                              |
| TDaP (tetanus, diphtheria, pertussis)         | Titer (POS)   |                              |
| Hospital/clinical agency required tests must  | Titer (POS)   |                              |
| be completed before each clinical rotation.   | Titer (POS)   |                              |

I verify that I have received and reviewed the above documentation for completeness & currency:

N313/315 Faculty Signature: __________________________  Date:____________________
N323 Faculty Signature: ____________________________  Date:____________________
N325 Faculty Signature: ____________________________  Date:____________________
N327 Faculty Signature: ____________________________  Date:____________________
N333 Faculty Signature: ____________________________  Date:____________________
N335 Faculty Signature: ____________________________  Date:____________________
N339 Faculty Signature: ____________________________  Date:____________________
N343 Faculty Signature: ____________________________  Date:____________________
N345 Faculty Signature: ____________________________  Date:____________________
N347 Faculty Signature: ____________________________  Date:____________________
Los Angeles Community College District
Associate Degree Registered Nursing Programs

Statement on Background Checks

To comply with the Joint Commission on the Accreditation of Healthcare Organizations and state and local regulations regarding background checks for healthcare providers, the following policy is hereby implemented by the Associate Degree Registered Nursing Directors of the Los Angeles Community Colleges:

Each student enrolled in a nursing program in the Los Angeles Community College District must complete and have on file with the nursing program office a clear criminal background check and urine drug test in order to participate in placement(s) in clinical facilities. The background check and urine drug test is not a requirement for admission to the nursing program. It is a clinical facility requirement made to comply with JCAHO. It is to be completed once the student receives the acceptance for admission.

Background checks and urine drug testing are required for registration in clinical nursing courses. The initial background check and urine drug testing satisfies this requirement during continuous enrollment in the program. Should a student's educational progress be interrupted, a new background check and urine drug test may be required upon readmission to the program.

Each background check will minimally include the following:
* Seven-year patient history
* Address verification
* Sex offender database search
* Two names (current legal and one other name)
* All counties
* OIG search
* Social Security Number verification

Students convicted of the following offenses may be unable to attend clinical facilities:
Murder
Felony assault
Sexual offense/sexual assault
Felony possession and furnishing (without certificate of rehabilitation)
Felony Drug and alcohol offenses (without certificate of rehabilitation)
Certain other felonies involving weapons and/or violent crimes
Class B and Class A misdemeanor theft
Felony theft
Fraud
Child abuse, elder abuse

A student may be denied access to clinical facilities based on offenses appearing on the criminal record even though such abuses may have occurred more than seven years ago.

Each student must provide the college Registered Nursing program with information allowing the college, and clinical facilities as necessary, access to his/her background check. If a student's record is not clear, the student is responsible for obtaining necessary documents.
and having the record corrected to clear it. If this is not possible, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of nursing education and this would therefore cause the student to be ineligible to continue in a school of nursing.

If after reviewing a student’s background check, the nursing program and college are unable to determine placement status, the nursing program will check with the LACCD Nursing Discipline Committee, the Los Angeles Community College District and one clinical facility with whom the LACCD nursing programs have a clinical agreement. If all agree that the student should be cleared for placement in a clinical facility, the nursing program may place the student in the required clinical rotations. The determination of final placement status rests with the nursing program involved.

There are no exceptions to this requirement.
LACCD Nursing Discipline Committee, February 2005

In addition, the following can be found in LACCD Administrative Regulation E-10:

Placement in local agencies, where the program’s clinical practice is conducted, is a critical component of the nursing program. Students, who are denied placement in clinical practice by a participating hospital for failure to comply with the hospital’s policies, including the inability to pass a required background check, will not be permitted to continue in the Registered Nurse program, unless an appropriate clinical placement can be found at an alternative hospital.

Student Instructions to obtain Background Check and Urine Drug Testing:

The nursing program has chosen CertifiedBackground.com as the approved source for background checks. CertifiedBackground.com is a service that allows students to purchase their own background check. The results are posted to their website in a secure, tamper-proof environment.

1. Go to www.certifiedbackground.com and click on “students”
2. In the package code box, enter the following:
   Package Code for students that have a social security number: LO12dt
   Package Code for students that do not have a social security number: LO12dtx
3. You will then be directed to set up your CertifiedProfile account where your results will be posted.
4. Select method of payment: Visa, MasterCard, or money order. There is a $10.00 fee for money orders and there will be an additional turnaround time.
5. Follow prompts to complete order.
6. Once order is submitted, each student will receive a password via e-mail to view the results of their background check and an Electronic Chain of Custody Form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test. The results of the background check and drug test will be available in approximately 48-72 hours after activation. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.
7. If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com. An information sheet will also be provided by the nursing division.
8. The results must be printed out and included in the health packet.
**The Board of Registered Nursing requires all misdemeanor or felony convictions be reported upon application to take the NCLEX, even if expunged or the applicant has completed a diversion program on the application for licensure. The BRN reviews all prior convictions and each application is evaluated on a case-by-case basis. [http://www.rn.ca.gov/applicants/lic-faqs.shtml#disc](http://www.rn.ca.gov/applicants/lic-faqs.shtml#disc) or contact the BRN for further information.**
Uniform Regulations/ Clinical Dress Standards and Grooming

All students are to conform to the uniform policies of the Nursing Division and the affiliating health care institutions. Failure to meet the standards will involve a “Needs Improvement” or “Unsatisfactory” rating on the weekly clinical evaluation. Gross disregard for the standards will indicate unwillingness to participate in the planned program. The standards are designed to make the student aware of his/her appearance as a professional person through the eyes of the patient.

Students are expected to purchase a minimum of two uniforms from the approved uniform vendor which must be worn clean and wrinkle-free. Any need for variation from the regulation uniform must be discussed with and approved of by the Nursing Division Chairperson.

PERSONAL HYGIENE:
1. Teeth: Clean, no unpleasant odors. No gum chewing in uniform or while in any clinical facility.
2. Skin: Clean with no unpleasant odors. Bathe and use effective deodorant daily. Avoid strong perfumes, colognes, after-shave lotions. Many patients are allergic to these scents. Smoking odor will not be tolerated.
3. Hair: Clean and odor free. Shampoo as needed to keep clean. No extreme styles; keep off the collar and neatly arranged. No ponytails capable of falling forward are acceptable. Accessories will be plain and small, no fancy clips or combs. No facial hair or head coverings are permitted. Hair must be of a natural hair color.
4. Nails: Manicured, length not to exceed length of fingers when palm turned upward. Cut hangnails. Use hand lotion to prevent roughness. Students may use colorless shade of polish only. No artificial nails permitted.
5. Makeup: Keep moderate, use muted colors.
6. Men must be clean shaven.
7. Tattoos must be covered and concealed.

DRESS STANDARDS:
1. Clean, unwrinkled white uniform, LAHC Nursing patch sewn on.
2. Underclothing must be clean and inconspicuous.
3. Name pins are to be worn at all times in the clinical area, as well as facility-issued ID badge, and student LAHC picture identification badge.
4. Shoes worn with uniforms are to consist of all-white leather upper shoes (no logos) with effective arch support and non-skid soles. Open-toed shoes, backless shoes, sandals and clogs are not acceptable footwear. Shoelaces must be white. Plain white socks may be worn with pants.
5. The only acceptable outer garment to be worn with the uniform is the LAHC lab coat (optional purchase). Sweat jackets and sweaters are prohibited.
6. Jewelry
   a. No jewelry is permitted except watch, plain wedding band
   b. No visible body or facial piercing or jewelry, including tongue, is allowed.
7. When standard LAHC uniform is not required, students in clinical agencies are expected to wear professional clothing and shoes with a lab coat as outlined in course syllabus. Blue jeans, shorts, slippers, and casual sandals are prohibited. Name pins, facility-issued ID badge and LAHC picture identification badge are to be worn at all times.
8. Students selecting/researching patients in a clinical facility are required to be in full LAHC uniform
EQUIPMENT:
1. Watch with a legible second hand
2. Bandage scissors,
3. Black pen, pencil, and notebook.
4. No purses allowed on units

NON-ADHERENCE:
1. First time – Needs improvement or unsatisfactory clinical rating in professional appearance standard. Student may be sent home.
2. Second time - May constitute failure of the course.
Drug Calculation Tests

Drug calculation tests are given throughout the program at the times designated. Each test is a part of the course's clinical objectives and must be passed with a specific minimum grade (90%). For courses in which a calculator is allowed, the student must pass the drug calculation test in 2 attempts; for courses in which the use of a calculator is not allowed, the student must pass the drug calculation test in 3 attempts. It is the student’s responsibility to review calculation errors and seek appropriate assistance and resources to meet their learning needs. If the drug calculation test is not passed, the student will not be permitted to continue in the class. No cell phones, palm pilots, calculator watches, or key chains, etc. are to be used during the testing. If calculator use is allowed in a specific course, it will be provided for the student.

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Frequency of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Each course with a clinical component</td>
</tr>
<tr>
<td>Second</td>
<td>Each course with a clinical component *</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Frequency of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third</td>
<td>Each course with a clinical component as well as usual testing. No calculation test for Nursing 339.</td>
</tr>
<tr>
<td>Fourth</td>
<td>Once per semester in the initial course with a medical-surgical clinical component.</td>
</tr>
</tbody>
</table>

Advanced Placement LVNs: N329B requires demonstration of math competency as a requirement for successful completion of course and for entry into 2nd or 3rd semester of the nursing program.

Exception: Students enrolled in the 30- unit option program, challenge/transfer students, and all other students who may be out of the usual sequence of courses as outlined in the basic RN Curriculum may be tested in every nursing course taken.

* Note: No conversion charts are to be used during the second year
Student Attendance

Attendance and punctuality are expected behaviors of a professional nurse. The student is expected to attend every meeting of all classes for which he/she is registered. Regular and timely attendance is necessary to successfully meet the objectives of each course. See individual course outlines for specific absence policies for the course.

- Reasons for excused absences are limited to personal illness, death of an immediate family member, or personal emergency. At the Instructor’s request, official documentation for the absence may be required.

- Unexcused absences or tardies are not acceptable.

- A student absent from the classroom or clinical area must notify both the Instructor and the unit assigned prior to the start of clinic.

- A student may be dismissed from class for excessive absences. Excessive absence occurs when the hours of class absences exceed the number of hours the class meets per week. The student must meet required clinical hours as per the approved Board of Registered Nursing program curriculum. The student is responsible for checking with the Instructor of the specific course in which enrolled.

- Students will be dismissed from the course for failing to attend any clinical agency mandated class, including clinical orientation, required clinical agency tests, or Electronic Medical Record training.

- Any absence may require, at the instructor’s discretion, a make-up assignment.

- Three tardies (late entrances) will be considered the equivalent of one absence.

- Students who are late to the classroom or clinic may or may not be allowed to stay at the discretion of the instructor.

- The student is responsible for the completion of all work assigned in class, whether or not he/she is present. It is the Instructor’s discretion to allow full credit, partial credit, or no credit for work which is turned in late, depending on the course policy.

- Students are expected to attend field trips, workshops, institutes, conventions related to their nursing education as a part of their class requirements, at the discretion of the faculty. Some hospitals may require advance preparation prior to the student participating in the clinical area.

- As with any college-level course, students should expect that several hours may be needed to prepare in advance for any class or clinical nursing assignment.

- Students who do not adhere to this policy are subject to disciplinary action and dismissal from the course.
Grading Standards

In order to progress through the program curriculum, a minimum grade of "C" must be obtained in all nursing courses. To pass all nursing courses, theory test scores must average 75% or better (see grading scale below). Students are required to take all scheduled theory examinations. Students may not retake any unit or final examinations. Make-up exams may be allowed for special conditions with format and scheduling at the discretion of the course instructor.

Students are expected to act in an ethical manner in taking tests as well as reporting any cheating witnessed by others to the Instructor or Director of the program. Reporting will be kept anonymous at the student’s request. Any dishonesty, such as cheating or knowingly furnishing false information is subject to disciplinary action. Students are expected to adhere to an individual Instructor’s requests before and during test taking, as well as the nursing program policies related to examinations.

Course-specific standardized national examinations must be taken before progressing to the next course. Due dates for examination fees will be announced at the beginning of the semester by the course Instructor. Failure to submit payment by due date will result in the inability to take the course-specific examination and inability to progress to the next course. Progression and readmission policies then apply to the student.

In the clinical setting, Pass/Fail grades are determined using the criteria outlined on the Weekly Clinical Evaluation tool which is completed each week by the student and clinical Instructor. The student must be overall performing at a “Satisfactory” level in the clinical setting. In each clinical rotation there is a midway and a final evaluation of student performance. Should a student's clinical performance be less than “Satisfactory”, the instructor will counsel the student and he/she will be placed on warning status in writing, and may be dropped if clinical performance does not improve. Unsafe practice (physical or emotional jeopardy) will result in an immediate student conference and may lead to student dismissal from the course.

Certain courses may have a practicum as a part of the clinical component. Such practicums are given in the Nursing Learning Laboratory.

To pass a nursing course, the student must achieve a passing level in both the theory/classroom component and in the clinical component of the course. A non-passing grade in either area is a non-passing grade for the total course.

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>81 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>75 - 80%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 74%</td>
<td>D</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: Please see the individual course outline for the grading criteria for a specific nursing course.

Note: For the Los Angeles Harbor College general Academic Standards please see the College Catalog.
Examinations

1. Students may not leave the room once test booklets have been distributed.

2. Cell phones are not allowed during an examination. They should be secured in the backpack or purse and turned off.

3. All personal belongings will be placed in the front of the classroom.

4. If space allows, students should be seated in every other seat and every other row.

5. Hats and bulky clothing will not be permitted during examinations.

6. No food or containers allowed during examinations.

7. The nursing faculty will adhere to the Academic Dishonesty Policy in this handbook.

8. If a calculator is allowed on the examination, it will be provided by the course instructor.

9. Students may not use any other paper during an examination except a Scantron and paper provided by the course instructor.

10. At the conclusion of an examination, the student must turn in Scantron, test booklet, calculator (if applicable) and scratch-paper (if applicable). The student MAY NOT retain a copy of the examination.

11. Once a student completes the examination, they are to exit the room and not return until class resumes.

12. Examination grades may not be available until the course instructor has the opportunity to do an item analysis.

13. It is the discretion of the instructor to provide group reviews of examinations.

14. There are no scheduled make-up examinations. Students must contact the course instructor if major illness/emergency requires missing an examination. It is the discretion of the course instructor to administer a make-up examination in this case. The maximum obtainable score for any make-up examination is 75%. See individual course syllabi for specific information on course policies.

15. If a student is absent for an examination and does not notify the instructor before the examination begins, a 0% grade will be issued.
**Academic Dishonesty**

The District Academic Dishonesty Policy 9803.28 describes academic dishonesty violations as follows: "Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume ones identity for the purpose of enhancing ones grade."

Academic dishonesty will not be tolerated in the Nursing Division. For further clarification, the nursing faculty has addressed definitions for the four major forms of academic dishonesty.

- **Plagiarism** - presenting the work of another as if it were student's own work. Each time a source is paraphrased, a citation for the source must be included in the text of the paper.
- **Cheating** - engaging in an act of deception whenever by misrepresenting mastery of information on an academic exercise that has not been mastered.
- **Fabrication** - falsifying research or invents information with the intent to deceive.
- **Academic misconduct** - violation of college policies, tampering with grades, or distribution of any part of an pre-administered test.

The following policy will apply to all nursing students:

1. The first time academic dishonesty is documented, it will result in a grade of zero (0) for the assignment and entered as part of the student's record. In addition, the student will be suspended for up to two (2) class periods.

2. Any subsequent incident of academic dishonesty will be referred to the Vice President of Student Services and the student may be expelled from the nursing program and the college. The student may not be readmitted to the nursing program.

3. Documentation of Academic Dishonesty will be documented on an “Unsatisfactory Notice” form and placed in the student's file.

Reference: Board Rule 9803
Student Discipline Guidelines, LAHC Student Services, 8/07
Retention of Students

POLICY:
Both Los Angeles Harbor College and the Nursing Division encourage retention of students by offering a wide range of instructional assistance programs and services.

PROCEDURE:
Upon receiving a less than satisfactory grade in either the clinical or theory area, the student will be counseled by the individual instructor who will identify the areas of unsatisfactory performance, assist the student to develop a plan to improve performance, and set a specific date for reevaluation of performance. The instructor may also refer the student to applicable learning assistance services offered by the college or the Nursing Division.

COLLEGE SERVICES OFFERED:

1. Classes to aid students who need to build their basic learning skills are available at the Learning Resource Center. These classes assist students in developing proficiency in reading, writing, listening, speaking, mathematics, study skills and habits. These courses are listed in the College Catalogue under Developmental Education and Basic Skills.
2. Disabled student programs and services (DSPS)
3. Financial Aid programs
4. Foreign student counseling
5. Occupational counseling and testing centers
6. Learning Resources Center providing free tutors; specially designed educational materials; open entry, self-paced, individualized classes and labs in reading, study skills, mathematics and English; computer assisted laboratory. (See College Catalog).
7. Life Skills Center provides brief treatment for stress reduction and test anxiety. They also provide referral services to support groups, counseling sessions and crisis intervention.

NURSING SERVICES OFFERED:
1. Nursing Success Counselor
2. Early Alert Program
3. Enrollment in individually structured tutorial classes.
4. Learning laboratory with R. N. Instructional Assistants available to assist students with clinical skills, procedures, computerized learning and reference materials.
5. Individual appointments with faculty during office hours.
6. Tutoring by an RN faculty member (made possible with funds from the Tutoring and Mentoring Program- Department of Health Services)
7. Scholarship Committee which actively solicits funds from community organizations and hospitals to assist students in financial need.
8. Individual counseling by faculty for students experiencing difficulties in a specific course.
9. Referral to Simulation Laboratory Coordinator for specific remediation on skills and procedures.
Withdrawal

A student may drop/withdraw from a class up until 75% of the period of time that the class will meet has been reached. For an eight-week course this would be at the end of the sixth week, for a six-week course this would be in the fourth week. It is the student’s responsibility to verify the actual date in the Schedule of Classes. Withdrawal shall be authorized after the student has notified the instructor of the course and completed a drop card for the Admissions Office. For those students who are not passing the course, withdrawal after the 75% time period will result in a less than satisfactory/less than C grade for the course. Non-passing "Ws" will be used as factors in progress probation and in dismissal from the program.

All withdrawing/failing students are expected to:
1. Contact their current instructor, and
2. Schedule a counseling appointment with the instructor(+/-) Success Counselor and receive:
   a. A completed, written counseling form signed by both the student and the instructor at the end of the meeting
   b. Individual Remediation Plan (IRP) signed by student and instructor, if withdrawal is after the first semester
   c. A completed Exit Interview form signed by both the student and the instructor at the end of the meeting.

A student who withdraws during the first semester will be disqualified from the program. A student who withdraws after the first semester of the program will be suspended for the semester or term following the semester or term of withdrawal.

The student is responsible for contents of “Progression” policy as included in this handbook before making the decision to withdraw from a course and for the process of applying for readmission to the nursing program.

Note: Failure to comply with the above will inactivate status in the nursing program. Students breaking matriculation will follow the current rules and regulations in effect at the time of readmission.
PROGRESSION
Note: The following regulations are found under LACCD Administrative Regulation E-10 at www.laccd.edu under “Administrative Regulations”

Academic Disqualification during the First Semester:

- A student in the nursing program, who, during the first semester of the program, receives an “substandard grade” (“D”, “F”, or “NP”) in nursing courses shall be disqualified from the program.

- To be readmitted, the student must be admitted into the program in keeping with the requirements of LACCD Administrative Regulation E-10. Before reapplication to the program, the student must demonstrate evidence that influencing factors have been corrected and may be required to complete an Individualized Remediation Plan (IPR).

Progress Disqualification during the First Semester:

- A student in the nursing program, who withdraws from a nursing or nursing science course during the first semester of the program, will be disqualified from the program, unless the Nursing Suspension and Readmission Committee determines that there were “extenuating circumstances”, which may include, but are not limited to, verified cases of accidents, illness or other circumstances beyond the control of the student. The Committee will reach a decision by a majority vote and their decision shall be final.

- For a student to request “extenuating circumstances”, a written request must be submitted to the Nursing Suspension and Readmission Committee. The student must also submit any evidence of the extenuating circumstance. This must be done within 7 days of exiting the program. The student must follow the “Withdrawal” policy on the preceding page.

- If the Nursing Suspension and Readmission Committee determines that the withdrawal was due to “extenuating circumstances”, the student will be permitted to continue in the nursing program, based on space available. Available space will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be provided space in the program within two semesters of the semester in which the withdrawal occurs.

If the student does not return to the program within two semesters of the withdrawal, the student will be disqualified from the program. However, the student may extend his or her absence from the program beyond two semesters by mutual agreement between the student and the Nursing Suspension and Readmission Committee.

- The suspension will be effective for the semester or term following the semester or term in which the “W” was received.

- Students who withdraw because of military service are not subject to suspension for withdrawing, and upon separation from military service, must be provided with a placement in the program.
Academic Suspension, Readmission, and Disqualification after the First Semester:

- A student in the nursing program, who completed the first semester of the program and subsequently receives one “substandard grade” (“D”, “F”, or “NP/NCR”) in a nursing or nursing science course will be suspended from the program.

- The suspension will be effective for the semester or term following the semester or term in which the substandard grade was received.

- A student suspended from the nursing program will be provided with an IPR by the Director of the nursing program or the Director’s designee.

- Upon documentation of the student’s IPR within the time specified in the plan, the student may apply for readmission in to the nursing program by submitting the appropriate paperwork to the Nursing Suspension and Readmission Committee.

- The student will be readmitted based on the space available, which will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be readmitted within two (2) semesters after the completion of the IPR.

- A student in the nursing program will be disqualified from the program, if the student receives a subsequent “substandard grade” (“D”, “F”, or “NP/NCR”) in more than one nursing course.

Progress Suspension, Readmission, and Disqualification After the First Semester:

- A student in the nursing program, who withdraws from a nursing course, will be suspended from the program, unless the Nursing Suspension and Readmission Committee determines that there were “extenuating circumstances”, which may include but are not limited to, verified cases of accidents, illness, or other circumstances beyond the control of the student.

- For a student to request “extenuating circumstances”, a written request must be submitted to the Nursing Suspension and Readmission Committee, with a Request for Readmission form. The student must also submit evidence of the extenuating circumstance. This must be done within 7 days of exiting the program. The committee will reach a decision by majority vote and their decision shall be final. The student must follow the Withdrawal Policy before requesting extenuating circumstances.

- If the Nursing Suspension and Readmission Committee determines that the withdrawal was due to “extenuating circumstances”, the student will be permitted to continue in the nursing program, based on space available. Available space will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be provided space in the program within two semesters. If the student does not return to the program within two semesters of the withdrawal, the student will be disqualified from the program. However, the student may extend his or her absence from the program beyond two semesters by mutual agreement.
between the student and Director of Nursing Program. Remediation may be required for re-entry.

- The suspension will be effective for the semester or term following the semester or term in which the substandard “W” was received.

- Students who withdraw because of military service are not subject to suspension for withdrawing, and upon separation from military service, must be provided with a placement in the program.

- Upon satisfactory completion of the Student’s Remediation Plan within the time specified in the plan, the student may apply for readmission to the program.

The student will be readmitted based on the space available, which will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be readmitted within two semesters.

- After the first semester, a student in the nursing program will be disqualified from the program, if the student withdraws from more than one nursing course, provided that the Nursing Suspension and Readmission Committee does not determine that the withdrawal was due to “extenuating circumstance”. If the Nursing Suspension and Readmission Committee determines that the withdrawal was due to “extenuating circumstances”, the student will be permitted to continue in the nursing program, based on space available. Available space will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student must be provided space in the program within two semesters.

**Readmission Following Academic or Progress Disqualification:**

- A student may reapply to the nursing program after one (1) academic year.

- The student’s application for readmission will be reviewed by the Nursing Suspension and Readmission Committee, which will make a determination as to whether there are factors that increase the likelihood of the student succeeding, if the student were to be readmitted to the nursing program. The factors considered will include, but are not limited to:
  
  a. Steps taken to remediate deficiencies
  b. Extenuating circumstances that may have affected the student’s previous academic performance

- If the Nursing Suspension and Readmission Committee and Readmission Committee determines that the student should be considered for readmission, the application and admission procedures will be in keeping with the requirements of LACCD Administrative Regulation E-10.
Leave of Absence:

- A student, who has not been suspended from the nursing program, as defined by the above, may request a leave of absence from the nursing program for up to one year (two semesters) because of “extenuating circumstances”, which may include, but are not limited to, verified cases of accidents, illness, or other circumstances beyond the control of the student.

- For a student to request “extenuating circumstances”, a written request must be submitted to the Nursing Suspension and Readmission Committee, with a Request for Readmission form. The student should also submit evidence of the extenuating circumstance, if available. This must be done within one week of exiting the program.

- Requests for leave of absence shall be reviewed by the Nursing Suspension and Readmission Committee and Readmission Committee and a counselor selected by the College Academic Senate, and the committee will reach a decision by majority vote and their decision shall be final.

- If the leave of absence is granted, the student will be readmitted into the program on a space available basis, which will be determined based on the number of slots available after continuing and newly admitted students have been accommodated. However, the student will be readmitted within one (1) semester after the leave ends.

- If the leave of absence is not granted and the student withdraws from one or more nursing courses, the student shall be subject to the provisions as previously outlined.

Exclusions/Suspension/Expulsion:

- Health Reasons: Nursing students may be excluded from a nursing program if the student has a physical or mental disability, which is inimical to the welfare of other students pursuant to Education Code section 76020. Exclusion from a nursing program for health reasons will be on a case-by-case basis and shall be reviewed by the Director of Nursing, in consultation with the College Compliance Officer, the Director of the Disabled Student Programs and Services (DSP&S), and the College DSP&S Specialist. If possible, such student may be counseled to enter a more appropriate program. If the student presents an immediate threat to public health, the student may be immediately suspending pending the outcome of the process as described.

- Safety and Other Reasons: Nursing students may also be suspending or expelled from the nursing program for reasons not related to the student’s health. This includes “unsafe conduct” as defined in LACCD Board Rule 9806. If the student’s conduct presents threat to his or own safety or the safety of others, the nursing division Chairperson may immediately suspend the student. Within 24 hours of the suspension, the nursing division Chairperson will send the Chief Student Services Officer a written report of the suspension. The suspension shall remain in effect until the conclusion of all disciplinary action(s) on this matter.
REMEDIATION POLICY

Remediation policies for each nursing course are stated in each course syllabus. The course lead Instructor(s) has the right to require additional remediation activities based on individual student needs. Should the Instructor require additional remediation activities to those listed in this policy, those additional activities will be identified during a counseling meeting of the student, instructor(s), program Director, and the Success Counselor, and then given to the student in writing.

It is the responsibility of the nursing student to provide evidence of completion of remediation to the Nursing Suspension and Readmission Committee prior to final action on the request for readmission.

Any student in any nursing course having a clinical component who does not pass the Medication Dosage Calculation qualifying exam must complete specific dosage-related remediation activities prior to being readmitted into the Nursing Program.

Each student applying for readmission to the Nursing Program must complete the specified activities outlined on his or her Individual Remediation Plan (IRP) as well as completing the following:

**Nursing 323**

Students requesting readmission to Nursing 323 must remediate by taking the non proctored Kaplan Focus Review Fundamentals Tests 1 and 2, as well as any Kaplan Focused Review Tests on failed Unit tests, i.e. Cardiovascular, Hematology, etc.; complete related remediation; and retake tests after remediation to achieve a score of 90% or more. They must also complete the textbook study guide chapters related to failed Unit tests and the textbook on-line questions relating to course content in N323 prior to being readmitted to the nursing program and the course.

**Nursing 325**

Students who have taken the N325 final examination and the Kaplan Medical-Surgical Nursing secured test, and who are requesting readmission to N325, must complete remediation for Kaplan Focus Review Tests of failed Unit tests, i.e. Neurology, Gastrointestinal, etc.; complete related remediation; and retake tests after remediation to achieve a score of 90% or more prior to being readmitted to the nursing program. Students requesting readmission to N325 who have not taken the final examination must remediate by taking the Kaplan Focus Review Fundamentals Practice Tests 1 and 2 and Kaplan Focused Review Tests of failed Unit tests, i.e. Neurology, Gastrointestinal, etc.; complete related remediation; and retake tests after remediation to achieve a score of 90% or more, and take textbook on-line questions relating to the N325 course content prior to being readmitted to the nursing program and the course.

**Nursing 333**

Students who have taken the Nursing 333 final examination and the Kaplan Maternal and Infant Nursing secured test, and who are requesting readmission to N333, must remediate utilizing the Kaplan resources and achieve 90% on the Practice Maternal and Infant Nursing tests as well as the Maternal Kaplan Focus Review Test and Practice Medical Surgical test. Students requesting readmission to N333 who have not taken the final examination must remediate by taking the Practice Medical Surgical Nursing test and the Maternal Kaplan
Focused Review test and related remediation prior to being readmitted to the nursing program and the course.

**Nursing 335**
Students who have taken the Nursing 335 final examination and the Kaplan Nursing Care of Children secured test, and who are requesting readmission to N335, must remediate utilizing the Kaplan resources and achieve 90% on the Pediatric and Medical Surgical Practice tests as well as show evidence of completion of all requests on individualized remediation plan.

**Nursing 339 - Theory Component**
Students who have taken the Nursing 339 final examination and who have not successfully completed the theory portion of the course must complete instructor recommendations for remediation prior to being readmitted to the program.

**Nursing 339 - Clinical Component**
Students who have not successfully completed the clinical portion of the N339 course must complete instructor recommendations for remediation prior to being readmitted to the program.

**Nursing 343**
Students who have taken the Nursing 343 final examination and the Kaplan Psychiatric Mental Health secured test, and who are requesting readmission to N343, must remediate utilizing the Kaplan resources and achieve 90% on the Practice Nursing Psychiatric Mental Health test. Students requesting readmission to N343 who have not taken the N343 final and Kaplan secured Psychiatric Mental Health examination must complete Practice Psychiatric Mental Health test and related remediation.

**Nursing 345**
Students who have taken the Nursing 345 final examination and the Kaplan Medical-Surgical Nursing secured test, and who are requesting readmission to N345, must remediate utilizing the Kaplan resources and achieve 90% on the Practice Medical-Surgical Nursing tests. Students requesting readmission to N345 who have not taken the N345 final and Kaplan secured Medical-Surgical Nursing exam in the fourth semester must complete instructor recommendations for remediation prior to being readmitted to the program.

**Nursing 347 - Theory Component**
Students who have taken the Nursing 347 final examination and who have not successfully completed the theory portion of the course must complete instructor recommendations for remediation prior to being readmitted to the program.

**Nursing 347 - Clinical Component**
Students who have taken the Nursing 347 final examination and who have not successfully completed the clinical portion of the course must complete instructor recommendations for remediation prior to being readmitted to the program.

Note: In any course with a clinical component, a student who is found to be clinically unsafe may not be readmitted to the program.
IMPAIRED NURSE POLICY

A student enrolling in the nursing program may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations, for which students are subject to disciplinary action. These Standards of Student Conduct are delineated in Board Rule 9803 (see College Catalog). Students are expected to adhere to these standards at all times.

Any possession of controlled substances, any use of controlled substances, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function is prohibited. “Controlled substances” include, but are not limited to, the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, and cocaine.

In addition, conduct which may be considered disorderly while on campus or in a clinical facility or which poses a threat of harm to the individual and/or to others is subject to disciplinary action. This includes, but is not limited to, unsafe conduct in connection with the nursing program; failure to follow safety rules as adopted by the District and/or college; and negligent behavior.

If there is reasonable suspicion of impaired performance (reasonable suspicion will include but are not limited to, the observation of behavior such as: staggering walk, poor physical coordination, blank stare, smell of substance on breath, body, or clothes, extreme hyperactivity, tremors, paranoia, slurred speech), the following actions will occur:

1. The student will be immediately dismissed from the classroom or clinical setting.
2. The student’s emergency contact will be notified to come and pick up the student. Until such time, the student will be required to remain on site, but away from patient contact until the emergency contact arrives.
3. The involved Instructor will document behaviors of student which led to reasonable suspicion of impaired performance, utilizing an “Unsatisfactory Notice” form.
4. The Instructor will report infraction of policy to the program Director (or designee).
5. The Director (or designee) will notify the Dean of Academic Affairs. A copy of “Unsatisfactory Notice” will be given to student, Director, and Vice-President of Student Services, AD 125.
6. The student will not be permitted back into the course until the following have been met:
   a. The student will meet with the program Director (or designee) and semester team. The Director and involved faculty reserve the right to require assessments as appropriate and/or verification of ongoing treatment. This shall be provided by the student’s health care provider at the student’s expense.
   b. The student will be referred to appropriate support services (Life-Skills Center).
7. Documentation of the impaired student behavior and subsequent follow-up will be filed the student’s folder, with a copy given to the student.

Any student who violates this policy may be required to participate satisfactorily in a substance abuse rehabilitation program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District policies.
Immediate action is required in situations where a student is threatening or physically violent to others or self, or abusing alcohol or other controlled substances. The Sherriff’s Department should be immediately notified at extension 4600.

References: LACCD Board Rule 9803,
Schedule of Classes
www.acde.org
Student Discipline Guidelines, LAHC
Mental Health Policy

Administrative Regulation E-10 (http://www.laccd.edu/admin_regs) stipulates that each college may “establish health and safety prerequisites for courses in the Registered Nursing program in order to protect the health and safety of the students, consumers, and/or others”. Administrative RegulationE-10 further stipulates that a student must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to, or negatively impact the well being of faculty, students or consumer, or would prevent the successful performance of the responsibilities and tasks required in the education and training program of the college. Any condition which is developed or exhibited by the student after admission to the nursing program may be considered sufficient cause for suspension from the program.

The nursing division of Los Angeles Harbor College recognizes that mental illness is a disease process which can be successfully managed into a state of recovery and mental health. The faculty also recognizes that there may be times when mental health issues or mental illness may affect a student’s ability to be successful in the nursing program. It is the responsibility of the student to develop and maintain a program of recovery for mental health.

When mental health issues become apparent to the student and/or faculty, the student will be referred to the appropriate resources based on the nature of mental health problems identified, including, but not limited to, the Life Skills Center or a private health care provider. The Life Skills Center can be reached at (310) 233-4586. In addition, walk in hours (no appointment necessary) are available in Café 110 as follows:

- Monday & Friday: 10:00 AM - 12:00 Noon
- Tuesday - Thursday: 11:00 AM - 1:00 PM
- Thursday 5:00PM - 7:00 PM

In the case of a crisis or when a student may be a danger to themselves or others, immediate action will be taken. The following behaviors that may indicate a student is experiencing mental distress include but are not limited to the following:

- Angry outbursts, threatening gestures or verbalizations
- Severe anxiety manifested by inability to concentrate, focus, follow instruction or perform clinically
- Depressive symptoms such as psychomotor retardation, confusion, poor hygiene, excessive tearfulness, frequent tardiness or absences
- Suicidal ideation or gestures
- Agitation, excessive motor activity, extreme talkativeness, suggestive dress, flight of ideas, grandiosity, loose association or extremely poor judgment
- Extreme distrust or suspiciousness
- Impulsive behaviors that have the potential to injure self or others
- Auditory or visual hallucinations
- Delusional thinking or disorganized thought process

In the event that immediate action is required where is a student on campus is exhibiting behaviors implying the intent to harm others or self, the sheriff’s department should be immediately notified (X4601). In addition, the Life Skills Center should be notified (X4586). If immediate action is required in the clinical setting, the clinical agency staff and Security department should be immediately notified.

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Subsequent to notifying the above, the following actions include but are not limited to:

1. The student will be immediately dismissed from the classroom or clinical setting.
2. The student’s emergency contact will be notified to come and pick up the student. Until such time, the student will be required to remain on site, but away from patients until the emergency contact arrives. The instructor (or designee) will remain with the student.
3. The involved Instructor will document behaviors of student utilizing an “Unsatisfactory Notice” form.
4. The Instructor will report incident to the program Director (or designee).
5. The Director (or designee) will notify the Dean of Academic Affairs. A copy of “Unsatisfactory Notice” will be given to student, Director, and Vice-President of Student Services.
6. The Director and Instructor will meet with the student and provide referral in writing for evaluation by the appropriate resources.
7. The student will not be allowed to return to the specified course or courses without clearance from the appropriate resource. Clearance must be provided in writing from the referral and must state that the student is able to return to class and can safely perform clinical activities without restrictions.
8. The absence policy of classroom and clinical courses and the progression policy of the nursing program will be followed.
9. Readmission into the nursing program is on a space-available basis.
Nursing Students with Disabilities

Qualified disabled applicants, who are admitted to the program, may request academic accommodations and/or auxiliary aides under Section 504 of the Rehabilitation Act. Reasonable academic accommodations will be made and/or auxiliary aides will be given, unless academic requirements are demonstrated to be essential to the program of instruction or are directly related to licensing requirements. However, academic requirements that the college can demonstrate are essential to the program of instruction being pursued by such student, or to any directly related licensing requirement, will not be regarded as discriminatory, even if they have an adverse effect on persons with disabilities. (LACCD Administrative Regulation, E-10).

The LACCD adheres to the Disabled Student Programs and Services (DSPS), implementing guidelines as specified in Title V of the California Code of Regulations, the mandates of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, all of which prohibit discrimination on the basis of disability.

The Special Programs and Services (DSPS) department has been established to assist persons with physical, psychological, and learning difficulties who may require special assistance in the pursuit of an education (see the current College Catalogue). The office of Special Services and Programs is located in Café 108; phone number, 233-4620.

In order to receive support services academic accommodations, a student with a disability must meet eligibility requirements as outlined in LACC Administrative Regulation E-100. Students should contact DSPS in a timely manner to make requests for support services and/or academic accommodations.

Students with disabilities seeking academic accommodations must present instructors, at or before the beginning of the each course, the SP&S recommendation for academic accommodations, so that the accommodations can be provided in a timely manner. A copy of the SP&S recommendations is to be placed in the student file.

NCLEX Accommodations
Any student requiring special assistance for physical or other disability when taking the NCLEX must contact the Director of the nursing program and the Board of Registered Nursing, making his/her needs known in writing a minimum of four months prior to completion of the Nursing Program.

Reference: LACC, Office of the Chancellor, Administrative Regulation E-100
LACC, Office of the Chancellor, Administrative Regulation E-10
Student Records Policy

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the College.

- Students receive a district-wide identification number, which is not their social security number. The student identification number will be used in all registration and to identify all records pertaining to the student.

- At time of admission into the nursing program, a student file is started and maintained in the Division office. All files are locked, protected, and confidential.

- All student records maintained by the nursing division are open to inspection by the student concerned. A signed consent is required.

- The accuracy and appropriateness of the records may be challenged in writing to the Records Officer.

- A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction.

- No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law.

- All inquiries regarding student records, Directory Information, and policies for record access, release, and challenge should be directed to the Records Officer, via the Office of Admissions.

- Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Reference: College Catalog
Letters of Recommendation

Throughout the nursing program, it may be necessary to seek letters of recommendation from faculty, especially in the fourth semester. The following guidelines apply:

- All student requests for letters of recommendation should be in writing on the appropriate form, “Request for Letter of Reference/Recommendation by Faculty Member” (See appendix)
- Letters of recommendation should be requested from course and clinical faculty who would be familiar with the student’s performance in the clinical setting.
- The faculty does not write “To Whom it May Concern” letters. The name/title of the person you want to receive the letter must be specified in your request.
- Students should request letter of recommendation at least two weeks before needed.
- A copy of the letter of recommendation will be placed in the student’s file.
- The required form is included in the appendix of the Student Handbook
Student Nurse Injuries

The Los Angeles Community College District provides workers' compensation benefits for injuries sustained by students enrolled in nursing and other allied health programs while they are participating in related clinical training at contracting facilities.

In the event of an injury during clinical training, workers' compensation benefits will be provided by our claims' administrator, Sandy Hubbard with Southern California Risk Management Associates, 313 East Foothill Blvd., Upland, Ca 91786. Phone number: 909-608-7171. The procedure for reporting and receiving benefits in the event of an injury is as follows:

1. The injured student should report any injury to the course or clinical instructor immediately.

2. First aid or other appropriate medical attention should be immediately rendered. When seeking treatment, the student should inform the agency that it is a work-related injury.

3. The Instructor and student must complete all agency-required reporting forms regarding the injury.

4. The injured student (or the instructor if student unable) must file a report of the injury with the Campus Los Angeles Sheriff's Office on the SAME DAY, or within 24 hours of the injury. Claim forms are available from the Campus Sheriff's Office. NOTE: This form is not required in the case of first aid only injuries.

4. All medical bills for treatment of injuries should be submitted to the Health Insurance Section, Division of Human Resources, or directly to Southern California Risk Management Associates.

5. Depending on the circumstances, a student may be required to submit a medical release form from a licensed health care provider which stipulates that the student may return to class/clinic without limitations or restrictions.

6. A student with a cast, crutch, cane, splint, sling, or other conditions/devices that limit mobility, will not be permitted in the clinical area. Written medical clearance is required before returning to the clinical area.

7. The student must be emotionally and physically able to meet the objectives of the nursing course in any instructional setting.

8. Students who are ill during the clinical day may be sent home at the discretion of the clinical instructor.
Student Grievance Procedures

Every effort will be made to resolve problems within the structure of the nursing division. This process will be followed prior to implementation of the Los Angeles Community Colleges Student Grievance Procedure adopted by the LACCD Board of Trustees. The purpose of the procedure is to provide a prompt and equitable means for resolving student problems.

The procedures enumerated in Administrative Regulation E-55 (www.laccd.edu, under “Administrative Regulations”) are available to any student, or applicant for admission, who believes a college decision or action has adversely affected his/her status, rights and/or privileges as a student. The procedures shall include, but not be limited to, alleged violations of subsection (f) of section 55521 of Title V which pertain to a discriminatory prerequisite subject to challenge under subsection (d)(3) of section 58106; alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in the LACCD's Sexual Harassment Policy, problems relating to financial aid, and grievances relating to course grades to the extent permitted by the Education Code, Section 76224(a) which provides that:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Faculty are required by Board Rule to keep all student papers relating to the students’ grades for a period of one year.

For additional information regarding the procedures for filing a grievance, or for copies of the adopted Student Grievance Procedure, contact the Office of the President or the Office of the Vice-President of Student Services.

Basic Steps for Grievance

1. The student will make an appointment with the involved faculty to discuss his/her problem.
   ↓ if unresolved

2. The student may consult with the Chairperson as a resource.
   ↓ if unresolved

3. The student consults with the College Compliance Officer (appointed by the President to assist students with grievances)*. A written statement of grievance must be submitted, as well as information and documentation in support of the grievance. This statement must specify time/place/nature/corrective action requested.
   ↓ if unresolved

4. The Compliance Officer will assist the student to prepare a case and present it to the Grievance Hearing Committee.

* College Compliance Officer:
  Nina Malone, Dean of Student Life
  Seahawk Center, 2nd floor, Office A
  (310) 233-4651
Credit By Examination Policy

Policy: The student who has documented education, through official college transcript, other required knowledge or work experience in health related fields (documented by letters from officials in these fields) may challenge up to 15 nursing units:

The student must satisfy the LAHC requirements for receiving credit by examination:
1. Currently registered at LAHC and have a minimum cumulative GPA of 2.5
2. Completion of 12 units within LAHC
3. Has not completed, nor is in the process of completing a course which is more advanced than the course for which credit is requested.
4. Has not previously attempted to petition for credit by examination for the same course
5. Is not requesting credit by examination for courses completed in high school

Students who qualify under these LAHC requirements must present evidence to the nursing Director.

The department will make the final determination on all nursing student petitions for credit by examination.

Petitions for credit by examination shall be processed, and examinations administered, only when a regular semester is in session. The date and time of the examination are the responsibility of the division Director and involved instructor.

The priority system established by the E-10 guidelines shall be observed. If more requests for challenge are received than places available, a lottery of these students will be held. There must be available space before a student is allowed to challenge a course.

If accepted, the student must meet all health, first aid, CPR, malpractice insurance, background clearance, and uniform requirements of the nursing program.

Reference: College Catalog
Credit By Examination Procedure

1. The student should obtain the Nursing Student challenge application from the department secretary.

2. The student must obtain a transcript from the Records office at Los Angeles Harbor College.

3. The completed challenge application with attached transcript printout should be submitted to the department secretary at least 2 months before the beginning of the next semester.

4. The student must meet with a counselor in the college counseling department to determine that all requirements for admission to and graduation from the nursing program will be met.

5. The student must meet with the nursing division director after all necessary documents have been received to determine that all BRN requirements for licensure will be met.

6. The Suspension and Readmission Committee will meet to determine if the candidate has appropriate education and/or experience.

7. The Suspension and Readmission Committee chair or designee will notify the student of the decision of the committee.

8. The course outline, module and/or list of procedures and the criteria for evaluation for each of the courses may be purchased in the college bookstore.

9. Students who meet all the challenge criteria will meet with the challenge course instructors for an examination date and time during the final exam period.

10. A student must pass the challenge examination with a score of 75% or better. The clinical component evaluation will be arranged by the instructor and follow the procedures used for testing generic students in the clinical setting.

11. A student who requests to challenge more than one course must pass on challenge examination before taking the next examination according to the curriculum plan. I.e. sequence of nursing courses.

Revised 11/01, 3/05
General Information
Instructional and Student Services

Counseling and Guidance
Information sessions are held monthly for persons planning to enter the nursing program and for any interested parties. The sessions are conducted by the Division Chairperson, or designee, and a representative from the Counseling department. The Counseling department welcomes students who wish to discuss their vocational and educational plans, college study programs, and any other concerns they may have relating to their academic progress. The Nursing Division reserves the right to mandate satisfactory completion of a remedial program for any student at any time following his/her admission to the Nursing Program.

Faculty and counselors within the nursing program and college are available to confer with the student concerning unforeseen or personal problems which may develop during his/her academic program.

EOP&S
This state-funded program is designed for students who have experienced economic and educational disadvantages and desire to pursue their educational goals on a full-time basis. For more information call 233-4265 or visit their office in SSA 207. Alternately, information may be obtained at www.lahc.edu/eops

Financial Aid
The goal of Financial Aid is to provide access to post-secondary education for those who otherwise would be financially unable to start or continue their schooling. The amount and type of aid offered to each student is determined by federal and state regulation and college policy. Financial Aid information is available to students at http://www.lahc.edu/finaid or by calling the Financial Aid Office at 310-233-4320 or visiting them in SSA 114.

Library
The Baxter Library at LAHC provides books, periodicals, newspapers, reference materials, and electronic and computerized databases that support the college curriculum and students’ pursuit of educational goals. A Librarian is available to assist with basic research and to offer instruction in library use and literature searching. Enrolled students may access the Internet in the library computer lab and there is wireless access anywhere in the library. For additional information call 233-4480 or visit www.lahc.edu/library.

Life Skills Center
The Life Skills Center provides crisis intervention and community referrals to students who may be undergoing a personal crisis. The center also promotes positive mental health for the campus community through offering workshops, skill-building, and classroom speakers on a wide variety of topics. It is located in Café 110 and is staffed by advanced psychology graduate students and supervised by a licensed Clinical Psychologist. Services are available by appointment M-Th 8:00am-8:00pm and Fri 8:00am-4:00pm. Walk-in times are available (see Schedule of Classes). Phone- 233-4586
Nursing Learning Laboratory
The Nursing Learning Laboratory staff offers guidance and assistance in utilizing the facility. The Nursing Learning Lab is intended to assist Nursing students in learning basic and advanced nursing concepts and skills by being available for students for independent study and by providing the following materials:

1. Self instructional materials
2. Rohde Library (funded through the Rohde Family bequest) containing textbooks, reference books and professional journals.
3. Audio-visual training materials
4. Professional magazines and journals
5. Computer laboratory with software
6. Hospital equipment and supplies for skills practice.
7. Simulation lab

Nursing Success Counselor
The nursing program is designed for and constantly adapting to meeting the needs of our increasingly diverse student population. The Nursing Success Counselor assists students by identifying resources and services to address their unique learning style and offers other strategies for success. See Sara Rubio in NUR 137 or 233-4364 or rubiosv@lahc.edu.

Security
The Los Angeles Sherriff's Harbor College Division is located in the PE building. The telephone number is 310-233-4600. In an emergency, call 911.

Student Health Services
The Student Health Center provides health counseling and education, appraisal, treatment and first aid, referral to appropriate public or private agencies, and dissemination of information regarding the availability of health services. Enrolled students pay a student health services fee, unless exempt. The phone number is 310-233-4651.

Transportation and Parking
The student is responsible for his/her own transportation to the college and to clinical sites and other facilities required for educational purposes. The college assumes no responsibility for any loss, including but not limited to theft, property damage, and bodily injury. California vehicle laws and regulations, including those regarding illegal parking, are applicable on campus. Campus parking is by permit only. Students are to familiarize themselves with the parking regulations at the college and at the various off-campus clinical sites.

Tutorial Assistance
It is the responsibility of the student to keep the instructor apprised of problems encountered in attaining objectives/completing assignments.
- The Nursing Division provides faulty tutoring services—see course Instructor
- The Learning Assistance Center provides tutoring through the Vocational Educational Program at no charge to the student.
- Students desiring to earn money by tutoring may do so if they meet the following requirements: 1) full time student carrying 12 units or more; 2) a grade of "B" or better in the classes they wish to tutor; 3) approval from college tutoring program
**Special Accommodations**
Nursing students requiring special accommodations in a course must present official documentation of the types of accommodations required to the nursing faculty in each course for which they wish accommodation.

**Student ID Cards**
All students are required to have a student identification card. It may obtained in the Student Activities Office on the 2nd floor of the Seahawk Center at the completion of registration.

Please see College Catalog and Schedule of Classes for more information on Student Services.
Responsibilities/Standards

It is assumed by the college that students in the Registered Nursing Program will demonstrate professional growth and development and a high level of integrity in both professional and personal conduct and will adhere to HIPPA requirements and to the highest program ethics at all times.

The student:

- Maintains an updated health packet as outlined
- Maintains HIPPA standards at all times and protects patients' privacy and confidentiality.
- Maintains ethical behavior and legal conduct at all times.
- Complies with all attendance and punctuality requirements of the program and the clinical facility.
- Completes assigned tasks in the clinical setting within the allotted time and reports problems to the clinical instructor in a timely manner.
- Establishes and maintains positive personal health and grooming standards, corrects own problems habits. Protects and respects patients' and classmates' health.
- Participates in college student organizations, in Nursing Division committees and in related activities.
- Acknowledges and meets the specific requirements of certain hospitals These include:
  a. Viewing the presentations on Universal Precautions; Tuberculosis transmission; blood borne pathogens, hepatitis, HIV, etc.
  b. Taking and passing the written tests on each of these presentations.
  c. Reading and understanding the HIPPA regulations and passing the test on them.
  d. Possessing clearance on the Criminal Background Check and providing the nursing office and Clinical Instructor of results.
- Notifies the division office with any changes in address (residential and e-mail) and phone number.

Program Costs
For an approximate estimation of program costs, see www.lahc.edu, “nursing”. Click on prospective student information.

Communications
Students who wish to meet with an instructor at times other than scheduled office hours are to make appointments in advance. It is the responsibility of the student to contact the instructor if unable to keep the appointment.

Please do not contact the Nursing Office for:
1. Home telephone numbers of faculty and/or other students. It is the prerogative of the Individual to provide this information to the student if he/she so desires.
2. Information regarding grades, whether weekly or final grades.

Response to Intervention
The student:
- Seeks/implements suggestions from the instructor/health team.
- Responds to constructive criticism appropriately.
- When an error is made, identifies cause(s) of the error and makes specific, measurable plans to prevent any recurrence.
Interpersonal Relations
- Initiates and maintains adaptive working relationships with the patient, the family, and the members of the health care team.
- Communicates positively with others, and demonstrates awareness in interactions with others.
- Modifies behavior to promote effective interactions.
- Works with the health care team to establish a helping relationship with the patient and the family.

Stress Handling
- Performs safely and effectively in stressful and emergency situations.
- Maintains composure.
- Obtains appropriate/necessary assistance.

Responsibility For Own Learning
- Comes to class and clinic prepared and on-time
- Meets evaluative criteria within each modular content in the nursing curriculum.
- Prepares for clinical day by reviewing clinical objectives.
- Verbalizes learning needs and concerns to instructor.
- Seeks new experiences in clinic consistent with abilities.
- Maintains technical competence for all procedures taught in previous courses.
- Utilizes learning lab to improve technical and theoretical skills.

Personal Grooming
The student is expected to abide by the Nursing Division dress code.

Classroom Courtesy
As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on “vibrate” are acceptable, headsets are not.

Recording Devices
State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the instructor or college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Dean of Academic Affairs for approval. For further information, see College Catalog.

Electronic Devices in Clinical Agencies
Pagers, cellular phones, and other electronic devices will not be allowed in clinic unless turned off, out of sight, or specifically approved by the instructor.

Employment
The nursing program demands many hours of study and clinical experience. Students are advised to work no more than twenty hours per week.

Change of name/address/phone/Email
The student is responsible for communicating any of the above changes to the course instructor and Division office.
Nursing Building Information

Students are expected to take an active role in the maintenance and security of the Nursing Building.

- Eating in the building is prohibited except in the Student Lounge and patio area. **Eating or drinking in classrooms is not permitted (except water).**
- Containers or cups used for food or drink are to be put in the trashcans located on the outside at the entrances to the building. Water is the only beverage allowed in the building.
- Smoking in the building is prohibited.
- Doors and windows are not to be left open after leaving the classroom. Should one be left open, please close it.
- Students are responsible for their personal property and are expected to respect the property of others. Backpacks and other belongings are not to be left unattended at any time. Security will be called to inspect any unattended belongings.
- Any student who willfully disobeys the nursing building policy will be asked to leave the premises.

Campus and Nursing Division Policies

LAHC is a drug and alcohol free campus. The unlawful manufacture, dispensation, use of, and possession by students of illegal controlled substances or alcohol is all buildings, property, facilities, service areas, or on District business is strictly prohibited.

Smoking is not permitted in any classroom or clinical facility.

Each student is responsible for keeping apprised of information in the Student Handbook, college catalogue, Schedule of Classes, and all handouts given to students in class.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between students and non-students. Copies of the District Sexual Harassment policy and procedures may be obtained from the college Compliance Officer.

The student is responsible for maintain all Standards of Student Conduct, which can be found in the LAHC Catalog.
Campus Student Activities

The Office of Student Life administers student activities and student government programs. These programs are designed to make the college experience more balanced and more meaningful, taking into consideration the whole student.

Seahawk Center is the Campus Center at LAHC. The Student Activities Office, student government offices, and a student lounge are located on the 2nd floor. Legal services are available through the Student Activities office.

Associated Students
Student activities are financed by money received from the membership of the Associated Students Organization (ASO). Funds are allocated to activities concerned with the health, social and recreational interests, and the general welfare of the student body.
ASO membership costs $10.00 per semester and is voluntary. Benefits include free admission to ASO-sponsored activities, free legal advice, photo ID and library card.

Identification/Library Services Card
All students receive a free ID card which is also their library card. The card is issued for the first semester of attendance and must be retained throughout the student’s enrollment in subsequent semesters. A new sticker is provided each semester to validate current enrollment. Cards are provided on the 2nd floor of the Seahawk Center for all current LAHC students. There is a replacement fee for lost cards.

College Publications
*Harbor Tides* is the college newspaper published as a learning experience under the college Journalism instructional program.

Student Government
Leadership development is the foundation of the student government program. Student government of the college is patterned after the federal system. For further information, see the Student Activities Office.

Student Trustee Election Procedure
The LACCD conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the LACCD Board of Trustees. The candidate must be currently enrolled in a District college with at least 5 units, plan to continue enrollment through the one-year term of office, and have completed a minimum of 12 units. For further information, contact the Office of the President.

College Organizations
There are number of college organizations and activities on campus. Information is available at the Office of Student Activities, SHC 200.

Reference: College Catalog
Nursing Division Student Activities

Within the Division of Nursing, students are involved in a number of extracurricular activities. These include membership and participation in Nursing Division Committees and participation in class activities.

Nursing Division Committees with Nursing Student membership and participation include:

- Curriculum Committee - This committee meets monthly and has a minimum of two student representatives who work with faculty to formulate curriculum policy, to update curriculum and to develop course content.

- Evaluation Committee - This committee meets monthly and has a minimum of two student representatives to implement the program evaluation plan; gather and analyze data; and plan, implement, and evaluate activities in response to identified areas for improvement.

- Scholarship Committee - Faculty and student representatives work together to increase scholarship funds available and to utilize the funds for the benefit of all nursing students.

- Student Forum - This is a forum attended by all nursing students and faculty in which pertinent information from the faculty is disseminated to the students and in which student concerns and issues are discussed. Each semester of students elects representatives to the Forum to speak for their concerns. The president of the Fourth Semester class chairs the “students only” portion of the Forum. During the Forum, students are given the opportunity to meet without faculty present. Student forum meets a minimum of twice per semester and involves the main and extended campus. Attendance at Student Forum is required of all nursing students.

- Student Council - This consists of the Division Chairperson, the two Vice-Chairpersons, the Student Forum President and two student representatives from each of the four semesters. This Council meets twice a semester or more to discuss student issues concerns and events.

- Monthly nursing student newsletter, “The Heartbeat”- written by faculty for the nursing students as a means of communication.

In addition to the above Nursing Division committees, the President of the Senior Class, or a designated Senior Class Representative, is a member of the Los Angeles Harbor College Commencement Committee each year. As such, he/she participates in the planning for graduation.
Scholarship, Loan & Award Information

Nursing Division
Scholarships
Scholarships are awarded to students currently enrolled in the Nursing Program funded by fund in the Nursing Foundation. Students qualify based on GPA, commitment to nursing, leadership, responsibility, and dependability. These awards are presented at the annual Scholarship Ceremony in May.

Scholarship information is available at the Learning Laboratory Counter and may also be posted on the student bulletin board. For further information, contact the Nursing Office for the name of the faculty chairperson of the Scholarship Committee.

Loan Funds
In the Nursing Division, there may be loan funds available which are designated for emergency needs. These loans must be repaid in a timely manner and prior to graduation to prevent penalties. Information regarding these loans may be obtained from the Faculty Scholarship Committee.

Flo's Cookie Jar
Flo's Cookie Jar provides emergency grants-in-aid to pre-licensure RN students facing a one-time need that otherwise would force them to leave school. Developed by a group of experienced nurse leaders and educators, Flo's Cookie Jar is uniquely structured to provide two types of emergency grants-in-aid, not to exceed $2,000. For more information, see http://www.floscookiejar.org/

Nursing Student Awards
Senior graduating nursing students may be granted one of three awards and scholarships recognizing leadership, academic achievement or clinical care given. Each student's name is engraved on a permanent plaque and a monetary award is given to each recipient. Student awardees are nominated by the Senior Class and faculty. The names of the leading nominees are taken to the Nursing Faculty Division meeting for voting and selection of awardees.

College Resources
The College also offers numerous scholarships, awards and financial aid for eligible students. These have several different criteria for qualification. Please see the College Catalogue and contact the Financial Aid Office (http://www.lahc.edu/finaid or 233-4320 or SSA 114) for further information.

Students may also qualify for college academic honors such as President’s Distinguished Honor Award, President’s Award for Outstanding Student Leader, Dean’s Honor List and President’s Honor list. See Collage Catalog for further information.
Preparing for Completion of the Program

Petition for Graduation
Students must complete the required “graduation check” and Petition for Graduation by dates specified in the Schedule of Classes.

NCLEX Applications
An application for the NCLEX-RN is to be submitted to the Board of Registered Nursing at least 6 weeks prior to expected graduation date. Forms and Instructions will be distributed in N 347, Leadership and Management.

Pinning Ceremony
Graduating nursing students traditionally plan a Pinning Ceremony at the end of the 4th semester. The pinning ceremony is a time-honored tradition in nursing programs and it is a ceremony to welcome graduating students into the profession of nursing. It is NOT an official graduation ceremony.
The graduating class works closely with the 4th semester faculty in planning this ceremony. It is suggested that representatives from the senior class contact the one of the 4th semester faculty members at the beginning of the 4th semester. The following guidelines are intended to assist the graduating class with their planning:
- The previous graduating class usually leaves a portfolio detailing their pinning ceremony so that the current class can have general ideas about details and planning.
- It is suggested that committees be formed at the beginning of the semester to work on separate areas of the ceremony (e.g., decorations, invitations, programs, music, slideshow, refreshments etc)
- The faculty must approve the date of the ceremony which should be at or near the time of completion of Preceptorship. Students will be notified of the date as soon as possible.
- Students may select either an on-campus or off-campus site for the ceremony. The 4th semester faculty must approve the site.
- The dress code of the ceremony is white caps and gowns
- Invitations and programs are the responsibility of the senior class. The nursing division has samples from previous classes and must approve any printed material before sending to the printer. It is the responsibility of the class to distribute the invitations.
- In addition to acknowledging nursing faculty and college administrators, the program must acknowledge the LACCD Board of Trustees. The nursing division has a current list of appropriate and necessary people to include (see Appendix)
- The graduating class may hire a photographer for individual and group pictures. Individual and group pictures are generally taken on campus prior to the ceremony
- Graduates may order the LAHC nursing pin. Ordering information will be presented in N 347, Leadership and Management.
- If a slideshow is included in the ceremony, it must be previewed and approved by the 4th semester faculty at least one week prior to the ceremony. Slide show to be limited to 5 minutes or less in duration.
- Keep in mind that parents, grandparents, and children will be in attendance. Content of slide show and speeches to be professional. The use of loud horns and confetti is to be discouraged.
- Speeches that are included in the program must be previewed and approved by the 4th semester faculty at least one week prior to the ceremony
- Fundraising activities are allowed to assist with the cost of the ceremony. Any activities must be approved by the nursing Director, or designee. It is a College policy that no alcohol be present at any event.
- It is expected that both the class and the ceremony exhibit the professionalism of a Registered Nurse

**Sample Program:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Performer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procession of Graduates</td>
<td>Student</td>
</tr>
<tr>
<td>Pledge of Allegiance</td>
<td></td>
</tr>
<tr>
<td>Opening Remarks</td>
<td>Program Director</td>
</tr>
<tr>
<td>Welcoming Remarks</td>
<td>College Administration</td>
</tr>
<tr>
<td>Faculty Speech #1</td>
<td>Students’ choice</td>
</tr>
<tr>
<td>Faculty Speech #2</td>
<td>Students’ choice</td>
</tr>
<tr>
<td>Student Representative Speech</td>
<td>Students’ choice</td>
</tr>
<tr>
<td>Florence Nightingale Pledge</td>
<td>Student</td>
</tr>
<tr>
<td>Pinning of Graduates</td>
<td>Program Director</td>
</tr>
<tr>
<td>Student Achievement Awards</td>
<td>Associate Chairperson</td>
</tr>
<tr>
<td>Slide Show (optional)</td>
<td>Students</td>
</tr>
<tr>
<td>Closing Remarks</td>
<td>Program Director</td>
</tr>
<tr>
<td>Recession of Graduates</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the Pinning Ceremony be limited to 1 to 1 ½ hours.*
Faculty and Staff

DIRECTOR
LYNN YAMAKAWA, RN, MSN

ASSISTANT DIRECTOR
TRICIA WICKERS, RN, MSN

FULLTIME FACULTY:
JENNY ARZAGA, R.N., M.S.N. arzagajb@lahc.edu 310-233-4367
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EVELYN LUM, R.N., M.N. lumec@lahc.edu 310-233-4380
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TRICIA WICKERS, R.N., M.S.N. wickermp@lahc.edu 310-233-4386
LYNN YAMAKAWA, R.N., M.S.N. yamakalm@lahc.edu 310-233-4361

ADJUNCT FACULTY (2011):
LOURDES ANTONIO, R.N., B.S.N.
BEVERLY BERLIN, R.N., B.S.N.
PATRICIA BEUOY, R.N., M.S.N.
BRADLEY BROWN, R.N., B.S.N.
NINA COLLINS, R.N., M.S.N.
ELIZABETH FROES, R.N., M.S.N.
NANCY GIALLOMBARDO, R.N., B.S.N.
MEG MCCORMICK, R.N., M.S.N.
SUSAN MORALES, R.N., B.S.N.
KRISTA YACHACHEK, R.N., M.S.N.

DIVISION STAFF:
SARA RUBIO, Success Counselor rubiosv@lahc.edu 310-233-4364
KAREN PUCHER, R.N., Instructor Assistant pucherks@lahc.edu 310-233-4368
TONI THOMPSON, Senior Office Assistant thompsaw@lahc.edu 310-233-4262
MARTIN GALAGOS, Simulation Tech. gallegm2@lahc.edu 310-233-4378

Nursing Division Fax number- 310-233-4683
**A complete physical examination including laboratory studies is required every two (2) years.**

### Physical Exam

<table>
<thead>
<tr>
<th>General Appearance</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td>Back</td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td>Perla</td>
<td>Retina</td>
</tr>
<tr>
<td>Ears</td>
<td>R</td>
<td>L</td>
</tr>
<tr>
<td>Nose and Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teeth</td>
<td>Gums</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Glands</td>
<td>Thyroid</td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td>Nurse Practitioner</td>
</tr>
</tbody>
</table>

### Family History

- Underline and note relative tuberculosis, diabetes, cancer.
- Underline and note relative nervous breakdown.

### Vaccinations and Tests

- Small Pox
- Tetanus
- Chest X-ray
- Polio

### Serious Illnesses

- Anemia
- Pleurisy
- Asthma
- Pneumonia
- Appendicitis
- Bronchitis
- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles
- Measles

### Underline Disease You Have Had

- Anemia
- Pleurisy
- Asthma
- Pneumonia
- Appendicitis
- Bronchitis
- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

### Health Record

- Vaccinations or Tests: Small Pox, Tetanus, Chest X-ray, Polio

###SERIOUS ILLNESSES:

- Anemia
- Pleurisy
- Asthma
- Pneumonia
- Appendicitis
- Bronchitis
- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

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- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

### OPERATIONS:

- Appendectomy

### LIST YOUR MAJOR INJURIES:

- Appendicitis

### ALLERGIES:

- None

### UNDERLINE DISEASE YOU HAVE HAD:

- Anemia
- Pleurisy
- Asthma
- Pneumonia
- Appendicitis
- Bronchitis
- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

### HEALTH RECORD

- Vaccinations or Tests: Small Pox, Tetanus, Chest X-ray, Polio

###SERIOUS ILLNESSES:

- Anemia
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- Asthma
- Pneumonia
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- Bronchitis
- Chicken Pox
- Diphtheria
- Diabetics
- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

###OPERATIONS:

- Appendectomy

###LIST YOUR MAJOR INJURIES:

- Appendicitis

###ALLERGIES:

- None

###UNDERLINE DISEASE YOU HAVE HAD:

- Anemia
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###HEALTH RECORD

- Vaccinations or Tests: Small Pox, Tetanus, Chest X-ray, Polio

###SERIOUS ILLNESSES:

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- Bronchitis
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- Rheumatic Fever
- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles

###OPERATIONS:

- Appendectomy

###LIST YOUR MAJOR INJURIES:

- Appendicitis

###ALLERGIES:

- None

###UNDERLINE DISEASE YOU HAVE HAD:

- Anemia
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- Ear Problems
- Heart Trouble
- Jaundice
- Kidney Problems
- Laryngitis
- Mumps
- Measles
### Health Screening Form

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Results</th>
<th>Dr. Signature/Address/Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-step Tuberculin Skin Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>#2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest X-ray</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubeola (Measles)*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Titer/Vaccine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox)*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Titer/Vaccine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Titer/Vaccine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis A (Vaccine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td>#1</td>
<td>#2</td>
</tr>
<tr>
<td>(Titer/Vaccine)</td>
<td></td>
<td>#3</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Titer/Vaccine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal Flu vaccine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1N1 flu vaccine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (Documented receipt of three doses OR seropositivity to all three polio types.) (Inactivated polio vaccine if required.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria/Tetanus (Series of two, one month apart. Booster in one year, then repeat in ten years. If you had series as a child, need booster).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBC / Hgb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinalysis</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF TITER IS NEGATIVE, A VACCINE WILL BE REQUIRED, THEN A REPEAT TITRE AS DESIGNATED PER PROTOCOL.**

**COPIES OF ALL LABORATORY REPORTS MUST BE SUBMITTED.**
Los Angeles Harbor College
Nursing Program
Compliance with Affiliating Clinical Agencies Immune Status and Blood borne Infection – OSHA (Guidelines Policies)

All nursing students and instructors assigned to clinical agencies must comply with the following requirements prior to patient contact. Individual students’ health records pertaining to immune status must be available for audit by agency’s Employee Health/Epidemiology department on demand. Verification of the following must be submitted:

1. Absence of tuberculosis by providing evidence of 2-step PPD screening within the last twelve (12) months and/or chest X-ray within the last thirty-six months

2. Immunity to rubella, rubeola, varicella zoster, polio and mumps through the submission of results of serological testing (positive titers per CDC guidelines). If found susceptible, the individual must be immunized and show proof of immunization and demonstrate immunity through follow-up serological testing at prescribed time period.

3. Immunity to Hepatitis “B” virus through the submission of serological testing. If found susceptible to Hepatitis “B”, the individual must be immunized and show proof of immunization and demonstrate immunity through follow-up serological testing at prescribed time period. If immunization is declined or incomplete, the individual must sign the lower portion of this form titled “Declination-Release of Responsibility” form.

4. Immunity to influenza and H1N1 virus through submission of evidence of the flu vaccine each season.

I have read the above information and understand that I may not go to the clinical area prior to fulfillment of the above requirements. Absence from the clinical area because of non-compliance will be treated as any other course absence.

Name_____________________________________________ Student ID #___________________________

Please type or print

Address______________________________________________________________________________________

Signature________________________________________________________Date________________________

Los Angeles Harbor College
Nursing Program

Declination Form – Release of Responsibility

I understand that due to my occupational exposure to blood or other potentially infectious material, I am at risk of acquiring Hepatitis “B” virus (HBV) infections. I have been informed of the requirement to have a Hepatitis “B” titer done and, if found susceptible to Hepatitis “B” to be vaccinated with the Hepatitis “B” vaccine to establish immunity. I decline Hepatitis “B” vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis “B” a serious disease. I agree to hold harmless the Los Angeles Community College District and its employees, all contracting agencies (hospitals, clinics, home health facilities and any other outside facility utilized for required clinical experiences) and their agents and representatives, from any and all liability and damage which may arise from my exposure to Hepatitis “B” virus.

Name_____________________________________________ Student ID #___________________________

Please type or print

Address______________________________________________________________________________________

Signature________________________________________________________Date________________________
REQUEST FOR A LETTER OF REFERENCE / RECOMMENDATION
FROM A NURSING FACULTY MEMBER

Date of Request _________________________ Instructor _________________________

Student Name __________________________ Telephone _________________________

Student Address __________________________________________________________

Date Letter Needed ________________________

Letter to be mailed to student ________; picked up from Health Sciences Office ________; mailed directly to facility ________.

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

Theory: ________________________________________________________________

Clinical: ________________________________________________________________

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

Name _________________________________________________________________

Title _________________________________________________________________

Facility _______________________________________________________________

Address _______________________________________________________________

**No “To Whom it May Concern” letters are written

Purpose of the letter (employment, scholarship, etc). ____________________________

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

________________________________________________________________________

________________________________________________________________________

Please be certain that you personally contact the instructor prior to submitting this form for completion.

Signature of Student Requesting _____________________________________________

Date ________________________________________________________________
Board of Trustees

Steve Veres, President
Tina Park, First Vice-President
Nancy Pearlman, Second Vice-President
Kelly Candaele
Mona Field
Miguel Santiago
Scott J. Svonkin
Daniel Campos, Student Trustee

District Administration

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajayon, Chancellor for Economic and Workforce Development
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Executive Director, Facilities, Planning and Development
BRN FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING PRIOR CONVICTIONS AND DISCIPLINARY ACTION

1. What convictions or license discipline must be reported on the application?
All convictions must be reported, except for minor traffic violations. Both misdemeanor and felony convictions must be reported, and “driving under the influence” must be reported. Convictions must be reported even if they have been expunged under Penal Code Section 1203.4. Also, offenses must be reported even if the applicant has successfully completed a diversion program under the Penal or Article 5 of the Vehicle Code. All prior or current disciplinary action against a healthcare related license must be reported, whether it occurred in California or in another state or territory.

2. Can a person obtain a license as a registered nurse if they have a misdemeanor or felony conviction on their record?
The BRN reviews all prior convictions substantially related to the qualifications, functions or duties of a registered nurse. Each application is evaluated on a case by case basis. (Please refer to the Policy Statement on Denial of Licensure.) The BRN considers the nature, severity, and recency of the offense(s), as well as rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

3. Is there any specific conviction that will automatically disqualify an applicant from receiving a license?
No. There is not any one specific type of conviction that will disqualify an applicant. Again, the Board must review, on a case by case basis, all convictions and supporting documentation to determine if an application will be approved or denied.

4. Do I have to report charges if I completed a court diversion program and charges were dismissed?
Yes. Offenses must be reported to the Board even if a court diversion program has been completed. (Business and Professions Code section 492).

5. What type of documentation do I need to submit in support of my application if I have a prior conviction or license discipline?
In addition to the documents required for licensure, the BRN will require:

- Certified official court document(s) and arrest report(s) relative to your conviction(s), showing the date(s) and circumstance(s) surrounding your arrest/conviction(s), sections of the law violated, and disposition of the case.
- Copy of documents relative to any disciplinary action taken against any license as an RN or any healthcare related license or certificate, if applicable.
- A detailed description of the circumstances surrounding your conviction(s) or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of your conviction(s) or disciplinary action which would enable you to avoid future occurrences. It would be helpful to include factors in your life which you feel may have contributed to your conviction(s) or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.
- The burden of proof lies with the applicant to demonstrate evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:
  - If applicable to your conviction(s) or license discipline(s), documented evidence of professional treatment and counseling you may have completed. Please provide discharge summary, if available.
Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.

- Proof of community work, schooling, and/or self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

6. Can I receive an Interim Permit if my application is under review because of convictions?
No. If your application is referred to the Enforcement Program for review, you will not be allowed to receive an Interim Permit until the review has been completed, and a final decision has been made regarding your application.

7. How long will it take to review the information that I submit with my application?
The normal processing time is approximately 4 to 6 weeks. This assumes that all requested information for licensure and for the Enforcement Program has been received.

8. I am licensed in another state and want to receive my temporary license ASAP. Can I obtain a temporary license by coming to the Board's office if I have prior conviction(s) or out of state disciplinary action on my record?
No. Temporary licenses are not issued until all conviction, discipline, rehabilitation, and other evidence is fully evaluated.

9. How can I help facilitate how quickly my prior conviction or license discipline is reviewed?
The BRN strongly encourages all individuals with a conviction or discipline history to be fully prepared with information regarding their background, as specified in the policy statement on denial of licensure and the BRN application for licensure. Otherwise, your request for a license will experience a delay.

10. How do I appeal the denial of my application for licensure?
You have the right to appeal the license denial, and to have an administrative hearing, under the provisions of Section 485(b) of the Business and Professions Code. You must submit the appeal in writing to the Board office within 60 days from the service of the notice of denial. If you do not submit an appeal in writing to the Board, you will automatically waive your right to a hearing, and your application will be deemed denied.

Should you appeal, and the denial is upheld, the earliest date to reapply is one year from the date of service of the notice of denial.

12. What will happen if I choose not to appeal the application denial?
If you select not to appeal the application denial, you will be allowed to reapply for licensure one year from the date of the service of the notice of denial.

2011 State of California

http://www.rn.ca.gov/applicants/lic-faqs.shtml#disc