

**FRESNO CITY COLLEGE**

**REGISTERED NURSING PROGRAM**

**ASSOCIATE IN SCIENCE DEGREE**



**Summer/Fall 2016**

**FRESNO CITY COLLEGE  
REGISTERED NURSING PROGRAM  
Summer/Fall 2016**

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### NOTATIONS

The content of this handbook may be subject to change throughout the program

***NOTE: All courses- both nursing and non-nursing of the RN program package must be completed with a minimum grade of C (76%).***

THIS INSTITUTION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, HANDICAP OR RELIGION.

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## **INTRODUCTION**

Welcome to the Fresno City College Nursing Program. This student handbook is a supplement to the Fresno City College catalog.

The purpose of the handbook is to provide information specifically related to the nursing program. As new policies relating to nursing student activities are formulated, they will be added to the handbook. It is important that you keep this book as a reference throughout the program.

The faculty wishes you success in this important venture in nursing education.

### **PURPOSE OF THE PROGRAM**

Fresno City College offers an associate degree program in registered nursing with classes beginning each January and August.

**Upon successful completion of the program and the college graduation requirements, the student will be:**

### **AWARDED AN ASSOCIATE IN SCIENCE DEGREE.**

The student is eligible to apply for admission to the State Board examination for licensure to practice nursing as a registered nurse.

(Note: The program is accredited by the California Board of Registered Nursing only and does not guarantee specific military status in the U.S. armed services.)

## **PROGRAM OBJECTIVES**

Threads: Nurses as Providers of Care

Using the Nursing Process, the graduate of the FCC Nursing Program will function as:

**Caregiver:** Provide competent care and comfort to clients of all ages with special consideration for developmental, bio-psychosocial, and cultural/spiritual needs while maintaining a safe environment.

**Decision Maker:** Utilize critical thinking skills to analyze client condition, formulate and synthesize a plan of care, coordinate the application of care, evaluate the effectiveness of care and modify care for optimal outcomes.

**Communicator:** Demonstrate the purposeful use of therapeutic communication techniques, including non-verbal, verbal, and written, in all interactions with clients and members of the health care team.

**Professional:** Operate within the scope of Registered Nursing practice, apply the principles of personal and professional ethics in the delivery of nursing care, and the pursuit of life-long learning. Perform as provider of care through the application of research-based and theoretical knowledge.

**Advocate:** Promote optimal client outcomes with special consideration of cultural and spiritual preferences.

**Teacher:** Provide health teaching so optimum levels of client functioning can be achieved.

**Manager/Leader:** Coordinate, delegate, collaborate, and evaluate the care of clients and the performance of health care team members. (Rev. 11/1/11)



# **PHILOSOPHY**

The Fresno City College's Registered Nursing Program believes in the overall philosophy and objectives of the State Center Community College District. Being an integral part of the community college, the nursing program serves the educational needs of individuals within its sphere. The nursing program provides graduates capable of working in structured health care facilities and in various community settings.

## **Person/Client**

The concept of person/client includes individuals, families, groups and communities. *Client* refers to an individual, his/her support groups, and/or to any group participating in and/or receiving nursing care. Each client is characterized by dynamic components that are physiological, psychological, cultural, ethnic, developmental, and spiritual. All of these areas interact by influencing the client's response to internal and external needs. The client has a right to self-determination in meeting his/her needs. Each client is worthy of respect and concern.

## **Environment**

The environment has internal and external components, which are constantly changing. The internal environment consists of cognitive, developmental, physiological and psychological processes, while the external environment consists of the physical and social world. The dynamics of the internal and external environments constantly affect the client's ability to adapt and to maintain homeostasis.

## **Health**

Health is regarded as a state of equilibrium on a wellness-to-illness continuum. Individual health practices impact the value and meaning of health as determined by culture and society. Wellness is identified as successful management of multiple stresses from internal and external environments. Illness results when the bio-psycho-social system is disrupted. The person/client's ability to cope with illness is influenced by how successfully he/she is able to adapt within the health care environment. The perception of wellness to illness is a highly individualized process, which is influenced by the client's health beliefs and health behaviors.

## **Nursing**

Nursing is an interactive process that applies problem-solving interventions to meet the needs of the person/client. Nursing facilitates the wellness-illness continuum supporting opportunities for the person/client to achieve his/her optimal health/wellness. Nursing's purpose is to assist the person/client in maintaining health, preventing or minimizing disease and disability, rehabilitating and restoring wellness, and providing comfort and dignity in death. The nursing process is used to assess and identify patient problems, to assign nursing diagnoses with reasonable outcomes, to plan care systematically, to implement care and to evaluate the results of that care.

## **Education**

Education is a process involving active participation of both the student and the instructor. Nursing education blends the science and the art of nursing as well as integrating concepts from support courses and the prerequisite courses required. Education is facilitated by communication between the faculty and students in the traditional and technologically enhanced learning environment. The theoretical framework is based on the nursing process meeting the person/client's physiological, psychological, cultural/ethnic, social, developmental and spiritual needs.

Nursing education occurs at various levels within institutions of higher learning and involves the student, faculty and environment in a dynamic process. It is a complex collaborative process that includes the teaching-learning of theoretical concepts, clinical skills and attitudes that prepares graduates for competent practice. Nursing education progresses from simple (basic) to complex and from normal to abnormal. The complexity of a concept can be reflected both in breadth and depth. Associate degree nursing education represents the entry level of professional nursing.

Students possess unique individual qualities that reflect their backgrounds, goals, and learning styles. The Fresno City College students are characterized by their unique cultural and ethnic diversity. In addition, differences in age, life experiences, support systems, education, and economic resources influence the students' learning process. Students are empowered to be self-motivated, independent critical thinkers who accept personal accountability and responsibility in the learning process. Students will learn best when learning goals are perceived as immediately useful and realistic as well as important and relevant to a person's personal, professional and career needs.

Nursing and College wide support services exist to meet individual needs of the student. These include health services and counseling, library and learning resource center, nursing skills lab for individualized tutoring and mentoring, student clubs and activities, learning disability specialists, childcare center, job placement, and financial aid.

Faculty members share the belief that learning occurs best in an atmosphere of mutual respect in which there is an appreciation for and consideration of different learning styles. Faculty recognizes the varied backgrounds and experiences that each student contributes to the learning environment. Individual learning styles and needs are considered when designing learning experiences to maximize the success potential of each student. Faculty functions as educators, facilitators, resource persons, mentors, coaches, and role models to create and maintain a positive learning environment.

### **Students**

Students possess unique individual qualities. Students are encouraged to become self-motivated, independent critical thinkers who accept personal accountability and responsibility in the learning process. Cognitive skills essential to the learning process in nursing education include analysis, synthesis, and the ability to transfer learning. The learning process of nursing students is augmented by the application of other academic disciplines of the college. The program is open to all individuals regardless of ethnicity, gender, religious preference or age who have met admission standards.

### **Nursing Faculty Members**

Nursing faculty members are committed to the goal of graduating individuals who will function safely and efficiently as registered nurses in the health care community. The faculty possesses competent theoretical knowledge and clinical skills. They facilitate learning by directing, providing opportunity, and assisting students with the acquisition of knowledge and the mastery of clinical skills. Faculty members respect the differences unique to each student's ethnic, cultural, spiritual, and learning needs.

## **CONCEPTUAL FRAMEWORK**

The Fresno City College Registered Nursing Program is based on the functions of the Registered Nurse as the provider of care. The program prepares Associate Degree Nursing graduates to function as safe entry-level acute care practitioners. The philosophy's definitions of person/client, environment, health, nursing, education, students, and faculty members are incorporated into the conceptual framework and curriculum. The conceptual framework is the basis for the curriculum and the learning experiences at the college and clinical sites in the community.

The client, as defined in the program philosophy, is the primary focus of care. As such, the client needs to be included in the decision-making process.

The nursing faculty believes that nursing students learn best when concepts are introduced from simple to complex. Consequently, the curriculum is built on previously learned concepts from prerequisite courses and previous nursing courses. By the end of the 4 program, the entry-level Registered Nurse from Fresno City College is prepared to provide care to clients with complex health problems in the acute care setting.

The registered nurse, as the provider of care, assumes the roles of caregiver, decision maker, communicator, professional, advocate, teacher, and manager/leader. Adherence to and promotion of nursing standards of practice are requisites for providing quality care.

- Caregiver: The ADN graduate is responsible for providing care and comfort to clients. The caregiver considers development, bio-psychosocial, and cultural/spiritual needs. It is the responsibility of the caregiver to provide a safe environment.
- Decision Maker: The nursing process provides the framework for the application of critical thinking. Critical thinking in nursing involves purposeful inquiry and reasoning to make judgments and decisions for optimal client outcomes. Through critical thinking, utilizing the nursing process, the goals of client health promotion, restoration, and rehabilitation are pursued. The client's condition is analyzed through assessment. Nursing diagnoses are then formulated and a plan of care is developed. The ADN graduate coordinates the health care team to ensure implementation of nursing interventions and evaluates if those interventions provided optimal outcomes.
- Communication: The ADN graduate uses therapeutic verbal, non-verbal, and written communication when interacting with the health care team, clients, and their families.
- Professional: Professional nursing includes the application of personal and professional ethics and legal conduct when implementing client care requiring collaboration when making decisions for optimal client outcomes. The Registered Nurse assumes responsibility and accountability to project a positive image of nursing. ADNs must be life-long learners to advance their own nursing practice and the nursing profession. The nursing faculty believes the entry-level ADN functions as a generalist in the acute care and community setting.
- Advocate: Clients and their families rely on the registered nurse to be their advocate. Registered nurses must consider client cultural and spiritual beliefs when serving as an advocate.
- Teacher: The ADN graduate serves as a teacher in the acute care and community settings. Only through optimal teaching can clients achieve a healthier life style.
- Manager/Leader: The ADN graduate functions as a coordinator, delegator, and collaborator of the health care team.

Reference:

American Nurses' Association. (2008). *Nursing: Scope and Standards of Practice, 2008 Edition*, Silver Springs, MD: Nursebooks.org.

## **CODE OF ETHICS FOR NURSES**

Go to <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html> to see the ANA 2015 Code of Ethics

## **CURRICULUM FOUNDATION**

The Foundation of our curriculum is based on the California Code of Regulations, title 16, Section 1426(3) (d), (e).

- (a) Theory and clinical practice shall be concurrent in the following nursing areas: medical-surgical, maternal/child, mental health, psychiatric nursing and geriatrics. Instruction will be given, but not limited to, the following: personal hygiene, human sexuality, client abuse, cultural diversity, nutrition (including therapeutic aspects), pharmacology, legal, social and ethical aspects of nursing, nursing leadership and management.
- (b) The following shall be integrated throughout the entire nursing curriculum:
  - (1) Nursing process;
  - (2) Basic intervention skills in preventive, remedial, supportive and rehabilitative nursing;
  - (3) Physical, behavioral and social aspects of human development from birth through all age levels;
  - (4) The knowledge and skills required to develop collegial relationships with health care providers from other disciplines;
  - (5) Communication skills including principles of verbal, written and group communications;
  - (6) Natural sciences including human anatomy, physiology and microbiology; and
  - (7) Related behavioral and social sciences with emphasis on societal and cultural patterns, human development, and behavior relevant to health-illness.

## **CURRICULUM PATTERN**

The nursing curriculum is a correlated program of general education, related science and nursing courses. Clinical experience is obtained in local hospitals and other community health agencies.

### **REGISTERED NURSING CURRICULUM ROTATION**

<b>Program Requirements</b>	<b>General Education Requirements</b>
Biology 20 (Anatomy) and Biology 22 (Physiology) Chemistry 3A (Intro to General Chemistry) Psychology 2 (General Psychology) Sociology 1A (Introduction to Sociology) English 1A Math 103 Biology 31 (Microbiology) TEAS V	Physical Education Activity (2 classes) Political Science 2 (American Government) <b>or</b> Political Science 10 (American Institutions) Humanities Elective Reading and Writing proficiency Speech 1 or 2 or 8
<b>First Year RN Program* (Times Subject to Change)</b>	
<u>First Semester/ 18 Weeks</u>	
RN 31 Foundations & Introduction To Medical Surgical Nursing (Nsg) Theory	
RN 32 Foundations & Intro to Med-Surg Nsg Clinical	RN 105 Medical Math (Recommended)
RN 32A Foundations & Intro to Med-Surg Nsg Skills	RN 107 Nursing Process (Recommended)
RN 33 Transcultural Healthcare	RN 202 Success Strategies for RN Students (Recomm.)
RN 35A Pharmacology A: Introduction to Pharmacology	
<u>Second Semester/ 18 Weeks</u>	
RN 35B Pharmacology B : Nursing Pharmacological Applications	
RN 41 Nsg Care of the Adult with Common Health Problems Theory	
RN 42 Nsg Care of the Adult with Common Health Problems Clinical	
RN 42A Nsg Care of the Adult with Common Health Problems Skills	
RN 45 Nsg Care of the Childbearing Family	
RN 46 Nsg Care of the Childbearing Family Clinical	
<b>Second Year RN Program * (Times Subject to Change)</b>	
<u>Third Semester/ 18 Weeks</u>	
RN 51 Nsg Care of the Adult with Complex Health Problems Theory	
RN 52 Nsg Care of the Adult and Older Adult with Complex Health Problems Clinical	
RN 52A Nsg Care of the Adult and Older Adult with Complex Health Problems Skills	
RN 53 Nsg Care of the Older Adult Theory	
RN 55 Nsg Care of Infants and Children	
RN 56 Nsg Care of Infants and Children Clinical	
<u>Fourth Semester/ 18 Weeks</u>	
RN 61 Nsg Care of the Critically Ill Adult and Coordinator of Care Theory	
RN 62 Nsg Care of the Critically Ill Adult and Coordinator of Care Clinical	
RN 62A Nsg Care of the Critically Ill Adult and Coordinator of Care Skills	
RN 65 Nsg Care of the Client with Behavioral and Emotional Disorders Theory	
RN 66 Nsg Care of the Client with Behavioral and Emotional Disorders Clinical	
RN 201 NCLEX-RN Review (optional)	

RN 19 Work Experience is an elective.

## LVN TO RN ARTICULATION CURRICULUM ROTATION

### (10) Weeks Prior to Semester

RN 101 Transition to FCC Registered Nsg Program Theory

RN 102 Transition to FCC Registered Nsg Program Skills

**Third and Fourth Semester Courses – Same as for Registered Nursing**

Rev. 5/15

## RESPONSIBILITIES OF STUDENTS

### REGISTRATION

All of your nursing classes are controlled registration. The nursing department controls the registration and reserves places in the class for all nursing students, throughout the entire program. It is the responsibility of the student to acquire the schedules from the nursing office or from the class schedule.

**The student can register at anytime before the semester begins. Only registered students will be allowed to attend classes (including clinical classes).**

### PROGRAM EXPENSES (Estimated expenses during the two-year RN Program)

Approximate Costs:	
Registration Fees- \$46.00 per unit (with no cap)	\$2,093.00
Health examination and related Immunizations and Titers approximately	750.00
Background Check & Immunization Tracking	120.00
Student uniforms and accessories	250.00
Parking - \$22.50 each semester	90.00
Health fee - \$22.50 each semester	90.00
Books and supplies	3831.25
Skills lab bags	125.00
HESI (supplemental course testing – total cost)	<u>516.00</u>
	\$7818.25

All of the above costs are the responsibility of the student. (Rev. 05/16)

### TRANSPORTATION

All transportation arrangements are the responsibility of the student. The **student must submit current automobile insurance** if they are using a car for transportation to and from school and/or any clinical or nursing related school activities/work (*See Appendix I*)

### CURRENT ADDRESS

Each student must keep his/her current address and telephone number on file with the Nursing Education office. This information will be kept confidential unless the student requests otherwise.

## BEFORE YOU GET STARTED

- Plan to reorganize your schedule. Obtain a planner, calendar or other device to keep track of your new schedule and personal responsibilities.
- Plan for school to be your new “full-time” job. You should anticipate classes and study to take 40-60 hours per week. If you are able, try not to work; or, reduce your outside work to less than 20 hours per week.
- Purchase course materials before classes begin. You will need the most current edition of all textbooks. Older editions are not acceptable and may be missing vital information, like the accompanying CD-ROM for assignments and studying.
- Discuss your needs and goals with your family; your changes will affect them as well.
- Find childcare and multiple back-ups for unexpected events.
- Consider investing in a computer with programs to make your papers and presentations professional. You will also need to access the Internet to complete required assignments in each course. Computer familiarity is a requirement of FCC and the nursing program.
- Check WebAdvisor frequently for your schedule and note any changes.
- Check the Blackboard system after you have registered to obtain your syllabus and directions for the first day of class.
- There are many scholarships available through financial aid and the health profession institute, [www.healthprofessions.ca.gov](http://www.healthprofessions.ca.gov). FCC also offers scholarships for nursing students and applications can be completed online, beginning in January; on the FCC website,, [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu). Deadline for completion is in March each year. The nursing office, counselors, and nursing skills lab have additional scholarship information. Apply for many scholarships to support your education and reduce your workload outside the program.
- If you need extra units to be a full-time student for financial aid, take courses that will be less stressful, have a physical activity, or can be used toward getting your BSN at a later date.

## DURING THE PROGRAM: Strategies for Success

- Keep up with your assignments and avoid cramming. It is easier to stay current than try to catch up. The nursing program builds on previous learning, so you will benefit by regular, planned studying over last minute cramming.
- Study every day at your most alert time. Schedule your study, just like a set class schedule.
- Be on time for all of your classes. Be prepared with assignments read and homework completed.
- Be early for clinical. You should be in your complete uniform, with all of your supplies, assignments completed, and ready to begin patient care on time. Be alert to your surroundings and patient care needs at all times. You are caring for a person who is depending on your expertise and efficiency.
- Aim for an A! You are more likely to succeed in the program and the benefits will have long lasting effects.
- Use your HESI resources to support your learning. There are tutorials, practice tests and assessments, as well as, the assigned skills modules and proctored exams. The texts or e-book references are a quality review of the content you will be required to know as a professional nurse. Refer to the HESI program regularly.
- Become competent in navigating the other computer-based resources, like Blackboard, MyNursingLab, and HESI. There are many resources embedded in those programs to assist you with your learning. Utilize them.

- The faculty wants you to succeed and is available to support you. Find out your instructor's office hours, and take advantage of their time and expertise. Review your tests, and ask questions. If you are having problems, seek out your instructors early.
- Use the computer lab resources in the Health Sciences building. Course content, skills resources, tutorials, NCLEX-RN prep programs have been installed for your benefit.
- Take advantage of the skills lab resources. There are textbooks, equipment, tutors, and practice times available to you. Check the postings for open skills lab hours, or make an appointment with the nursing skills lab assistant for help with your needs.
- Consider being a part of a study group. You may benefit by the discussion and the preparation. Form your study group early. Study groups have been a predictor of successful course, and program completion.
- Support each other. Practice the art of kindness and compassion with those you come in contact with in the nursing profession. We are just a small part of the community at large, in which you will be demonstrating both the art and science of this noble profession.
- Join the Student Nurses Association (SNA) and learn more about the nursing profession; and, you network, and provide community service. Students supporting students has proven to be an effective success technique.
- Take care of yourself! Plan to get enough rest, and have some fun along the way. Including physical activity into your routine will help with the stress, and potential weight gain some have experienced.
- Remember this is a two-year journey. You will develop and build upon your knowledge and skills each day. Make the most of each day, for our learning, yourself, and your friends and family. This is not about the grade this is about your learning to care for those who are ill or need your nursing expertise.

## NURSING PROGRAM RESOURCES

One of the Nursing Program's educational goals is to help ensure student success. There are several ways that this is accomplished.

- Contact your instructor about any assistance, aid, or study strategies that may be useful to employ. The instructor will have information on study and test taking strategies, Internet resources, NCLEX-RN review materials, and program or campus resources that may benefit you. It is important, if you are having trouble with the course, that you keep in contact with the instructor, and utilize the tutoring, or other resources available to you. Although it is the instructor's responsibility to contact the student if they are failing, it is also the student's responsibility to contact the instructor for assistance.
- A "Student Assistance Referral" program has been established to facilitate communication, and support for students. Any student who receives a grade of 76% or below is required to make contact with their instructor within a week of the posted grade to discuss strategies for improvement and success. A Student Assistance Referral Form (SARF) must be completed and signed by both the instructor and student within a week of the posted grade. Forms are available as hard copy or electronic, per the instructor's preference. **It is the student's responsibility to be in contact with the instructor regarding progress in each course.**
- There are four elective courses that are highly recommended for students success; 1) Medication Math; 2) Nursing Process; 3) Success Strategies for RN Students (for first semester students); and, 4) NCLEX Review (for fourth semester students). These courses will supplement, and enhance your learning and progress in the curriculum. The NCLEX review course is important for LVN to RN students, who will need to review their maternity and pediatrics at the RN level.



- There are many NCLEX-RN review resources available to you. There are NCLEX-RN review books in the skills lab, as well as NCLEX-RN test prep modules installed on the computers.
- Contact the nursing skills lab assistant for any skills that are presenting a problem. Please check hours of operation and utilize the opportunity of individual instruction. There are many resources available to assist you.
- Tutoring is available each week. If you are receiving a 76% or lower on any theory test, or struggling with math concepts, please take advantage of the tutoring services. The tutor schedules will be posted in the nursing skills lab, or you can check at the nursing office.
- The FCC Tutorial Center has “Student Learning Support Services” available for your. You can find out more about their resources at the [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu) home page, “For Students” dropdown link, then “Tutorial Center.” The tutorial center offers: online tutoring, extending the classroom (ETC), writing and reading support, and more. Check it out.

## ADMINISTRATION

- Faculty, staff, and administrators have office hours. Take advantage of faculty availability to promote your success. Call and make an appointment if you are unable to meet during office hours. The Director of Nursing is also available as a resource to you.
- See your health science (APA) counselor at least once a semester to make sure you are on the right track with your courses and future plans.
- There is a “Chain of Command” in the nursing program. If you have issues with the course, discuss them with the instructor of record first, then, the Director of Nursing, The Dean of Health Sciences; and, if necessary, either the Dean of Instruction or Dean of Students. It is not in your best interest to bypass the Chain of Command.

## Health Education Systems, Inc. (HESI) Testing Package

The HESI Testing Package includes proctored specialty exams, access codes for the HESI Case Studies and Practice Tests, and Mosby's Nursing Video Skills, and the Computerized Adaptive Test (CAT) NCLEX prep. The case studies, practice tests, and the skills videos are all housed in "online courses" on Evolve. These are used to develop the student's critical thinking as they prepare for their proctored exams. The cost of the entire package will be required at the beginning of the program and students will be provided with a link to make the needed payments. The estimated cost is \$516.25 at the start of the program.

(Rev. 05/16)

## REQUIRED DOCUMENTATION

The required documentation must be provided to the Nursing Department Secretary prior to attendance in any nursing classes, and electronically submitted to the American Databank online tracker. In addition, on or before the first day of clinical assignments, the student **MUST** present to the instructor a **COPY** of measles, mumps, rubella, chicken pox/varicella, Hepatitis B, Healthcare Provider CPR, TB skin test (negative in the last 6 months) or clearance (within the last 12 months), health clearance, and proof of background check/LifeScan, **ALL CURRENT** for **the entire rotation**. An updated copy of the TB and CPR must be provided to the online tracker before it becomes expired. There is **NO** flexibility on this requirement. All instructors are required to send the student home until all documentation is received.

Each entering nursing student must keep original records of all immunizations, CPR, health clearance, background check, and vehicle authorization forms in preparation to submit to **each** clinical instructor throughout the nursing program. An updated copy of the TB and CPR must be provided to the online tracker with each update. Students must sign a release of information form for the instructor to have this information. The hospitals require evidence of the above record in order for you to have your academic clinical experience in their institutions.

You must carry your skills lab check off book with you to present to the hospital upon request and for the instructor to sign off when you perform skills in the clinical area. The instructor may send you back to the skills lab if you do not demonstrate proficiency in the skills required from previous classes and this new class. (Rev. 9/12)

## IMMUNIZATION

Hepatitis B can be prevented with the Hepatitis B vaccine, which is offered by physicians or family medical clinics. The student must submit documentation or immunization to Hepatitis B (series of three doses) or documentation of titer or signed declination. The series must be completed before entering the second rotation of the student's second semester. (*Timetable: Injection #1 –one month – injection #2 - five months- injection #3*). Some institutions may require Hepatitis A immunization as well.

The student must show proof of immunity to: Rubella (positive titer or 1 documented dose), Rubeola (positive titer or 2 documented doses), Mumps (positive titer or 1 documented dose), and Varicella (positive titer or 2 documented doses), TDAP, and the Flu vaccine.

The Flu shot and TDAP are vaccinations being requested by some of our partnering hospitals. The TDAP protects against diphtheria, tetanus, and pertussis (whooping cough). If you, as the student, do not wish to have these vaccinations, then you must sign a letter of declination. If you decline the Flu vaccine the hospital may require you to wear a mask while taking care of patients or you may not be allowed to provide patient care.

## TB SKIN TEST

**It is mandatory for you to have a TB skin test every six months while you are in the nursing program. The results of that test must be provided to the Nursing Department and to each clinical instructor**

### T.B. CLEARANCE FOR NURSING STUDENTS WHO ARE POSITIVE REACTORS

#### Purpose

To determine that a nursing student is free from T.B. upon entry into the Nursing Program.

#### Policy

1. Students entering the Nursing Program, who have a history of a positive T.B. skin test with documentation and have been treated with INH, may be cleared by history.

2. Students who have a history of a positive T.B. skin test and do not have proper documentation or have not have been treated with INH must have proof of a negative chest x-ray within the last year. Thereafter these students can also be cleared by history.
3. Clearance by history shall take place every 6 months by the FCC college nurse using the following procedures. **(Please be aware that some hospitals will not accept a clearance by history and only a yearly chest x-ray will be allowed for clearance.)**

#### Procedures

1. Check documentation to determine if the person will need to have a chest x-ray or may be cleared by history.
2. Documentation is adequate and student treated with INH:
  - A. Fill out T.B. surveillance form and have the college nurse sign and date the bottom portion. (See form in appendix)
  - B. Have student fill out pink TB form and write across the top, cleared by history, the college nurse will date and sign the form.
  - C. Explain that this procedure must be completed every 6 months.
3. If documentation is not adequate or student has not been treated with INH:
  - A. Explain need for a chest x-ray within last year.
  - B. Once chest x-ray is obtained, clear by history as above.
  - C. The student can now be cleared by history every 6 months without additional x-rays.

## HEALTH EXAMINATION FORM

All nursing students are required to have a physical examination by a medical provider; MD, NP, PA. The medical provider is attesting to the fact that the student is capable of carrying out the duties of an R.N. as specified in this handbook as **Essential Job Functions of a Registered Nurse**. In addition, the medical provider is documenting that the student is free of any diseases, physical or mental limitations that would impair the student, be harmful to those around them, or make it unlikely for them to provide safe effective nursing care to the patients under their care. The student should not be under the influence of any controlled or uncontrolled substances. The Nursing Department will provide the examination forms that must be completed by the healthcare provider. **The Nursing Department accepts this form only**, which is handed out during the mandatory orientation. (Rev. 3/15/12)

## CPR

**Prior** to beginning the Registered Nursing Program and throughout the program, you are required to have a valid CPR Card. Classes to earn this card are available through Fresno City College Training Institute, American Ambulance, American Red Cross, and Valley Children's Hospital. Acceptable certification is a valid **Healthcare Provider CPR card** and must have the American Heart Association or American Red Cross logo on the CPR card.

## **GENERAL LIABILITY INSURANCE/MALPRACTICE INSURANCE**

The college carries general liability insurance on students who are participating in college activities.

### **THIS POLICY HAS SOME RESTRICTIONS.**

1. The policy has a strong pre-existing clause. Accordingly, if an old injury or condition is aggravated, the claim will be denied.
2. Student is to work with the faculty to notify the Company Nurse insurance company for instructions in case of workplace injury.
3. The Director of Nursing should be notified of all injuries related to nursing students and faculty.

It is essential that the F.C.C. Health Services Department be informed about all injuries including those at the hospital or other health facilities as soon as possible. The reason for this is that the F.C.C. insurance carrier must be notified within 20 days of injury. This includes needle sticks; patient induced injuries, or any other accident or injury that occurred while actually participating in your class assignments as part of the nursing program. (Rev. 4/9/10) (*See Appendix J for Form*)

## **ADA Registered Nursing ESSENTIAL JOB FUNCTIONS**

### **Work hours:**

- Must be able to work at various clinical sites, including the hospital, at least 8 hours per day two days per week.
- Must be able to attend the nursing and other college theory classes an additional 1-3 days per week.
- Must be able, on some days, to take theory and clinical classes lasting as much as 12 hours total per day.

### **Physical Demands:**

- Must be medically cleared to complete all physical demands required in the Registered Nursing Handbook and the hospital unit where the clinical course is scheduled. The MD, or NP/PA (mid-level provider) must sign a clearance form with this list of activities attached.
- Must be able to use all physical senses, i.e. seeing, hearing, feeling, smelling in a manner that allows the nurse to be able to accurately assess the patient and clinical situation
- Must be able to use fine motor skills of the hands to carry out clinical procedures accurately and safely.
- Must be able to operate varied medical equipment.
- Must be able to perform such duties as, but not limited to:
  - Lifting patients of various sizes and weights into, onto and out of bed, chairs, stretchers and other surfaces
  - Maneuvering, pulling, pushing, lifting and turning of patients in awkward positions
  - Performing related tasks which require the use of hands, arms, shoulders, legs and feet
  - Participating in work related activities that require extensive bending, kneeling, crouching, stooping and standing and critical movements

### **Work Environment:**

- Must be aware of potential risks in health care settings which require wearing of safety equipment such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings, etc.
- Must be able to meet hospital and college performance standards
- Must be able to travel to and from academic and clinical training sites

### **Cognitive Abilities:**

- Must be able to understand and work from written and verbal orders
- Must possess effective verbal and written communication skills in English sufficient to safely work in academic and clinical settings
- Must be able to understand and implement related academic and health regulations, health care facilities, hospital policies, and procedures.
- Must follow all state, federal and local hospital policies regarding confidentiality rules on patients personal, family and health related information.
- Must possess technical competency in patient care and related areas.
- Must be able to perform mathematical calculations to determine correct medicine dosage and intravenous flow rates.
- Must be able to speak in English to individuals and small groups in a manner that can be readily understood.
- Must be able to conduct personal appraisals and counsel patients and families.
- Must be in a functional state of mental health.
- Must be able to demonstrate the ability to adapt to changing patient care and professional situations.
- Must not have any disability that would interfere with cognitive, physical or sense ability to function safely in patient care nursing situations. (Rev. 5/25/03)

### **DISABLED STUDENTS PROGRAM and SERVICES**

Fresno City College has a program designed to assist students with various disabilities. If you have a physical, mental, sense or learning disability, or think that you might have one, please go to the office for disabled students services for counseling and evaluation. Faculty or the NCLEX-RN licensing board cannot assist you with any special accommodations until you are evaluated and it is determined what special assistance you may need. To make an appointment to see a DSP&S counselor call (559) 442-8237. This process may take a few weeks to complete. The nursing department will make every effort to accommodate the recommendations made by the DSP&S office.

Students are expected to notify the faculty of their DSP&S assessed needs before the class session. Accommodations cannot be made after testing. (Rev. 3/6/12)

### **STATE BOARD APPLICATIONS**

1. All third semester students are required to have an updated graduation evaluation in their nursing program file by the end of the 3<sup>rd</sup> semester.
2. All fourth semester students are required to have a copy of their final graduation evaluation submitted to the Nursing Education office prior to starting the final 9-week rotation. Failure to

comply will delay the student's application to the BRN for taking the NCLEX RN licensing examination or Interim Permit.

3. Applications to take the NCLEX Examination for Registered Nurse licensure are to be downloaded from the BRN website and submitted to the BRN 3-6 months prior to expected graduation. The BRN website is: [www.rn.ca.gov](http://www.rn.ca.gov) (Rev 5/25/03) Note: The Nursing Program Verification form does not need to be signed by the Director of Nursing unless the student received special accommodations for test-taking.
4. All RN courses, BRN requirements and general education college course requirements must be successfully completed with at least a "C" grade BEFORE the student can take the licensing exam. No incompletes will be accepted by the BRN. If the student attempts to take the NCLEX prior to completing all work for the degree the BRN will list you as a non-graduate, and will never change that status; even if you complete your degree at a later date.
5. Those students who **DID NOT** complete all prerequisites or required nursing courses at Fresno City College are required to verify that transfer course documentation is on file in the Fresno City College Admissions and Records Office. The Fresno City College Admissions Office will submit transfer course documentation. Only official transcripts from individual schools will be accepted. If transfer course documentation is not submitted when the NCLEX-RN scores are received, the exam scores and license **CANNOT** be released. (Rev. 4/12/02).
6. Once the student has received the BRN application forms, the forms may be submitted up to three to six (3- 6) months prior to graduation. **DO NOT** take the transcript request form to the FCC Admissions and Records Office until the beginning date of finals. They will not accept requests before that time. The Admissions and Records Office will mail your transcripts as soon as possible after grades are posted at the end of the semester.
7. Read all directions for the exam and for licensure carefully.
8. LVN's have special requirements, if they select the "30 Unit Option." These students should check with the Nursing Education Office. (*See Appendix E*)
9. It is the responsibility of the student to check for filing dates for RN licensure, particularly out of sequence and transfer students. Check with the Board of Registered Nursing or testing center regarding filing dates to take the RN licensing exam.

The college admissions department must send the official college stamped application to the BRN, and they may not do so until the official graduation times. The BRN will not release results of the NCLEX-RN examination until they receive the official college transcript.

Students enrolled in RN 19 and who complete their nursing courses may stay in RN 19 while they apply for the NCLEX as long as, over the course of the semester, they have registered for a minimum of more than (1) unit. If they drop RN 19 they must do so before the school drop date or they will receive an F, which will be counted in their overall GPA.

## **PROFESSIONAL BEHAVIOR**

The Department of Nursing follows State Center Community College District and Fresno City College policy regarding academic standards, policies and procedures. Please refer to the Fresno City College Catalog for details on those policies. Students should be aware of the following issues specific to nursing:

1. The Fresno City College Nursing Department has adopted the ANA Code of Ethic for Nurses and the National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct. (See Appendix)
2. The highest ethical standard is required by students in the Registered Nursing Program  
Students are accountable for information and skills learned in previous courses.
3. Students need to have respect for themselves, fellow students, faculty, administrators, other professionals, and the chain of command.
4. Integrity is required to be demonstrated by the students including honesty, following the honor code, not enabling others who are not doing their own work, reporting cheating or plagiarism, not lying in the patient care setting, forging, or omitting care.
5. No aggressive, disruptive, or stalking behaviors or any types of verbal threats will be tolerated in the Registered Nursing Program; and, will be reported following Fresno City College policy outlined in the college catalog under Causes for Discipline. This reporting may go on your legal record, and could cause a delay in your obtaining your nursing license. (Rev. 5/25/03)
6. Cell phones and beepers are required to be turned off and non-visible in clinical and during Theory. (Rev. 9/16/12)

## **SOCIAL NETWORK COMMUNICATION**

Online social networking includes blogs, journals, Facebook, MySpace or any other social networking tools or websites. Students may not post comments that would compromise another person's or organization's privacy (HIPAA), or comments that do not conform to professional nursing standards, state and federal laws. Students should also be aware that postings on social networking sites may be viewed by potential employers, and reflect negatively on the individual and /or the college. (01/10/11)

## **ACADEMIC DISHONESTY**

It is the belief of the Registered Nursing Faculty that academic honesty translates to personal and professional integrity in the clinical setting. We, in the nursing profession, are held to the highest level of integrity due to the special circumstances associated with the care of the patient in our charge. It has been demonstrated that those who seek to gain advantage through questionable means, either in theory or clinical courses, compromise the safety of their patient. They also place their instructors who manage the care of the patient in the clinical setting, and the hospital or health care facility at risk. Academic dishonesty ultimately results in lack of trust, and creates turbulence in the teaching environment. It is the consensus of the faculty that those who are proven to be dishonest, or have compromised patient safety will be given the minimum of a fail grade for the assignment. This will result in loss of points; and further, the student may be referred to the Dean of Students for disciplinary action, or dropped from the program. Students may seek due process through the student grievance process. (Rev. 5/25/03)



Academic dishonesty is unacceptable and will not be tolerated by Fresno City College. Cheating, plagiarism, and collusion in dishonest activities erode the college's educational and social role in the community. (Rev. 10/25/96) Academic dishonesty in the Registered Nursing Program may include but is not limited to:

Any student not following the requirements and guidelines of the Registered Nursing Student Handbook, course syllabi, and instructors' directions.

All course evaluations must be done by the instructor or preceptor and NEVER by the student.

Actions that circumvent the rules and regulations established by the Fresno City College Nursing Department, affiliated hospitals, course syllabi, and instructor's directions constitute acts of dishonesty. (Rev. 5/25/03)

## **CHEATING**

Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include, but are not limited to:

1. Copying or allowing another to copy a test, paper, project or performance.
2. Using unauthorized materials during a test, for example notes, formula lists, or "cheat sheets".
3. Taking a test for someone else, or permitting someone to take a test for you.
4. Removal of the exam booklet, and/or answer sheets from the classroom, and/or instructor's office, without express permission is a form of cheating.
5. Using another students nursing care plan, medication cards or like work from the various nursing courses. (Rev. 4/22/02)

## **PLAGIARISM**

Plagiarism is the act of representing the work of another, as one's own without giving credit. Plagiarism includes, but is not limited to:

1. Incorporating the ideas or works of another's work without giving appropriate credit.
2. Representing another's artistic or scholarly works, such as musical compositions, computer programs, photographs, etc., as one's own.

## **DISCIPLINARY PROCEDURES**

When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

1. Will arrange a conference with the student and at that time advise the student of the allegations.
2. Will notify the Director of Nursing and the Health Sciences Division Dean as well as the Dean of Students in writing that an act of dishonesty has occurred. This report will become a part of the student's permanent record. A copy will be mailed or given to the student.

3. May give the student an F for the assignment and/or for the course, disciplined by the Dean of Students, or dropped from the program; depending upon the seriousness of the infraction. (Rev 5/25/03)

If the student's permanent record indicates more than one occurrence of cheating or plagiarism, the student may be placed on probation, suspended, or expelled.

A student may appeal to the Academic Standards Committee any sanctions based upon an allegation of dishonesty. Such an appeal must be made within fifteen (15) days after notification is mailed or given to the student.

**Ethical Issues – Those students who engage in questionable ethical behavior may be subject to dismissal from the Registered Nursing Program after review by the faculty and Fresno City College administration.** The student appeal process is the same as for cheating and plagiarism. *(See the Fresno City College Catalog at <http://www.fresnocitycollege.edu/index.aspx?page=300> and Appendix L)*

# **GUIDELINES FOR PROFESSIONAL CONDUCT**

The fact that you have entered the profession of nursing intensifies the standards, which you present as an individual. Your personality is the sum total of the behavior patterns by which you are known as a unique person. In taking inventory of your standards, consider the following:

## **PERSONAL APPEARANCE**

The patient care environment includes the appearance and behavior of those caring for the patient. Therefore nurses' appearance is to provide a therapeutic environment for the patient and is NOT a place for the nurse to express individuality in a manner that is not therapeutic for the patient. Asepsis and comfort are integral parts of patient care. Student interference with these aspects of patient care due to uniform, hair, rings, nails, jewelry, or any other contributing factors must be corrected as determined by the instructor. Appropriate dress in the classroom setting is also a reflection of professional behavior so please come to class in clean neat appropriate clothing that is conducive to a positive learning environment.

## **UNIFORM**

Only the approved uniforms can be worn by the students. **The uniforms can only be purchased by the companies specified at the orientation meeting.** Uniforms must be clean, neat, pressed, complete, and in good repair. Each hospital reserves the right to have students comply with the individual hospital uniform code. The hospital policy can supersede that of Fresno City College. (Rev. 05/15)

The red-zipper nursing uniform is to be worn only during assigned hospital experience; and/or, as assigned per course, for official nursing department activities, when given specific permission to do so by the Director of Nursing, and at the hospital to do research assignments. (Rev. 05/15)

### **Clinical Uniform**

All incoming students are required to purchase the approved Dove uniform: red pants, red zipper scrub top with embroidered FCC nursing emblem. Shoes worn in clinical areas must be completely white, clean, in good repair and enclosed - NO OPEN areas on shoes (for example, no clogs or shoes with heel straps). All undergarments must not be visible through or under the material of the uniform. (Rev. 3/15/13)

All students are required to have, as part of their uniform, a stethoscope, watch with a second hand, bandage scissors, black sharpie, and FCC identification badge. The student must be in the red-zipper uniform in the FCC badge picture. (Rev. 05/15)

All students are only permitted to wear the approved white warm-up scrub jacket with the embroidered FCC nursing emblem over the required uniform.

Students must wear the complete red-zipper uniform and name badge when going to the hospital the day before the clinical, when assigned to gather patient information. (Rev. 5/15).

## **Skills Lab Uniform**

Students are required to wear the approved uniform for skills lab courses: The FCC Nursing crewneck t-shirt; available only at the FCC Bookstore, and black uniform/scrub pants, no jeans (purchase independently). Shoes must be completely white, clean, in good repair and enclosed - NO OPEN areas on shoes (for example, no clogs or shoes with heel straps). All undergarments must not be visible through or under the material of the uniform. All students are required to bring a watch with a second hand, bandage scissors, black sharpie, and FCC identification badge to skills lab. Students are only permitted to wear the approved white warm-up scrub jacket with the embroidered FCC nursing emblem over the required skills lab uniform. (Rev. 5/5/15)

Pins or any other paraphernalia indicating that the student is a RN **must not** be worn at any time until passing the NCLEX-RN examination, and the license to practice as an RN is awarded. (Rev 5/25/03)

"Belly bags", "fanny packs", and hand-held electronic devices **are not** permitted as part of the uniform. Cellular phones and hand-held electronic devices **are not allowed** in the hospital or classroom. (Rev. 3/15/12)

## **RN66 Uniform**

Professional looking street clothes are to be worn in the Mental Health units according to the guidelines in the RN 66 Nsg Care of the Client with Behavioral and Emotional Disorders Clinical syllabus. For example: NO jeans, see-through blouses, low cut or tight-fitting clothes, above-the-knee skirts, high or platform heels. (Rev. 3/15/12)

## **HAIR**

Hair must be neat and clean, and not styled in such a manner that it could interfere with patient care or safety while on clinical assignments. The hair color must be considered a natural occurring hair color. Examples of natural hair colors are auburn, black, brown, blonde, gray, or white.

For women students, hair must be neat and clean and the guideline for length of hair is off the collar. No extreme hairstyles or colors are permitted. The hospital, in support of their patients, may ask for modification in hairstyles. Long hair must be worn up or tied back neatly.

For men students, hair must be neat clean and off the collar. No extreme hairstyles or colors permitted. The hospital, in support of their patients, may ask for modification in hairstyles. Sideburns should be neatly trimmed and groomed (not long and bushy). If required by hospital policy, beards must be shaved off. Beards may not be started during the course of the semester.

## **MAKE-UP and PERFUME**

Moderate, simple makeup, if any, is recommended. Extreme eye makeup (including false eyelashes) and extreme shades of lipstick and heavy cake makeup are discouraged. Clinical instructors, at their discretion, may ask students to alter makeup, nails, and jewelry. Consideration must be given to the patient. No perfumes or scented body products are allowed during class or in clinical. (Rev. 3/15/12).

## **TATOOS**

All visible tattoos are to be covered, and in compliance with hospital policies.

## NAILS

Fingernails will need special care to insure patient safety and asepsis, and must be worn according to hospital guidelines. No artificial nails, acrylic nails, or nail polish is allowed. Natural nails must not extend beyond the tips of the fingers.

## JEWELRY

Small, inconspicuous earrings may be worn. No other jewelry shall be worn while in the hospital except an engagement ring and/or wedding band. (Jewelry is discouraged in the interest of asepsis and safety.) No visible piercing is allowed except for one small earring per ear lobe. Some hospitals do not allow any jewelry, and this must be honored when in that rotation.

## SPEECH and CONVERSATION

Be aware of your responsibility, as well as the legal implications in respecting the rights of others, especially the right to privacy. Confidentiality of patient information must never be violated.

1. Be aware of, and follow the HIPAA regulations; and, any others determined by the health care setting you are learning or working in.
2. Do not discuss any patient, patient family member or any member of the health team, or any disease or symptoms in a place where you might be overheard, and possibly infringe on someone's right to privacy.
3. You must never make copies and/or take any patient personal, family, or health related information out of the hospital setting. The patient medical record should not be copied to protect privacy. (Rev 4/21/10)
4. Any written assignments must not have any patient identifying information on them and are to be treated with confidentiality, i.e. **do not share any of the information or paperwork with others**; and, only give that information to the instructor who can then provide feedback and grading. (Rev. 6/04)

## QUALITY OF CARE

Patients have the right to safe nursing care. When a nursing student performs care that is customarily given only by a registered nurse, the courts have held the nursing student to the high standard of care of the registered nurse. Remember that the Board of Registered Nursing is the overseeing authority through the nursing program; allowing you, as the student, to provide nursing care.

Nursing students are expected to maintain a physical and mental state, which will enable them to meet these professional responsibilities. This includes having sufficient and proper rest and nutrition prior to class attendance so that proper learning and clinical care can be accomplished. They must be intellectually and technically prepared to give nursing care. Improper student conduct in the clinical area can result in civil liability, loss of clinical facilities, and loss of program accreditation or loss of licensure. At no time

would a student assume responsibility for nursing care without the knowledge, and supervision of his/her instructor. (Rev 9/16/12).

## **GUIDELINES and POLICIES (Clinical and Theory)**

Placement of students into clinical rotations is the responsibility of the director. (Rev. 5/25/03)

**Jury Duty: Students who are called for jury duty should advise his/her theory, skills, and clinical instructor(s), and the Director of the Nursing Program as soon as the summons is received.**

## **CLINICAL COURSES**

All students must be appropriately enrolled in their courses before going into the clinical setting. It is the responsibility of the student to insure that all their academic financial responsibilities are met prior to attendance at class. Students who are not on the class roster will be asked to leave the class, and it is the student's responsibility to report the issue to the Nursing Office Department Secretary to get the problem corrected, with proof provided of the correction.

(Rev 9/16/12)

### **Attendance**

Students must attend clinical for the full assigned hours. Any time a student is away from a clinical setting, whether planned or unplanned, is considered an absence. Leaving a clinical session without instructor permission is contrary to program policy. It is expected that students will be on time and will stay the entire time. Those leaving early without instructor permission will be considered absent and subject to discipline. (Rev. 11/00). **All absences will be recorded and there are no excused absences.** The student may not attend another theory, clinical, or skills lab to make up an absence. (Rev. 3/6/12)

Holidays are included in the scheduling of clinical sites for the students to attend. The scheduled holidays are due to the availability of clinical at the hospital for specific days of the week and will require students to attend. (Rev. 01/31/12). Clinical absence is recorded on an hourly basis for each course of the program and can impact negatively on the student's performance evaluation. (Rev. 5/25/95). Students who are ill on a clinical day and unable to report to the hospital where they are assigned will be responsible for notifying the agency in accordance with policies established by that agency and the clinical instructor. Failure to comply may result in a safety infraction on your evaluation.

According to college policy, students who miss two successive weeks of classes in a semester long course will be dropped from the course, which will count as a failed class. When petitioned, reinstatement will be considered based on the "Withdrawal/Dropping" policy in the FCC Catalog. (See Fresno City College Catalog, section on attendance/academic regulations.) (Rev 05/15).

Because of accelerated courses and objectives that must be met in a short period of time, students may be dropped when two (2) twelve-hour shifts or four (4) six-hour shifts or more are missed. Students can petition for reinstatement per FCC Catalog policies. (Rev. 05/15)

Students will be sent to the Director of Nursing for counseling when the second absence occurs. (Rev 5/25/03)

Being dropped from a clinical course requires that the concurrent lecture course be dropped also. (Rev 5/25/95)

Students cannot, on their own, stop going to one course that is concurrent. If a student does so, he/she will be dropped from the program and will need to see the Director of Nursing.

Students who are handed deficiency notices are expected to make an appointment to meet with the Director of Nursing, before they can attend their next class session. The Director (or Chair, or Dean, if the Director is away) must see the students within one week, and sign the necessary forms for the student to return to the clinical area.

When it is necessary for a student to repeat a course, reentry into any clinical course is dependent on available space. There are no guarantees that one will follow through courses uninterrupted. Placement in the program is subject to availability. The final class in the program must be an Advanced Medical/Surgical class, RN 61 Nsg Care of the Critically Ill Adult and Coordinator of Care, RN 62A Skills, and RN 62 Clinical. (Rev. 3/6/12)

Progression in the sequence of nursing courses will be permitted only after the dropped or failed course is repeated successfully. (For example: If a student failed RN 51, the student will not be able to take any classes in the registered nursing curriculum until RN 51 has been successfully repeated and completed.) Course completion is based upon pre-requisite courses being completed at assigned in the nursing curriculum. (Rev. 9/16/12)

Regardless of the circumstances, those courses in which a student receives a "W", "D" or an "F" grade may be repeated once only.

If a student earns a "W", "D" or an "F" grade in a course he/she may repeat the course once only.

**If a student is earning a "W", "D" or an "F" grade at the time of withdrawal from a course prior to the drop deadline, the course may be repeated once only.**

During the repeat of the course, if the student drops prior to the drop deadline, and is earning a "W", "D" or an "F" grade, the student may not repeat the course again and may not continue in the program.

During the repeat of the course, if the student is dropped by the instructor due to absences prior to the drop deadline and is earning a "W", "D" or an "F" grade, the student may not repeat the course again and may not continue in the program.

If students, by their absences, cannot meet objectives of the course by the time designated for each objective, and to the degrees of mastery designated by the instructor, students may be dropped from the course.

## **PROGRAM FAIL POLICY**

**If a student earns two failing grades in any of the required nursing courses the student will be removed from the Fresno City College Nursing program and will not be allowed reentry as a nursing student in this college of nursing.** The required nursing courses are: RN 31, RN 32A, RN 32, RN 33, RN 35A, RN 35B, RN 41, RN 42A, RN42, RN 45, RN 46, RN 51, RN 52A, RN 52, RN 53, RN 55, RN 56, RN 61, RN 62A, RN 62, RN 65, RN 66, RN 101, RN 102. (Rev 05/22/2015)

1. Failing a lecture and clinical component together would count as one failure.
2. Failing a lecture and being successful in a clinical component would count as one failure.
3. Failing any required nursing course that does not have a clinical component would count as one failure.
4. Failing the medication math exam resulting in withdrawal from theory and/or clinical and/or skills in the same semester would count as one failure.

Registered Nursing courses must be repeated in their entirety.

Safe nursing practice is necessary for retention of students in the program. If, based on the professional judgment of the faculty, a student demonstrates that he/she is unsuited to nursing, is not progressing satisfactorily or is engaged in unethical, unprofessional, or illegal practices, he/she may be asked to withdraw from the program.

### **Grade Deficiencies**

Any student not meeting clinical or theory objectives at the midterm passing level and beyond:

1. Will receive written notification from the instructor.
2. Is required to meet with the instructor.
3. Is responsible to meet with the instructor for remediation planning when failing any examinations (76% or lower for theory tests, or other written work, and/or 100% on math tests).
4. Will be required to enter into an academic contract regarding their performance for the remainder of the course. For clinical the contract should be in place two weeks prior to the completion of the course.
5. May be subject to referral to the Director of the Registered Nursing Program.

A student who is in disagreement with a grade can meet with the Director of the Registered Nursing Program after having discussed the grade with the clinical or theory instructor first.

After meeting with the Director of the Registered Nursing Program, if there is no resolution may complete a "Grade Review Petition" form. (*Appendix M*) (Rev 3/6/12)

### **Safety**

The following policy applies to instructor-initiated drops for students who are unsafe in the clinical setting.



1. Safety is directly concerned with the patient. Student nurses are entrusted with the responsibility of providing safe nursing care to patients. Safety encompasses:
  - 1.1 Meeting the objectives of a course by the times designated for each objective and to the degree of mastery designated. This includes passing the medical mathematics tests with a grade of 100% prior to passing medications. The first grade on the math test is the one used for calculating the final grade; but, two more opportunities are provided if the first or second test is failed. If there are three failures the student cannot meet the objectives of the course; and, therefore cannot pass medication and fails the course. (Rev. 3/6/12).
  - 1.2 Responsible actions based on good judgment that insures the well-being of the patient at all times.
  - 1.3 After the failing of semester medication math examinations, the student has failed the course; and, courses required for co-requisite enrollment. (Rev. 9/16/12)
2. Students will be dropped immediately from clinical laboratory courses due to demonstration of **unsafe patient care behaviors** related to the course objectives in which the student is currently enrolled, to the course objectives of previously completed clinical laboratory nursing courses, to irresponsibility, and to poor judgment. (Rev. 5/31/89)
3. The following policy applies to hospital-initiated drops for students in the clinical setting:
  - 3.1 The hospital reserves the right to deny entrance onto its premises based on its belief that the student is not benefiting from instructions, or that the student is unsafe, or poses a problem for the institution. No special arrangements can be made for the student. The student will be dropped from the theoretical component of the program and, thus, from the nursing program, due to concurrent enrollment requirements (Rev. 11/00)
  - 3.2 Students must sign a release of information form so the Department of Nursing can fulfill its legal contractual obligations and provide necessary academic and clinical performance information to the clinical settings, where students are receiving experience either in a regular nursing class or the RN 19 work study class. (Rev. 6/04)
  - 3.3 Students may be subject to a criminal background check by the clinical setting due to the JCAHO accreditation requirements. The college may require that you comply with the college generated background check in order to meet legal contractual obligations. (Rev. 6/04).
4. If a student is ill or becomes ill during his/her clinical rotation, the instructor must dismiss the student, or allow the student to leave the clinical site for the day. (Rev. 3/12)

## **LECTURE COURSES**

### **Attendance**

Students who are given Student Assistance Referrals or a notice of failing grades are expected to meet with their instructor within one (1) week, and may need to make an appointment to meet with the Director before they can attend their next class session. If referred to the Director, the students **must be seen**

within one week (if the Director is unavailable the student may be seen by the Division Dean). (Rev. 3/12)

1. Leaving a lecture class without instructor permission is contrary to program policy. It is expected that students will be on time and will stay the entire time. Those leaving early without instructor permission will be considered absent. **All absences will be recorded and there are no excused absences.** Students leaving classes regularly and excessively may be considered a disruptive student, and may be removed from class. (Rev. 3/12)
2. According to college policy, students who miss two successive weeks of classes in a semester long course will be dropped from the course. If enrolled in a 9-week course, students who miss one week of classes will be dropped. When petitioned, reinstatement will be considered under the college withdrawal/drop policy. (See Fresno City College catalog, section on academic regulations) (Rev. 05/15)
3. In RN 31 the math testing occurs in the theory portion of the class and is part of theory grade. For all other nursing courses, the math requirement is part of the clinical course requirement; although the math test is administered by the theory instructor. All students must pass the math test in order to pass medications. You will be given three opportunities to take the math exam. The first grade counts toward your grade and the other two are to assist you with meeting course objectives. If you cannot pass by the third examination you are not safe to pass medications. If you cannot pass medications you cannot meet the objectives of the course; and, therefore cannot pass the course regardless of whether the math is in the theory or clinical course or any other requirements or testing. For convenience, all math testing will be done at the college; but, the grade is a part of their clinical course requirement, and not the theory grade. Failing of all the medication math exams during the semester constitutes a failing of one or more courses aligned with the medication math examination. (Rev. 9/16/12)

#### 4. Medication Math Competency Guidelines

- The minimum passing score is 100%
- All courses will administer tests with a uniform number of items:
  - Foundations (RN 31): 20 questions
  - All other courses: 14 questions
- All tests will be timed:
  - 20 question tests will be given 60 minutes
  - 14 question tests will be given 45 minutes
- Students are allowed three opportunities (as scheduled by faculty) to obtain a 100% on test.
  - All repeat tests must have different questions.
  - All repeat tests must have the same number of questions.
  - If a student fails to attend a scheduled math exam it will count as one of the three opportunities.
- Medication mathematics testing will be as follows:
  - Nine-week courses will conclude testing by the end of the third week.
  - Eighteen-week courses will conclude testing by the end of the third week, except Foundations; they will conclude testing by the end of the eighth week.
- Only theory instructors will administer testing.
  - Students repeating clinical courses must take and pass the medication competency test.

- Only the calculators provided by the Fresno City College nursing department can be utilized while testing.
  - Calculators will be turned in when you hand in your test or you will receive a zero for that test.
- Medication mathematics scores will be included in the course grade for Foundations theory.

(Rev. 05/22/15)

### **Grading in Nursing Courses**

Nursing has a different grading scale than other parts of the college. You must pass all examinations with a cumulative grade in that class with a 76% before any other assignments will be considered or added to your grade.

- A- 100-92%
- B- 91-84%
- C- 83-76%
- D- 75-68%
- F- 67-0%

### **Grade Deficiencies**

Students with a midterm lecture grade of less than 76% at midterm:

1. Will receive written notification from the instructor.
2. Are required to meet with the instructor.
3. Students failing any examinations (76% or lower for theory tests or other written work and 100% on math tests) are strongly encouraged to seek tutoring regarding the course content and test-taking skills, as soon as the grade is earned.
4. May be required to enter into an academic contract regarding their performance for the remainder of the course. All objective tests (including HESI exams) must be passed with at least an average score of 76% prior to any credit being awarded for other written assignments. (Rev 05/15)
5. Will be subject to referral to the Director of the Registered Nursing Program.
6. Students who are in disagreement with the grade can meet with the Director of the Registered Nursing Program. The Director cannot change the grade, but can discuss the issues and options with you and the instructor.
7. After meeting with the Director of the Registered Nursing Program, if there is no resolution, at the completion of the course the student may complete a “Grade Review Petition” form. (Appendix M) (Rev. 8/22/03)

### **Repeating Courses**

1. Being dropped from a lecture course requires that the concurrent clinical course be dropped also. Students may not continue in the concurrent clinical course since it depends on the body of knowledge in the theory course. Student cannot, on their own, stop going to one of the courses and continue going to the other. Student pursuing this course will be dropped from the program. (Rev. 7/11/07)
2. Progression in the sequence of nursing courses will be permitted only after the dropped courses are repeated successfully.

3. It is the responsibility of the student to meet with the Director of Nursing to sign the Out of Sequence Agreement and register for the course(s) being repeated. Sections numbers will be given at the time the Out of Sequence form is signed. (*See Appendix T*).
4. If the student is enrolled in RN 19 and wishes to continue in that course, he/she must remain registered in more than (1) unit throughout the semester.
5. After successfully repeating a nursing theory course, returning students will be allowed to continue in the successive theory course, only if there is space available in the related concurrent clinical nursing course. If there are more students than spaces available for continuing the nursing courses, spaces in the class will be filled based on out of sequence policy for program vs. transfer students and then by random selection. The remaining students will be placed on the 'Re-entry Waiting List'.
6. F.C.C students have only one chance to defer and to do so must meet with the Director of Nursing, and sign the deferral and out-of-sequence forms. Students must be able to reenter within one year to be eligible to continue on with their course work. If they are not returning after the agreed upon time than they need to meet with the Director of Nursing for permission to continue on the deferral list.
7. Regardless of the circumstances, those courses in which a student receives a "W", "D" or an "F" grade may be repeated once only.
  - 7.1 If a student earns a "W", "D" or an "F" grade in a course he/she may repeat the course once only.
  - 7.2 If a student is earning a "W", "D" or an "F" grade at the time of withdrawal from a course prior to the drop deadline, the course may be repeated once only.
    1. During the repeat of the course, if the student drops prior to the drop deadline and is earning a "W", "D" or an "F" grade, the student may not repeat the course again and may not continue in the program.
    2. During the repeat of the course, if the student is dropped by the instructor due to absences prior to the drop deadline and is earning a "W", "D" or an "F" grade, the student may not repeat the course again and may not continue in the program.
8. All courses must be repeated in their entirety.

## **RE-ENTRY POLICY**

1. **Students must be in contact with the Director of Nursing prior to dropping any nursing course.** (Rev. 10/25/96)
2. Upon dropping a course or deferring enrollment, the student is strongly encouraged to reenter within one semester, depending on space availability, but may not be on deferral for more than one year. If a student drops or defers a second time or is reentering after more than two semesters or one year then he/she must submit a petition for reinstatement to the Director of Nursing for approval for readmission. (Rev 7/01)

3. **Students are required to meet with the Director of Nursing to reenter the nursing program. A letter explaining the need for deferral must sent immediately to the Director of Nursing. The nursing student who does not meet with the Director of Nursing will then be dropped from the program. Re-entry into the program will not be considered.** (Rev. 9/16/12)
4. Students who have dropped or deferred enrollment, after talking to the Director of Nursing, will be placed on a waiting list for reentry. If there are more students than spaces available, a random selection will be made, and the students will be placed on a separate reentry waiting list. (Rev 9/12)
5. Re-entry students must wear the uniform currently being worn by the clinical group. If the Department of Nursing changes uniforms while the student is gone they must use the new uniform with the class they are reentering. (Rev. 11/00)

### **Required Notice**

Each student planning to reenter a nursing course must meet with the Director of Nursing no less than seven (7) days after notification of selection for re-entry. (Rev. 9/16/12)

### **Deferred Re-entry**

Re-entry students on a waiting list may defer reentry to a nursing class one time only. The period of time the student is out on deferral must not exceed one year. After that, they must meet with the Director of Nursing for special permission to reenter. (Rev. 3/15/04)

## **TRANSFER STUDENTS**

1. Students requesting transfer from another accredited nursing program into the Fresno City College Nursing Program must submit the following to the Nursing Department:
  - 1.1 Application form to Fresno City College and the Department of Nursing
  - 1.2 Transcripts from all previously attended colleges
  - 1.3 Copies of catalog descriptions of transferring nursing courses
  - 1.4 Copies of course syllabi from transferring nursing courses
  - 1.5 Letter of referral from previous nursing program attended that you were a student in good standing in nursing.
2. A Fresno City College Health Sciences Counselor or designee will review the submitted material for meeting the required transfer entry criteria for non nursing courses and the Director of Nursing will review the nursing courses, including the following:
  - 2.1 2.5 cumulative GPA
  - 2.2 "C" or better in all established program prerequisites. A Health Science Counselor or subject area dean and where necessary in consultation with subject area faculty must grant equivalencies.
  - 2.3 Minimum 2.0 cumulative GPA from nursing courses in previous nursing program(s).
  - 2.4 Taken nursing courses at a previous accredited registered nursing program within the past year from time of transfer into Fresno City College

- 2.5 Transfer students must meet the same criteria as students in the program. Students should be alerted to the general education requirements and prerequisites. (*See Appendix D*)
- 2.6 It is the student's responsibility to check for equivalency to FCC graduation requirements.
3. Transfer students, after consultation with the Director of Nursing, will be placed by the Director depending on space availability. The Director of Nursing may consult with the theory instructors to determine the most appropriate credit for nursing courses already completed in another program. (6/04)
4. Assurance of placement into program does not assume that students will be matriculating with the initial or subsequent placement group. Space availability and successful completion of the courses will determine if student will progress through the program.
5. Placement into the program does not mean that the student will be graduating on the same time lines as the original nursing program or the graduating date of the initial or subsequent groups.
6. Fresno City College returning students will have priority, as well as students previously placed.
7. Students who are transfer and out-of-sequence should contact the office for placement at the end of each rotation, after final exams. Placements are determined as soon after finals as possible (Rev 4/22/02).
8. If transfer student is found to be deficient in critical areas the instructor will, in consultation with the Director of Nursing, determine whether he/she will continue in the class or will be asked to return to the beginning semester. The Director of Nursing may place the student in a previous more appropriate course as the need arises. (Rev. 3/16/04)
9. Transfer into the program only occurs if the student has successfully completed a minimum of the equivalent of the Foundations and Introduction to Medical Surgical Nursing, RN 31 as well as the skills-RN 32A, and clinical course-RN 32, which are a co-requisite.
10. Transfer students are required to meet the residency requirement. Transfer students must meet with the Nursing Department Secretary to complete an ASF (Academic Summary Form) and documentation packet upon entering the nursing program.

## **PREGNANCY AND SICK LEAVE**

### **Pregnancy Leave**

#### **Antepartum**

A written clearance from a physician should be submitted to the Director of Nursing. This must be done within the first trimester of pregnancy. The letter must indicate that the student is able to function at the full and essential RN level of practice as outlined in the ADA Registered Nursing Essential Job Functions. The specific school form must be signed by the physician, nurse practitioner or certified nurse-midwife. (Rev. 6/04)

The student may remain active in the nursing program with physician clearance until she delivers, provided she is able to meet all the weekly clinical laboratory objectives, and her attendance is satisfactory.

It is the student's responsibility to notify the clinical instructor as soon as pregnancy is suspected. Some scheduled observational experience may need to be eliminated for her safety.

### **Postpartum**

1. The student may return no sooner than one week postpartum.
2. The student must present a written clearance that she can perform the full duties of an RN, from her attending physician. The specific school form must be submitted and signed by the physician, nurse practitioner or certified nurse-midwife. This should be submitted to the Director of Nursing. (rev 6/04)
3. The maximum absence college policy will apply.
4. Lactating students must arrange for a suitable time and place to expel breast-milk. Children are not allowed in the classroom or clinical areas.

### **Extended Sick Leave - Post Surgery and/or Extended Illness**

1. The student must present a written clearance from a physician to the Director of Nursing on the specialized forms from the college. Those forms can be obtained from the Department of Nursing secretary. The physician must certify that you are able to perform all the Essential Functions of a Registered Nurse prior to your reentry.
2. The student must be able to meet all weekly objectives to remain in good standing in the program.
3. The maximum absence college policy will apply.
4. The clearance letter from the physician must state that the student is able to return to the full and essential RN level of functioning as outlined in the ADA Registered Nursing Essential Job Functions.

## **PATIENTS WITH COMMUNICABLE DISEASE**

1. The faculty members of the Fresno City College Registered Nursing Program support the right of all consumers of health care to receive dignified health care as set forth in the California Administrative Code, Sections 1443.5.
2. The faculty will also support the right of the nurse to know the patient's diagnosis/suspected diagnosis in a timely fashion in order to make an appropriate nursing care plan and to take necessary precautions to minimize the risk of contracting or spreading disease.
3. Although the nurse is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any client based on age, religions, gender, ethnicity, or sexual orientation. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge.

4. The latest information on issues related to communicable disease is available from the U.S. Centers for Disease Control, and from agencies in the State Department of Health Services and County and City Health Agencies.

## **EVALUATION AND GRADING SYSTEM**

### **Student Evaluation**

1. At the beginning of each semester, the student is given a course outline with specific objectives and expected outcomes. Requirements and assignments will be specified. In addition, the system of grading will be clearly defined on a percentage basis. In the clinical area students will have periodic evaluations of their performance, and will be given an individual evaluation of their clinical performance. The location of the evaluation conferences will be arranged at the discretion of the instructor.
2. Evaluations are a very important tool to assess student progress in the program. The student signature on the evaluation does not imply agreement, but rather indicates that the student has reviewed the evaluation. Students are not required to sign the evaluation; but, if they do not, the faculty will duly note such on the form where the signature would have occurred (Rev 4/22/02).

### **Course, Instructor, and Program Evaluation**

1. Informal Course Evaluation – The evaluation process is valuable for use by the instructor in developing curriculum, course outlines, and improving instruction. These are informal and only the instructor will read the responses. The informal evaluations will be given to the students for completion at the end of each course.
2. Program Evaluation – Program evaluation occurs periodically and students are requested to actively participate in that process. Alumni of the Registered Nursing Program, graduates will be sent program evaluation forms several times a year. It is important that these forms be completed and returned. This information is used for the improvement of the nursing program. (Rev. 5/25/03)

## **GRADUATION REQUIREMENTS**

It is the student's responsibility to begin the graduation check process upon entry into the program. Graduation evaluations (See form in appendix D) must be filled out appropriately and completely. Students are requested to **see an APA counselor each semester** for completion of an Educational Plan to ensure that any problems with graduation are alleviated before the semester anticipated for graduation.

In order to be considered a graduate of Fresno City College and take the NCLEX-RN examination as a graduate, the Board of Registered Nursing (BRN) requires that the student must complete ALL courses required for graduation NOT just the nursing courses. If you take the NCLEX-RN examination before completing the courses for graduation the BRN will either not release the results or will always consider you a non graduate even if you complete the courses at a later date. This is an important distinction because if you should ever move to another state they may not issue a license to practice in that state if



the BRN has you listed as a non graduate. Furthermore if you do not complete all the courses necessary for graduation you cannot put on an employment application that you are a Fresno City College graduate. (Rev 6/04).

## **NURSING SKILLS LABORATORY**

The nursing skills laboratory, located in HS-240, is available for student use. Students are encouraged to use the laboratory to reinforce and update specific nursing skills, request tutoring, practice skills, and use the computers for test taking skill and content skill learning. Skills laboratory open hours are posted on the bulletin board located outside of the skills lab, HS-240. (Rev.11/04)

## **CREDIT BY EXAMINATION**

Those students interested in credit by examination for specific college courses can find the college policy of the Fresno City College Catalog or at <http://www.fresnocitycollege.edu/>. The challenge procedure as it applies to Registered Nursing is available for review in the Nursing Education Office. To be considered for challenging nursing courses the student must have first gone through a recognized program of nursing study within the last year, complete the program prerequisites and be eligible to be considered and successfully go through the required transfer process for required nursing courses. Taking the examination constitutes one time for taking the class. Only two opportunities to take a nursing class is allowed. Clinical performance must also be part of the challenge process for clinical courses and would be done on a prearranged basis. There is a cost to arranging and taking such an examination depending on the course you are requesting for credit. Those students contemplating challenge will have the procedure explained by the Director of Nursing, must meet the requirements for transfer, and completed (12) units at the college. (Rev. 5/16/16)

## **STUDENT RIGHTS**

### **Students have the right to:**

1. According to the Family Educational Rights and Privacy Act (FERPA), have access to their educational records. The college will not release their records to anyone who is not designated by the student to receive them, except as provided by law itself and as outlined in the release of information the students must sign in order to obtain clinical placement. (rev 6/04)
2. Explanation of entries in their educational records.
3. Challenge contents in their educational records.
4. Use the college appeal procedure as indicated in the college catalog.
5. During the first class session of the course, be given written information detailing course assignments, expectations, grading system and pertinent schedules.
6. General advisement as well as assistance with course work from their instructors.

7. Offer constructive input regarding the instructional process and overall curriculum of the program.
8. Prompt verbal and written notice of unacceptable and/or unsafe behaviors as a student nurse that includes suggestions for resolution of related problems.

## **Educational Program Standards and Progress**

Efforts shall be made to maintain high standards for educational programs to insure that students will meet requirements for the occupations for which they are preparing. This includes a commitment to provide adequate facilities and materials and qualified instructional personnel, as well as administrative support and supervision.

Likewise, students are expected to maintain established performance standards. Failure to do so jeopardizes their right to continuing attendance.

Students are to be kept informed relative to their educational performance and progress.

## **STUDENT GRIEVANCE PROCEDURE**

The FCC Nursing Program follows the Student Grievance Procedure as outlined in the college catalog. (Rev. 4/12/02) The student grievance procedure is established to allow student redress of grievance in cases of rejected grade appeal or alleged unprofessional conduct. A student who has a grievance may take action in the following sequence:

1. Discuss the problem with the individual involved. Use the chain of command within the nursing program, i.e. the clinical instructor, theory instructor, Director of Nursing, Dean of Health Sciences, Dean of Instruction or Dean of Students.
2. If a mutually satisfactory understanding has not been reached, the student may submit a Student Grievance Petition to the appropriate supervisor for the area of concern.
3. The supervisor will send the Grievance Petition form to the appropriate staff member involved who, in turn, will respond in writing to the supervisor within five (5) working days. The supervisor will send a copy to the student.
4. If the student is dissatisfied with the response, the student may submit the grievance, in writing, to the supervisor. The supervisor will respond within five (5) working days.
5. If the student is still dissatisfied after taking these steps, the student may submit the grievance, in writing, to the District Dean of Admissions and Records, District Associate Dean of Financial Aid, Dean of Instruction, the Dean of Students, or the Business Manager, whichever is appropriate, who will respond in writing.
6. As a final step, the student may submit the grievance, in writing, to the Academic Standards Committee for academic matters or for nonacademic matters to the College President, who will also respond in writing.

7. The College President has final authority.
8. Note: Grievance Petition forms for this procedure are available in the office of the District Dean of Admissions and Records, in the office of the Dean of Students or any Associate Dean of Students, in any division office, and/or in any director's office.
9. A Grievance Petition form may not be filed later than 30 days after the beginning of the fall or spring semester following the date of the grievance.

## **DRUG ABUSE POLICY**

For the protection of other students in the State Center Community College District, the Governing Board of this District may suspend or expel, and the Chancellor of this District is authorized to suspend a student whenever it is established to the satisfaction of the Board or the Chancellor, as the case may be, that the student has on college premises used, sold, or been in possession of narcotic or other hallucinogenic drugs or substances, or has on college premises inhaled, or breathed, the fumes of, or ingested any poison, classified as such by Schedule D in Section 4160 of the Business and Professions Code (State Center Community College District Policy Manual). Students entering into a health program should be aware that past behaviors might impact your nursing program and career. Please read the BRN statement on this. (*See Appendix B*). *Students are held to the hospital's review of the criminal background check and can be restricted by the hospital clinical site if the student's background is flagged due to an issue identified within the screening process. (01/31/2012).*

## **GUIDELINES FOR STUDENT ASSISTANCE**

### **POLICY STATEMENT**

The Fresno City College Associate Degree Registered Nursing Program recognizes that student nurses affected by mental illness, alcoholism, and drug abuse are faced with personal problems that can readily result in serious, disruptive, and dysfunctional consequences to the individuals and their families. Mental illnesses and addictive processes of any nature are regarded as diseases and require therapeutic interventions and appropriate regimens to achieve a state of recovery.

In such cases, it is the responsibility of the student nurse voluntarily to seek assessment, diagnosis, and treatment for suspected illness. Confidentiality must be insured in every aspect of intervention, assessment, diagnosis, and treatment.

Instructors have the responsibility and authority to take immediate corrective action with regard to a student nurse's conduct and performance in the classroom and clinical setting.

The student, for patient safety sake, will, when deemed appropriate by the nursing director, not only make contact with a community or college resource person, but sign a form that allows director to have contact with the agency to assure that student is indeed being seen by a counselor. The safety of our patients is important, and it is imperative that we do nothing to compromise patient safety.

# **GUIDELINES**

## **Definitions**

Personal problems or mental illness includes psychological, physical, or chemical dependency illnesses, and legal, financial, marital, or other types of problems that definitely and repeatedly interfere with the student's academic performance.

## **Academic Performance**

The Department of Nursing Education is concerned with academic and clinical performance, which includes the student's class attendance, continued progress towards program completion, conduct and reliability during scheduled class and clinical assignments. It is the responsibility of the instructor evidencing substandard academic and clinical performance to seek to remedy the situation and make recommendations for the student to bring his/her performance up to standard. If it appears that the student's academic and clinical performance is being negatively influenced by a personal or emotional problem, and if after every alternative measure to deal with the substandard performance fails to improve the performance, the student will be sent to the Director of Nursing.

## **Procedure**

The Director of Nursing will meet with the student and seek to determine the cause of the substandard performance. The director will then refer the student to the appropriate community or professional resource for help and/or treatment.

## **Options**

1. At all times it is the prerogative of the student nurse to accept or reject referral and/or treatment. If the student elects to reject referral and/or treatment, it becomes the responsibility of the student to bring his/her performance up to standard or face such academic action as may be appropriate. If the student nurse elects to accept referral and/or treatment, this fact will be regarded in the same manner as treatment for any illness. Upon completion of the treatment, it will be the responsibility of the student nurse to achieve and maintain standard performance.
2. The Department of Nursing Education recognizes that a student's academic and clinical performance can be adversely affected by the stresses resulting from personal or emotional problems of family members and loved ones. Accordingly, assistance under FCC Psychological Services is available to any student experiencing such a problem. Furthermore, a family member may contact Psychological Services directly by requesting assistance for their student. All contact between family and Psychological Service members will be confidential.

## **PSYCHOLOGICAL SERVICES**

Psychological Services is a program at Fresno City College (FCC) designed to help meet the mental health needs of the college community. Working with Counseling and Health Services, Psychological Services offers assistance in a number of areas, including: personal growth, crisis resolution, daily living problems, relationship and family issues, and, as a support network for students with more serious emotional disorders.

### Mission Statement:

Psychological Services at Fresno City College is committed to enhancing and supporting the intellectual and personal growth of our students. We strive to help students increase their awareness, knowledge, and resources to successfully overcome barriers to academic achievement and to obtaining positive Mental Health and Wellness. We work in collaboration to meet the challenge of behavioral change, identity development, and the maintaining of meaningful relationships. We hold true to principles of multicultural competence and non-discriminatory practices.

The office is located in the Student Center, just above the bookstore, in Room 216. The telephone numbers are (559) 265-5704, (559) 265-5715, (559) 265-5717, and (559) 265-5720; or <http://www.fresnocitycollege.edu/index.aspx?page=2186>.

## **ROLE OF INSTRUCTORS AND ADMINISTRATIVE STAFF**

Motivation to accept treatment or counseling is the first phase of restoring a student to an acceptable level of academic and clinical performance. The instructors and administrative staff are an integral link in the helping process of the troubled student nurse. Instructors and administrative staff have more opportunity than most other individuals to influence the student's life. They have the opportunity to consistently and objectively observe the student's behavior and performance academically and clinically and therefore can identify a negative change in behavior. Consistent with assigned duties, instructors and department personnel are responsible for focusing on academic and clinical performance and not for diagnosing personal problems. Just as nurses are not asked to make a medical diagnosis of a physical illness, instructors and administrative staff are not asked to diagnose personal problems such as mental illness and substance abuse. They are responsible for evaluating academic and clinical performance and accurately and completely documenting performance behaviors. When the quality of performance declines, the responsibility of the instructor is to plan and conduct all appropriate interventions.

When all the usual methods do not correct the problems, and when it seems likely that the poor performance is caused by a personal problem, psychological service offers a positive alternative.

Instructional personnel do not need therapeutic or diagnostic skills concerning personal problems. They do; however, need skills of objective observation, documentation, problem solving, discipline, and referral to psychological services. (Rev 7/01)

50/3B12

# **APPENDIX A**

## **NCLEX-RN EXAM REVIEW RESOURCE**

## NCLEX-RN EXAM DVD's

The NCLEX-RN Review 4000 listed below are available for your use in the Fresno City College Media Center. There are also a series of books and DVD's from the ATI Module, which are useful review books for the NCLEX review.

NCLEX-RN 4000 - Individual Version

NCLEX® REVIEW 4000  
Study Software for NCLEX-RN®

Wolters Kluwer Health | Lippincott Williams & Wilkins

Home

**Nursing Topics**

[Select All](#)   [Deselect All](#)

- Fundamentals of Nursing
  - Basic Physical Care
  - Basic Psychosocial Needs
  - Medication and I.V. Administration
  - Basic Physical Assessment
  - The Nursing Process
- Pediatric Nursing
  - Infant
  - Toddler
  - Preschooler
  - School-Age Child
  - Adolescent
- Psychiatric and Mental Health Nursing
  - Foundations of Psychiatric Nursing
  - Anxiety Disorders
  - Mood, Adjustment, and Dementia Disorders
  - Psychotic Disorders
  - Substance Abuse, Eating Disorders, Impulse Control Disorders
- Maternal-Neonatal Nursing
  - Antepartum Period
  - Intrapartum Period
  - Postpartum Period
  - The Neonate
- Medical-Surgical Nursing
  - Cardiovascular Disorders
  - Oncologic Disorders
  - Gastrointestinal Disorders
  - Integumentary Disorders
  - Immune and Hematologic Disorders
  - Endocrine and Metabolic Disorders
  - Musculoskeletal Disorders
  - Neurosensory Disorders
  - Respiratory Disorders
  - Genitourinary Disorders

Back   Continue

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# **APPENDIX B**

## **REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES**



## REPORTING PRIOR CONVICTION OR DISCIPLINE AGAINST LICENSES

Applicants are required under law to report all misdemeanor and felony convictions. “Driving under the influence” convictions must be reported. Convictions must be reported even if they have been expunged under Penal Code 1203.4 or even if a court ordered diversion program has been completed under Penal Code Section 1000. Also, all disciplinary action against an applicant’s registered nurse, practical nurse, vocational nurse or other professional license must be reported.

**Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.**

When reporting prior convictions or disciplinary action, **the applicant is required to provide a full written explanation** of the underlying circumstances, date of incident(s), date of conviction(s) or disciplinary action(s), specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. Court documents or State Board determinations/decisions should also be included.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence would include, but not limited to:

- Recent dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems.
- Letters on official letterhead from professional counselors, instructors, employers, probation or parole officers. An order of the court is also considered to be appropriate.
- Letter from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, and self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement.
- Current mental status examination by clinical psychologist or psychiatrist, including psychological testing, if applicable.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency that is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

**It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. If the applicant is applying to take the licensing examination, all evidence of rehabilitation must be submitted prior to being found eligible for an examination.**

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

# **APPENDIX C**

## **DISHONESTY INFRACTION**

**FRESNO CITY COLLEGE  
DISHONESTY INFRACTION FORM**

Course Title: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course No: \_\_\_\_\_

Students Name: \_\_\_\_\_

Room No: \_\_\_\_\_

Students ID# \_\_\_\_\_

Date of  
Infraction: \_\_\_\_\_

Time: \_\_\_\_\_

**INSTRUCTOR DESCRIPTION OF ACADEMIC DISHONESTY INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTOR HAS DISCUSSED THESE ALLEGATIONS WITH THE STUDENT:**

\_\_\_\_ YES    DATE \_\_\_\_\_

\_\_\_\_ NO    CONFERENCE WILL TAKE PLACE ON: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR

\_\_\_\_\_  
SIGNATURE OF DIVISION DEAN

This report will become a part of the student's permanent record. A copy will be mailed or given to the student. Instructor may give the student an F for the assignment and/or for the course depending upon the seriousness of the infraction.

If the student's permanent record indicates more than one occurrence of cheating or plagiarism, the student may be placed on probation, suspended, or expelled.

"A student may appeal to the Academic Standards Committee any sanctions employed based on an allegation of dishonesty. Such an appeal must be made within fifteen (15) days after notification is mailed or given to the student." FCC POLICY.

# **APPENDIX D**

## **GRADUATION REQUIREMENTS**

# GRADUATION REQUIREMENTS

To prevent any confusion at the time of graduation please note the following:

1. If you have taken any classes at other institutions, please contact the health careers liaison first, then the director, if further clarification is needed.
2. All waivers or course substitution must be approved by the Director and the Dean of Admissions and Records.
3. Only those students who have completed our prescribed program will sit for the board. **There are no exceptions.**
4. If you have a conviction for any misdemeanors or felony conviction, please arrange to meet with the director as soon as possible, if you have not done so already.
5. All third and fourth semester students must have a graduation check.
6. The college residency requirement must be met by completing the last (12) units at a State Center Community College within the District.

Below is a list of program prerequisites and general education requirements that must be completed in addition to registered nursing program courses before you can sit for the board examination.

## **Program prerequisites require a grade of C or better:**

1. HS graduate or GED with an average standard score of 45
2. GPA of 2.5 (in all completed college work)
3. Biology 20, Human Anatomy
4. Biology 22, Human Physiology
5. Biology 31, Microbiology
6. Math 103 or higher
7. Chemistry 3A, Into to General Chemistry
8. English 1A
9. Sociology 1A, Introductory Sociology Psychology 2, General Psychology

## **General education requirements with a grade of C or better:**

1. Physical Education 2 activity classes (not required for students who attended FCC or KRCC prior to 1978)
2. Speech 1 or 2 (also required prior to taking the NCLEX examination)
3. Political Science 2 or 10
4. Humanities (3 units)
5. Computer Familiarity (2-3 units) - Not required for students who attended FCC or KRCC prior to fall 1996.
6. College reading and writing requirements

(Rev. 9/12)

# **APPENDIX E**

## **LVN to RN ARTICULATION**

## LVN TO RN ARTICULATION INFORMATION SHEET

Fresno City College offers two options for Licensed Vocational Nurses (LVN) articulating to become Registered Nurses (RN). The program for **California Licensed Vocational Nurses** requires one academic year (two semesters) of the Registered Nursing Program. LVN to RN students enter the third semester of the RN curriculum but take a different sequence of courses from the basic RN students.

<b>Associate in Science Degree (A.S.) Option:</b>	<b>“30 Unit Option” Non-degree LVN-RN Articulation Plan:</b>																																			
<p>If an LVN wishes to obtain an Associate of Science Degree and be considered a graduate of Fresno City College Registered Nursing Program he or she must successfully complete all college and nursing requirements, including the prerequisites and general education requirements listed below with a grade of “C” or better. A cumulative GPA of 2.5 or above is required for admission to the program.</p> <p>LVN Associate Degree students are subject to the same educational standards and lottery selection process or paradigm contract education standards as the basic RN students.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>LVN/RN AS Degree Articulation Plan Requirements</b></th> <th style="text-align: right;"><b>Units</b></th> </tr> </thead> <tbody> <tr><td>1. Biol. 20 Anatomy</td><td style="text-align: right;">4</td></tr> <tr><td>2. Biol. 22 Physiology</td><td style="text-align: right;">5</td></tr> <tr><td>3. Math 103 Elementary Algebra or a higher math course</td><td style="text-align: right;">5</td></tr> <tr><td>4. Chem 3A Introduction to General Chemistry or equivalent</td><td style="text-align: right;">4</td></tr> <tr><td>5. Biol.31 Microbiology</td><td style="text-align: right;">5</td></tr> <tr><td>6. English 1A</td><td style="text-align: right;">4</td></tr> <tr><td>7. Psychology 2 General Psychology</td><td style="text-align: right;">3</td></tr> <tr><td>8. Sociology 1A Introduction to Sociology</td><td style="text-align: right;">3</td></tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>General Education Requirements</b></th> <th style="text-align: right;"><b>Units</b></th> </tr> </thead> <tbody> <tr><td>1. Comm. 1 or 2 (Formerly Speech)</td><td style="text-align: right;">4</td></tr> <tr><td>2. 2 PE courses</td><td style="text-align: right;">2</td></tr> <tr><td>3. Political Science 2 or 110</td><td style="text-align: right;">3</td></tr> <tr><td>4. Humanities Elective</td><td style="text-align: right;">3</td></tr> </tbody> </table> <p><b>Residence Requirements</b></p> <ol style="list-style-type: none"> <li>a. A minimum of twelve (12) units in residence at district colleges or centers, with attendance during the last semester prior to graduation, <b>or</b></li> <li>b. A total of forty-five (45) units in residence at district colleges or centers if not in attendance during the last semester prior to graduation.</li> </ol>	<b>LVN/RN AS Degree Articulation Plan Requirements</b>	<b>Units</b>	1. Biol. 20 Anatomy	4	2. Biol. 22 Physiology	5	3. Math 103 Elementary Algebra or a higher math course	5	4. Chem 3A Introduction to General Chemistry or equivalent	4	5. Biol.31 Microbiology	5	6. English 1A	4	7. Psychology 2 General Psychology	3	8. Sociology 1A Introduction to Sociology	3	<b>General Education Requirements</b>	<b>Units</b>	1. Comm. 1 or 2 (Formerly Speech)	4	2. 2 PE courses	2	3. Political Science 2 or 110	3	4. Humanities Elective	3	<p>According to California Code of Regulations 1429, an LVN who wishes to become an RN using the 30 Unit Option is required to complete no more than 30 semester units in nursing and related courses listed below with a grade of “C” or better. Twenty-one of the units are nursing courses and 9 are in physiology and microbiology.</p> <p>The 30-unit option is unique to California and some states will not issue a license to an individual who was originally licensed in California under the 30 unit Option regulations. Students completing the 30 unit option are eligible to take the NCLEX-RN exam but do so as non-degree candidates. Students selecting the “30 Unit Option” are not considered graduates of Fresno City College as per the requirements of Fresno City College.. Once the student has completed the 30 unit option and received an RN license from the BRN, the BRN cannot change the status to that of a graduate even if the student goes on to acquire a degree in nursing at a later date.</p> <p>30 unit option students are subject to the same educational standards as the basic RN students.</p> <p><b>The 30-unit option LVN track is only available on a space available basis.</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>LVN/RN “30 Unit Option” Prerequisite Requirements</b></th> <th style="text-align: right;"><b>Units</b></th> </tr> </thead> <tbody> <tr><td>Biol 22 Human Physiology (Biology 24 may be taken in lieu of Biology 22)</td><td style="text-align: right;">5</td></tr> <tr><td>Biol 31 Microbiology</td><td style="text-align: right;">5</td></tr> </tbody> </table>		<b>LVN/RN “30 Unit Option” Prerequisite Requirements</b>	<b>Units</b>	Biol 22 Human Physiology (Biology 24 may be taken in lieu of Biology 22)	5	Biol 31 Microbiology	5
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It is recommended that the LVN student take the LVN Bridge course, the Transcultural Nursing RN 33, as well as a refresher course or special studies course in Maternity and Pediatric Nursing prior to taking the NCLEX-RN licensing examination, as the content is included in the testing for RN licensure but not in this articulation plan. Please see the Director of Nursing – Stephanie R. Robinson or designee (559)244-2664 regarding these options. Please call (559) 244-2604 to schedule an appointment with a Allied Health-Nursing Counselor to insure you are taking the correct courses in the correct sequence. (Rev. 10/31/14)

**FRESNO CITY COLLEGE  
HEALTH SCIENCES DIVISION  
LVN/RN ARTICULATION PROGRAM**

**I understand that as an LVN/RN Articulation student the following options are available to me:**

**I. GRADUATE STATUS**

**Program prerequisites and general education classes must be completed with a grade of “C” or higher:**

- 1. HS graduate or GED with an average standard score of 45**
- 2. GPA of 2.5 or higher in completed college work**
- 3. Active LVN license (must be on file in the office)**
- 4. Anatomy (Bio 20)**
- 5. Physiology (Bio 22)**
- 6. Microbiology (Bio 31)**
- 7. Math 103 or higher**
- 8. Chemistry (completed one year high school with laboratory or one semester of college chemistry with laboratory)**
- 9. English 1A**
- 10. Sociology 1A**
- 11. Psychology 2**
- 12. Physical Education (2 units)**
- 13. Speech 1 or 2**
- 14. Political Science 2 or 10**
- 15. Humanities elective (3 units)**

**II. 30 UNIT OPTION**

**Program prerequisites require a grade of “C” or higher:**

- 1. Active LVN license (must be on file in the office)**
- 2. Physiology (Bio 22)**
- 3. Microbiology (Bio 31)**
- 4. Space Availability**

**III. Residence Requirements**

- a. A minimum of twelve (12) units in residence at state center community college district college, with attendance during the last semester prior to graduation, or**
- b. A total of forty-five (45) units in residence at district colleges or centers if not in attendance during the last semester prior to graduation.**

**I verify that I have read and understand the options available to me.**

**I have selected:**       Graduate status       30 Unit Option

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**



**PLEASE SIGN BELOW UPON ACCEPTANCE INTO THE NURSING PROGRAM**

Student acknowledgement of the choice they are making with the 30 unit Option LVN to RN:

Please initial each section

\_\_\_\_\_ The 30 unit Option is unique to California and applicants need to be aware that some states will not issue a license to a person who was originally licensed in California under the 30 unit Option regulations.

\_\_\_\_\_ Licensure by Endorsement in other states is not guaranteed as most states will not allow non-graduates to take their NCLEX or obtain a license in their state.

\_\_\_\_\_ I understand that the Board of Registered Nursing will not change my non-graduate status even if I obtain a degree at a later date.

\_\_\_\_\_ I understand that I cannot put on an employment application that I am a graduate of Fresno City College.

\_\_\_\_\_ I understand that all eight required prerequisites have been shown to be linked with success in the nursing program and by not taking them I may be putting myself at greater risk for not completing the nursing program.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Director's Signature                      Date

- **Please consult with director if you have any questions about equivalency, substitutions or waivers.**

# **APPENDIX F**

## **STANDARDS OF COMPETENT PERFORMANCE**

## **STANDARDS OF COMPETENT PERFORMANCE**

Board of Registered Nursing 1443.5

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family, and teaches the client and family how to care for the client's health needs.
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.
- (6) Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

Upon graduation from the Fresno City College Registered Nursing Program the student must be able to perform at the BRN level of requirements of competence.

## **SCOPE OF PRACTICE**

### **2725. Legislative intent; Practice of nursing defined**

(a) In amending this section at the 1973-74 sessions, the Legislature recognizes that nursing is a dynamic field, the practice of which is continually evolving to include more sophisticated patient care activities. It is the intent of the Legislature in amending this section at the 1973-74 sessions to provide clear legal authority for functions and procedures that have common acceptance and usage. It is the legislative intent also to recognize the existence of overlapping functions between physicians and registered nurses and to permit additional sharing of functions within organized health care systems that provide for collaboration between physicians and registered nurses. These organized health care systems include, but are not limited to, health facilities licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code, clinics, home health agencies, physicians' offices, and public or community health services.

(b) The practice of nursing within the meaning of this chapter means those functions, including basic health care, that help people cope with difficulties in daily living that are associated with their actual or potential health or illness problems or the treatment thereof, and that require a substantial amount of scientific knowledge or technical skill, including all of the following:

(1) Direct and indirect patient care services that ensure the safety, comfort, personal hygiene, and protection of patients; and the performance of disease prevention and restorative measures.

(2) Direct and indirect patient care services, including, but not limited to, the administration of medications and therapeutic agents, necessary to implement a treatment, disease prevention, or rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist, or clinical psychologist, as defined by Section 1316.5 of the Health and Safety Code.

(3) The performance of skin tests, immunization techniques, and the withdrawal of human blood from veins and arteries.

(4) Observation of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and (A) determination of whether the signs, symptoms, reactions, behavior, or general appearance exhibit abnormal characteristics, and (B) implementation, based on observed abnormalities, of appropriate reporting, or referral, or standardized procedures, or changes in treatment regimen in accordance with standardized procedures, or the initiation of emergency procedures.

(c) "Standardized procedures", as used in this section, means either of the following:

(1) Policies and protocols developed by a health facility licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code through collaboration among administrators and health professionals including physicians and nurses.

(2) Policies and protocols developed through collaboration among administrators and health professionals, including physicians and nurses, by an organized health care system which is not a health facility licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code.

# **APPENDIX G**

## **G.E. COURSE COMPLETION RECORD**



<b>G.E. COURSE COMPLETION RECORD</b>	
Student: _____	Current Semester _____

COURSE	Semester Completed	NEED
Mathematics 103		
Physical Education (2 Courses)		
English 1A, Reading and Writing requirements		
Psychology 2		
Sociology 1A		
Biology 20 - Anatomy		
Biology 22 - Physiology		
<b>OR</b> *BIOL 21A-Human Anatomy & Physiology I <b>AND</b> BIOL 21B- Human Anatomy & Physiology II		
Biology 31 - Microbiology		
Computer Literacy		
Speech 1 or 2		
Humanities Elective		
Chemistry 3A		
Political Science 2 or 10		

**60 Units** are required for graduation from Fresno City College

**63.5 Units** are approved by the BRN for licensure.

**APPENDIX H**  
**PINNING CEREMONY HANDBOOK**



# **Pinning Ceremony Handbook**

## **Why a Pinning Ceremony?**

The pinning of a new nurse is a symbolic gesture of welcome into the profession of nursing. Wearing the Fresno City College nursing pin allows all of our nursing alumni to proudly identify with each other as well as acknowledging the privilege of having succeeded in the Fresno City College's registered nursing program. It is important that through the pin and the uniform, the pinning ceremony represents the profession's ideology and the community's means of identifying the nurse. The ceremony has far-reaching significance for the graduates, faculty, college, nursing alumni, community, and profession of nursing. All aspects of this ceremony need to represent the highest standard of professionalism for nursing and Fresno City College.

## **Getting Started**

At the beginning of each semester, the members of the graduating class are to meet with the Director of Nursing, the Chair of the Department of Nursing and the Faculty Advisor for the Pinning Ceremony. This meeting should take place by the third week of the semester.

## **Student Representation**

Each clinical group will select a representative to serve as a pinning ceremony coordinator. This representative will take ideas from the clinical group to the pinning ceremony committee and bring back information for voting by the group. There needs to be ONE elected representative from each clinical group.

Responsibilities of the pinning ceremony coordinators:

1. Attend pinning ceremony committee meetings.
2. Administer ballots to all members of the clinical group.
3. Take results of the voting back to the pinning ceremony committee.
4. Voice concerns of fellow students.
5. Meet with the faculty advisor regularly.
6. Inform the faculty advisor of any problems.
7. Follow-up and insure that the wishes of the group are being carried out.
8. Insure that the lamps are in working order prior to the ceremony.

## **Faculty Advisor**

A designated member of the faculty will be responsible for assisting the graduating class in planning their pinning ceremony.

Responsibilities of the faculty advisor:

1. Advise students of the policies, procedures, and traditions of the pinning ceremony.
2. Give regular reports to the faculty and Director of Nursing.
3. Provide guidance and direction.
4. Advise students regarding speeches and note cards prior to the ceremony.
5. Reserve seats for the faculty and staff at the ceremony.
6. Insure that appropriate invitations are ordered and delivered.

7. Insure that major actions are by a majority vote/balloting of all the students, not just decisions made by the committee.
8. Type of uniform: all students must wear the **official Fresno City College nursing uniform** and white clinical shoes (no exceptions).
9. Nursing caps (either everyone wears it or no one)

(Rev. 4/8/2010)

### **Areas to be voted on by students**

1. Location
2. Type of refreshments (if any)
3. Speakers
  - Student speakers (three maximum)
  - Faculty speakers (two maximum)
4. Music
5. Decorations
6. Invitations

(Rev. 4/8/2010)

### **Subcommittees**

The following committees should be formed

1. Facilities
2. Donations/Fund Raising
3. Invitations
4. Decorations/Flowers
5. Photographer
6. Programs
7. Speakers
8. Refreshments
9. Clean-up

## **Responsibilities of each committee**

### **Facilities**

The facilities committee will come up with recommendations for a location for the pinning ceremony. Each graduate will vote on his or her choice of location, date, and time. Once the facility has been secured, get a written agreement with the facility which will include date, time, what the facility will provide, and responsibilities of the students.

### **Donations/Fund Raising**

A list of prospective donors should be brought to the nursing office as early in the semester as possible. All official requests for donations shall originate from the Health Sciences Division office. The nursing department secretary will provide the class representative with running totals of how much money has been donated and by whom. The donation committee representatives are responsible for informing the program committee members of the donors so they can be acknowledged on the program. The nursing office will also assume the responsibility of sending out formal thank you letters to all donors.

All fundraising activities need to be approved by the faculty adviser and the director of the nursing program. The students are responsible for completing the fundraising event application and obtaining the appropriate signatures prior to conducting their event (forms are included in the appendix). No personal or outside accounts are allowed. There is a designated account established in the business office specifically for the pinning ceremony. It is the responsibility of the students to insure that all vendors are paid in a timely manner.

### **Invitations**

Formal invitations are to be selected and voted on by the class. Many important people from the college community must be invited to the ceremony. The nursing program will pay for these specific invitations (see sample list below) and distribute them from the division office. The students are responsible for ordering enough invitations for the students and the college community. Individual students will pay for their own invitations. Any limitations on the number of guests each student may invite are to be determined and voted on by all of the students.

District Board of Trustees (7)  
Chancellor of District  
President of College  
Dean of Instruction  
Dean of Students  
Dean of Health Sciences  
Director of Nursing  
Program Faculty and Staff (12)  
Adjunct Faculty (5-10)  
Significant Community members of the Paradigm group (10).

### **Decorations/Flowers**

The committee will develop ideas and cost estimates for decorating the ceremony location. These ideas will be presented to the student representatives who will take the information to their group for a vote. Once all students have voted on the decorations, the committee takes care of the ordering and purchasing. The committee will seek volunteers from the underclass-nursing students to do the decoration.

### **Photographer**

Photographer bids for the class pictures will be presented to the committee and voted on by all of the students. The nursing program will purchase one class picture to display in the Nursing Skills Lab.

### **Program**

Members of the program committee will decide on the outline and format of the program for the pinning ceremony. The committee needs to submit the draft to the students for a vote for approval. The program should include the order of events that are to take place including (1) processional, (2) welcome by the nursing director and introduction of the faculty, (3) music to be played (optional), (4) speakers, (5) pinning, and (6) recessional. It is important to list the names of donors who helped make this event successful. Once the program is approved by a vote of the students, the program needs to be presented to the faculty for review at least 4 weeks prior to the pinning ceremony.

### **Speakers**

Speakers will be selected from within the graduating class. There will be a maximum of three designated student speakers. Each clinical group will submit nominations, and the committee will then provide ballots to all students to select the speakers. If a faculty speaker is desired, the students may vote on one or two faculty speakers after the start of the last nine-week rotation.

### **Refreshments**

The type of refreshments (if any) to be served must be decided by the class. Bids should be solicited and voted on by the students. The graduation committee will be responsible for making sure that there are volunteers present the day of the ceremony to set-up and serve the refreshments.

### **Clean-up**

There will be a designated group to clean up the facility after the pinning ceremony and reception. This group should be made up of volunteers from the underclass-nursing students. Contact all of the nursing classes for volunteers and have them sign-up for a time and duty. The committee should call the volunteers the day before the pinning ceremony to remind them of their duties and time commitments.

## GRADUATION AND PINNING CEREMONY ATTENDANCE

Note that participation in the Fresno City College commencement exercise and the Pinning Ceremony for the Registered Nursing Program is not mandatory. It is the prerogative of the student whether or not to decide to participate in either ceremony. A student's decision not to participate in one ceremony will not preclude attendance or participation in the other ceremony.

### CLASS PINS

1. Optional class pins may be obtained through the Fresno City College Bookstore.
2. The cost of the pins will fluctuate with the price of silver/gold.

### PINNING CEREMONY GUIDELINES

1. If the class elects the option of inviting members of the nursing faculty to participate in the pinning ceremony, the following is required:
  - 1.1 Consultation with the Director of Nursing and the Class Advisor on the nature of the program and the printed program format.
  - 1.2 **The nursing students at their pinning ceremony will wear the official Fresno City College traditional white nursing uniforms. This includes shoes. This is mandatory and not optional.**
  - 1.3
    1. Processional
    2. Welcome - Faculty Advisor
    3. Introduction of Faculty and BOT, guests and significant community members present by the Director of Nursing
    4. Music (optional)
    5. Speaker - Maximum of two class speakers, one faculty member (optional)
    6. Pinning - Faculty Member (maximum of two)
    7. Music (optional)
    8. Processional  
(Rev. 10/28/96)
  - 1.4 Provide advice and counsel regarding the final copy of the proposed program by the nursing program faculty prior to printing.
  - 1.5 Agreement that only students who have completed all of the nursing program courses successfully will participate in the program.
  - 1.6 Follow guidelines presented in the Student Guidelines Handbook, (i.e. example: Donation from hospitals and other health facilities). (Rev. 5/25/95)
  - 1.7 Nursing students need to type thank you letters to the hospitals for graduation donations.

# **APPENDIX I**

## **PRIVATE VEHICLE USE AUTHORIZATION**

# STATE CENTER COMMUNITY COLLEGE DISTRICT

## AUTHORIZATION FOR USE OF PRIVATE VEHICLE FOR SCHOOL TRANSPORTATION

**PRIOR TO TRIP: Submit to College Business Manager/Vice Chancellor, External Operations**

- Fresno City College       Reedley College       Madera Center  
 Oakhurst Center       Clovis Center       District Office  
 Community Campus

### **I. INFORMATION ON VEHICLES**

Vehicle 1 Make or Model \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Vehicle 2 Make or Model \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Vehicle 3 Make or Model \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Address of Registered Owner: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Type of Insurance: (Check as applicable)

Public Liability \_\_\_\_\_ Property Damage \_\_\_\_\_ Medical Coverage \_\_\_\_\_ Collision \_\_\_\_\_

### **II. INFORMATION ON TRIP**

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

### **III. AUTHORIZATIONS**

1. Requested By: \_\_\_\_\_

2. Authorized By: \_\_\_\_\_

3. Unit Manager: \_\_\_\_\_

4. \_\_\_\_\_  
College Business Manager/Vice Chancellor, External Operations

# **APPENDIX J**

## **GENERAL LIABILITY INSURANCE/MALPRACTICE INSURANCE REPORTING FORM**



# General Liability Insurance/Malpractice Insurance Reporting Form

Date of Incident \_\_\_\_\_ Place of Incident \_\_\_\_\_

Nursing Student \_\_\_\_\_ Nursing Faculty \_\_\_\_\_

Name of Injured Person \_\_\_\_\_ Patient Injury?  Yes  No

*If yes, provide the following information:*

Patient Name \_\_\_\_\_ MRN# \_\_\_\_\_

Name of Hospital \_\_\_\_\_ Room # \_\_\_\_\_ Unit \_\_\_\_\_

Explanation of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Manager/Supervisor Notified?  Yes  No Who was notified? \_\_\_\_\_

Director of Nursing Notified?  Yes  No If yes, who called? \_\_\_\_\_  
(559) 244-2604

If no, who was notified in the Health Sciences Division? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provide completed form to the Director of Nursing within two (2) working days.**

**COMPANY NURSE (1-877-854-6877)**

**GROUP CODE: VIPJP**

## **HOW IT WORKS**

If an injury is not a medical emergency the employee should report the injury to their supervisor and telephone COMPANY NURSE at 1-877-854-6877. They will speak to a registered nurse who will assist the employee with his or her medical needs and expedite the claims processing. The nursing receiving the call will triage the injury as follows:

- Incident report only; no treatment needed –Employee returns to work.
- Minor first aid; nurse will give self-care advise—Employee returns to work, same or next shift.
- Requires further medical care-Nurse refers employee to seek treatment at designated clinic/physician.
- Emergency; call 911—Seek emergency treatment immediately.

# **APPENDIX K**

## **DISCRIMINATION COMPLAINT**

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
Fresno City College**

**DISCRIMINATION COMPLAINT**

**PLEASE PRINT**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_ ALTERNATE (\_\_\_\_) \_\_\_\_\_  
TIMES \_\_\_\_\_

I WISH TO COMPLAIN AGAINST: Name of person, college, program or activity:

\_\_\_\_\_

Address (if available) \_\_\_\_\_

Indicate by checking the applicable box(es) below what you believe was the basis for the discrimination against you (please check only those which apply):

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Ethnic group identification | <input type="checkbox"/> Race/National Origin          | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Color                       | <input type="checkbox"/> Physical or mental disability |                                   |
| <input type="checkbox"/> Sex                         | <input type="checkbox"/> Other (Please explain)        |                                   |

In what way do you feel that you were discriminated against? (Please describe what happened. Use additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

Date of alleged discrimination \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list names, addresses, and phone numbers

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
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\_\_\_\_\_

\_\_\_\_\_

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

# **APPENDIX L**

## **STUDENT GRIEVANCE APPEALS PETITION**

## **STUDENT GRIEVANCE APPEALS PROCEDURE**

A student who has a grievance should take action in the following sequence.

1. Discuss the problem with the individual staff member involved.
2. If a mutually satisfactory understanding has not been reached, the student may submit a Student Grievance Petition to the appropriate supervisor of the area of concern.
3. The supervisor will send the Grievance Petition form to the appropriate staff member involved who, in turn, will respond in writing to the supervisor within five (5) working days. The supervisor will send a copy to the student.
4. If the student is dissatisfied with the response, the student may submit the grievance, in writing, to the supervisor. The supervisor will respond within five (5) working days.
5. If the student is still dissatisfied after taking these steps, the student may submit the grievance, in writing, to the Dean of Instruction, the Dean of Students, or the Business Manager, whichever is appropriate, who will respond in writing.
6. As a final step, the student may submit the grievance, in writing, to the Academic Standards Committee for academic matters or to the College President for non-academic matters who will also respond in writing.
7. The College President has final authority.

**NOTE:** Grievance Petition forms for this procedure are available in the Office of the Associate Dean of Records, in any division office, and/or in any Director's office.

A Grievance Petition form may not be filed later than 30 days after the beginning of the Fall or Spring semester following the date of the grievance.



FRESNO CITY COLLEGE  
 STUDENT APPEALS  
 GRIEVANCE PETITION

Office Use Only  
 Date of Filing: \_\_\_\_\_

*Please Note: This form is not to be used for cases of sexual harassment or complaints of unlawful discrimination. Grievance forms for these purposes are kept in the office of the Dean of Students. Please feel free to attach additional comments. Please submit to the appropriate Division Dean's office. Instructional related grievances are taken to the Divisional Dean of Academic Area. Non-instructional grievances are taken to the Dean of Students.*

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Course Name: \_\_\_\_\_  
 Student Address: \_\_\_\_\_  
Address City State Zip  
 Staff Member: \_\_\_\_\_ Course Time: \_\_\_\_\_

Date of Alleged Incident: -- Date of Student Complaint: --  
 Nature of Grievance (check one): \_\_\_\_\_ Instruction related \_\_\_\_\_ Non-instruction related

I-A Student's statement of grievance. What is the factual contention? What has occurred?  
 Provide full facts necessary to support your position and state action you believe is required to resolve this grievance.

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Student's Signature: \_\_\_\_\_

I-B Response to grievance by Staff Member. (Response due within five (5) working days.)

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Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

II-A Student's response to staff member's statement.

Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_

Check one:  
 Resolved  
 Affirmed  
 Denied

Student's Signature: \_\_\_\_\_

II-B Response to grievance by the Divisional Associate Dean. (Response due within five (5) working days.)

Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_

Check one:  
 Resolved  
 Affirmed  
 Denied

Dean's Signature: \_\_\_\_\_

II-C Student's response to Divisional Associate Dean's decision and/or reasons for appeal to the Dean of Instruction or Dean of Students: (Response due within 5 working days.)

Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_  
Check one: Decision Acceptable \_\_\_\_\_  
Appealed to Level III \_\_\_\_\_

Student's Signature: \_\_\_\_\_

III-A Response to grievance by Dean of Instruction or Dean of Students: (Response due within 5 working days.)

Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_  
Check One: Grievance Resolved \_\_\_\_\_  
Affirmed \_\_\_\_\_  
Denied \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

III-B Student's response to Dean's decision and/or reasons for appeal to Academic Standards Committee or to the President:

Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_  
Check One: Decision Acceptable \_\_\_\_\_  
Appealed to Level IV \_\_\_\_\_

Student's Signature: \_\_\_\_\_

IV Response to grievance by Academic Standards Committee or the President:

Date of Response: \_\_\_\_\_  
Check One: Grievance Resolved \_\_\_\_\_  
Affirmed \_\_\_\_\_  
Denied \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX M**  
**GRADE REVIEW PETITION**





FRESNO CITY COLLEGE – STUDENT GRADE REVIEW PETITION

STUDENT NAME: (Print) \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number and Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Schedule Number	Course	Instructor	Semester	Grade Received

**GRADE REVIEW PROCEDURE:** It is the student's responsibility to be aware of final grades. If the student believes a computational or procedural error has taken place, this petition may be submitted up to, but not including the next like semester. In unusual circumstances a student may petition for a grade change after the one cycle period. In this case, the petitions are processed through the office of the District Dean of Admissions & Records, and Academic Standards Committee.

**STUDENT:** A final grade issued by an Instructor to a student is not subject to change except for an error in computation or procedure. Please state as concisely and clearly as possible your reasons for believing such an error has occurred and provide any available records supporting your reason.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR:** Please check appropriate box and respond with your signature and date:

**Note:** If the grade received is a result of an administrative action ('W'), the Instructor has 10 business days to respond. If a response is not received within 10 days, the administrative action will be reviewed and possibly removed by the Dean of Admissions & Records.

I have reviewed the grade assigned to this student as requested and find that **NO COMPUTATIONAL OR PROCEDURAL ERROR WAS MADE.** EXPLANATION: (Please respond to the specific statement above made by the student.)

\_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the grade assigned to this student as requested and find that **THE GRADE SHOULD BE CHANGED TO:** (Sign the attached photocopy of the grade roster and make notations of specific assignments, scores, etc., that support the revised grade.)

\_\_\_\_\_  
New Grade \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Associate Dean of Instruction: \_\_\_\_\_  Approve Change  Deny Change  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by District Dean of Admissions & Records: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy to Student: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

White...Adm. & Rec. Green...Division Dean Yellow...Instructor Pink...Student Goldenrod...Receipt at time of filing

# **APPENDIX N**

## **VERIFICATION OF STUDENT HANDBOOK RECEIPT**

# Fresno City College Registered Nursing Program Summer/Fall 2016

## Verification of Handbook Receipt

Please sign and date this form to verify that you have accessed and reviewed the online version of the Fresno City College Registered Nursing Handbook for Summer/Fall 2016. The Handbook is available online through the Fresno City College Website at [www.fresnocitycollege.edu](http://www.fresnocitycollege.edu) under APA Division, Registered Nursing Department.

It is your responsibility to read this handbook in its entirety and refer to the handbook throughout your time in the nursing program.

I understand that if I test **positive** for any of the following drugs, I will not be allowed to continue into the Registered Nursing Program. The drug screen performed through Certified Background will provide results of your drug screen.

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites
- Methadone
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

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Student Signature

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Date

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Name, Please Print



# **APPENDIX O**

## **POLICIES ON SEXUAL HARASSMENT**

## **Prohibition of Sexual Harassment**

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Fresno City College, Kings River Community College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as implied or expressed requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct should be considered.

In order to ensure adherence with the board policy, the colleges shall designate persons responsible for receiving complaints of sexual harassment and publicize the names and titles of the persons so designated on each campus. When a complaint has not been resolved on the campus, the district's Affirmative Action Officer shall be the officer responsible for ensuring district compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges for district investigation and resolution of complaints of discrimination including sexual harassment.

Legal reference: Ad. Code, Title 5, 59300-59362

Adopted by the governing board: December 6, 1993

Revised: September 4, 1984

41/3B18

AR 5109 (a)

# **District Procedures for Investigation and Resolution of Student Complaints of Unlawful Discrimination, Including Sexual Harassment**

The district officer responsible for insuring district compliance with the rules and regulations adopted by the Board of Governors of the California Community Colleges will be the Director of Certificated Personnel/Affirmative Action Officer.

The colleges will post and/or publish annually in appropriate publications available to all students the board policy and complaint procedures herein described.

The colleges of the district may develop procedures for attempting to resolve charges on discrimination before the district complaint procedure takes effect, but such campus procedures must be limited to 30 days from the date of the alleged discrimination. (*Appendix K*)

## **Complaint procedure**

1. After all other attempts to resolve a complaint have failed, a complaint may be filed either by:
  - a. A student who alleges that he or she has suffered unlawful discrimination in a college or district program or activity, or
  - b. An employee of the district who has learned of such unlawful discrimination against a student in his or her official capacity.
  
2. The complaint must be filed on the form titled “Unlawful Discrimination Complaint.” Forms will be available in the Dean of Student’s office on each campus, as well as in the office of the Director of Certificated Personnel/Affirmative Action Officer.
  - a. The complaint must be filed within 120 calendar days of the alleged unlawful discrimination.
  - b. Within 14 calendar days of receipt of the complaint form, the Affirmative Action Officer will:
    - 1). Commence an investigation of that complaint,
    - 2). Notify the State Chancellor’s office that a complaint has been received, and
    - 3). Notify the complainant that an investigation is being conducted.

3. If the Affirmative Action Officer receives a complaint, which is defective in its compliance, he/she shall immediately notify the complainant that the complaint is defective and specify in what requirement the complaint is defective.
4. The investigation must be completed within 90 calendar days from its initiation. Upon completing the investigation, the Affirmative Action Officer will attempt to resolve any valid complaint and will take such action as is deemed necessary to correct the effects of the discrimination and to insure that no unlawful discrimination will occur in the district.
5. The investigation officer will notify the complainant of his/her proposed resolution and will also notify the complainant that he/she may object to the proposed resolution by submitting objections to the state chancellor within 30 days. Such notice to the complainant shall be given on the form provided by the state chancellor.
6. Within 90 days from the initiation of the investigation, the district will forward to the state chancellor:
  - a. The original complaint,
  - b. A report of the nature and extent of the investigation,
  - c. A report of any action taken to resolve any valid complaint, and
  - d. Evidence that the district has notified the complainant of the proposed resolution and of his/her right to object by appealing to the state chancellor.

Legal reference: Ad. Code, Title 5, 59300-59362  
Approved: January 13, 1982  
Revised: December 14, 1983; September 4, 1984  
50/3B17

AR 5109.1 (a)



## **College Procedure for Complaints of Sexual Harassment (Students)**

(Complaints of other forms of discrimination will follow established channels and procedures outlined in AR's 4136, 4236, and 4336.)

This procedural statement is a special application of the district's established complaint procedures and prohibition against discrimination. It is presented in direct reference to the sexual harassment of students of the colleges of the State Center Community College District and to the related policy of the district adopted by the district's governing board. The board policy is based on federal and state statutes on this subject.

While sexual harassment of students by other students or by district employees represents a wrong as described by board policy and in the district's complaint procedures, the nature of this particular offense renders it exceptional. Thus, a separate procedure has been established to recognize this distinction.

Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent various kinds of academic and personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant upon regular complaint procedures. Since this district recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to establish prompt recourse and to ensure fairness and equity both to the persons alleging the wrong and to the person accused of the wrong.

The colleges and the district recognize their responsibility to make every effort to maintain a neutral work and educational environment free of sexual harassment or any other kind of intimidation.

For purposes of this regulation, sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards a student, when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
3. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

50/3B9

AR 5109.1 (b)

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct should be considered.

## Procedure

All steps in this campus procedure must be completed within 30 calendar days. Since the dean of students has five (5) working days in Step 3, and the president has ten (10) working days in Step 4 in which to act, the first two steps must be completed within nine (9) calendar days.

**Step 1** Students who believe that they have been subjected to any form of sexual harassment should carefully review both the district's policies on this subject and this procedure. They are encouraged to seek counsel from any number of the college community in whom they have confidence; however, it is recommended that the student contact one of the faculty or staff members identified expressly at each college to discuss any complaint of sexual harassment. The names of the women and men who have been given special responsibilities for advising in complaints of sexual harassment are available by telephone or in person at the office of the dean of students on each campus.

The complaint advisor and/or the student may attempt to verify the validity of the complaint and/or resolve the complaint directly with the person against whom the complaint is lodged. If resolution is possible at this informal level, then no record needs to be made of the complaint. However, should such a direct approach be uncomfortable, threatening, or be otherwise deemed by the student or the advisor to be undesirable, this step may be omitted. The student must sign a statement describing the incident and the nature of the complaint, using a form provided for that purpose (see attachment). The identity of the student shall be protected at all times and the signed complaint shall at this step remain confidential and held only by the advisor.

The complaint advisor shall then confer with the person against whom the complaint has been brought, advising him/her of the nature of the complaint but keeping confidential the identity of the complainant. If the problem cannot be resolved at this level, the complainant may proceed to **Step 2**.

**Step 2** If the complaint of sexual harassment is against a faculty member or another employee of the district, and if no resolution of the problem has been achieved, the student and/or the complaint advisor shall review the signed complaint and the failure to resolve it with the immediate supervisor of the faculty member or employee against whom the complaint has been brought. The signed complaint shall not leave the possession of the advisor; a copy shall not be given to the supervisor unless the problem is resolved at this level. The supervisor must subsequently confer with the person against whom the student has complained and must continue to respect the student's request for anonymity. If the supervisor questions the validity of the complaint or is unwilling or unable to take action to resolve the problem, the student may proceed to Step 3.

**Step 3** A students' unresolved complaint of sexual harassment shall be brought to the attention of the dean of students either by the complainant, the complaint advisor, or both.

The complaint signed by the student shall be forwarded to the dean of students by the complaint advisor. The dean of students shall hear the student's complaint, and confer with the faculty member or employee against whom the complaint has been brought in the presence of his/her immediate supervisor and, if advisable, in the judgment of the dean, the complaint advisor. If the Dean of Students cannot resolve the complaint within five (5) working days, Step 4 will be implemented.

**Step 4** The dean will transmit the complaint, in writing and signed by the complainant, to the college president with a copy to the district affirmative action officer for information purposes.

The president will act as described in the circumstances that follow:

- a. The president will consult the person mentioned in the complaint and all persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be again consulted in this process, and the accused will at this time be given a copy of the written accusation.
- b. If the problem cannot be resolved to the satisfaction of all parties at Step a. Within ten (10) working days, the president may either dismiss the matter because he deems it invalid, stating his reasons in writing to all parties, with a copy to the district affirmative action officer; or he may forward the case to the district affirmative action officer and notify the student of her/his right to appeal. The president must act within ten (10) working days.

Should the president's resolution be to insert a written reprimand in an employee's personnel record, or to take disciplinary action, such action will be taken in compliance with federal, state, and district rules, regulations, and contracts. The district affirmative action officer shall be copied on all such actions and a full summary of the nature of the complaint and its resolution shall be provided.

District procedures for investigation and resolution of student complaints of discrimination, including sexual harassment

Should resolution not be achieved at the campus level, the procedures outlined in AR 5109 must be followed and a report submitted to the California Community Colleges' counsel as required by law.  
Approved: December 14, 1983

# **APPENDIX P**

## **OUT OF SEQUENCE AGREEMENT**

FRESNO CITY COLLEGE  
REGISTERED NURSING PROGRAM  
OUT-OF-SEQUENCE AGREEMENT

**I will not be able to continue my course of study in the Registered Nursing Program because of one of the following reasons:**

Financial  Family  Illness  Excessive Absences  Course Failure  Other  Medication Math

**COMMENTS**

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***PLEASE READ CAREFULLY***

I am aware that interruptions in my program of study for any one of the above reasons will subject me to loss of my continuing student status, and I will be reclassified as an out-of-sequence student whose placement is contingent on space availability. If there are more students than spaces, placement will be determined by lottery. I understand that as a consequence of this delay in my coursework, I will not be continuing on with my fellow classmates; and I will be in classes with continuing students in other semesters of the program. If a student earns two failing grades in any of the required registered nursing courses the student will be removed from the Fresno City College Nursing program and will not be allowed reentry as a nursing student in the nursing program. Regardless of the circumstances, those Registered Nursing courses in which a student receives a "W", "D" or an "F" grade may be repeated only once.

- In RN 31, the medication math testing occurs during the theory portion of the class. If you have taken the medication math examination and failed out, this is counted as a failed course.
- I understand that while the continuing students are guaranteed positions throughout the program, the out-of-sequence student is given no guarantee from one nine-week rotation to the next in the absence of available spaces.
- I further understand that as an out-of-sequence student, if I wish to defer a rotation I can expect to have my name moved to the bottom of the list.
- I am required to keep my address up to date and notify the Nursing office of any changes of address and telephone number. If the Nursing office cannot contact me for placement, I can expect to have my name removed from the list, to be reinstated only after conference with the Nursing Director.
- I am aware that student placement will be determined at the end of each nine-week rotation and the end of each semester, after final grades have been calculated.
- I am aware that in order to continue in RN 19, I have to carry >1 unit throughout the semester.
- I have read and understand the above, and I have been informed by the Nursing Director of the consequences of noncompliance.
- Should you have any additional problems or personal issues related to completing nursing coursework successfully, please notify the Director of Nursing.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Director Signature

\_\_\_\_\_  
Date

Rev. 05/22/15

# **APPENDIX Q**

## **NURSING PROGRAM VERIFICATION FORM**



**BOARD OF REGISTERED NURSING**  
P O Box 944210, Sacramento, CA 94244-2100 TDD  
(916) 322-1700 Telephone (916) 322-3350  
www.rn.ca.gov  
Louise Bailey, MEd, RN, Executive Officer



**NURSING PROGRAM VERIFICATION**

This form is to be completed by the nursing program Dean or Director or their designee if accommodation(s) to testing procedures were granted to this candidate during their nursing program. Original submission of this form is optional. However, if this form is not used, all of the information requested must be provided on original letterhead stationery of the nursing program.

Candidate Name: \_\_\_\_\_  
(First) (Middle) (Last)

Birthdate: \_\_\_\_\_  
(Month) (Day) (Year)

Describe the format of examinations administered (e.g., written multiple-choice, essay, oral, etc.) and the accommodation(s) provided to the above candidate for these examinations during their nursing program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Completing Form (Print): \_\_\_\_\_  
Title: \_\_\_\_\_ Name of School: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Area Code) (Date)

# **APPENDIX R**

## **REFERENCES**



## **Reference Material**

### References:

Chapter, S (1975) A Conceptual Framework for Curriculum Development. *Nursing Outlook*, 23(7), 428-433.

Neuman, B. (1989). *The Neuman systems model: Application to nursing theory and practice*. Norwalk: Appleton-Century-Crofts.

Roy, Sr. C. (1984) *Introduction to Nursing: An adaptation model* (2nd Ed.). Englewood Cliffs, NJ: Prentice Hall.

Roy, Sr. C. (1970) Adaptation: A conceptual framework for nursing. *Nursing Outlook*, 18, 254-257.

# **APPENDIX S**

## **RESIDENCY REQUIREMENT**

State Center Community College District  
Fresno City College  
Registered Nursing Program  
Associate in Science Degree  
Spring 2013

## **RESIDENCY REQUIREMENT**

### **Residence Requirements**

- a. A minimum of twelve (12) units in residence at district colleges or centers, with attendance during the last semester prior to graduation, or
- b. A total of forty-five (45) units in residence at district colleges or centers if not in attendance during the last semester prior to graduation.