# Table of Contents

Welcome to the ADN Program ................................................................................................... 1  
Mission Statement .................................................................................................................. 2  
ADN Program Curriculum ..................................................................................................... 2  
ADN Philosophy .................................................................................................................... 2  
Terminal Objectives .............................................................................................................. 3  
ADN Program Benchmarks ................................................................................................... 3  
Program Student Learning Outcomes .................................................................................. 4  
Getting Started–First Meeting With the Advisor ................................................................. 4  
Orientation Objectives ........................................................................................................... 4  
Program Entry ...................................................................................................................... 5  
  Registration .......................................................................................................................... 5  
  Health Requirements ......................................................................................................... 5  
  Criminal Background Check ............................................................................................... 6  
  Urine Drug Screen ............................................................................................................. 6  
  Impaired Student Policy ..................................................................................................... 6  
  Students Convicted of a Crime ........................................................................................... 7  
Additional Requirements ....................................................................................................... 7  
Health Technology Office ..................................................................................................... 8  
  Maintenance of Student Records Policy ........................................................................... 8  
  Access to Student Records ............................................................................................... 8  
ADN Faculty Roles ................................................................................................................ 8  
  Nursing Advisor ................................................................................................................. 8  
  Course Instructor ............................................................................................................... 9  
  Clinical Instructor ............................................................................................................. 9  
  Program Director .............................................................................................................. 9  
  Allied Health and Nursing Laboratory (AHNL) .............................................................. 9  
  Health Technologies Cluster Counselors ......................................................................... 9  
Communication Guidelines with Faculty, Students and Staff ........................................ 9  
  Faculty and Student Mailboxes ......................................................................................... 9  
  Pipeline ............................................................................................................................... 10  
  CPETs ................................................................................................................................ 10  
  Faculty Office Hours ....................................................................................................... 10  
  Phone Calls to Faculty ..................................................................................................... 10  
  Cell Phones ....................................................................................................................... 10  
Opportunities for Student Leadership .............................................................................. 10  
  Student Representatives to Faculty ................................................................................ 10  
  SBCC Student Nurses Association ............................................................................... 11  
  SBCC Nursing Alumni Association .............................................................................. 11  
ADN Course Information ..................................................................................................... 12  
  Semester I .......................................................................................................................... 12  
  Semester II ......................................................................................................................... 12  
  Semester III ....................................................................................................................... 12  
  Semester IV ....................................................................................................................... 13
Additional Courses
Assessment of Clinical Competence NURS 190................................................................. 13
Success Strategies for ADN Students NURS 195................................................................. 13
NCLEX Success NURS 282................................................................................................. 13
Advanced Placement............................................................................................................ 14
LVN to RN Students .............................................................................................................. 14
Transfer Students ................................................................................................................ 14
RNs from Other Countries .................................................................................................. 14
Returning Students to the ADN Program ............................................................................ 14
Re-Entry Students ................................................................................................................ 15
Credit by Evaluation/Examination ..................................................................................... 15
Textbooks and Course Materials .......................................................................................... 16
Classroom and Clinical Expectations .................................................................................... 17
Weekly Schedule.................................................................................................................... 17
Attendance and Progression .................................................................................................. 17
SBCC Attendance/Non-Attendance Policy ........................................................................ 17
ADN Program Attendance Policy ....................................................................................... 17
Evaluation and Grading ....................................................................................................... 18
Academic Honesty ................................................................................................................ 18
Grading Policy ....................................................................................................................... 18
ADN Exam Taking Procedure ............................................................................................. 18
ATI Computerized Testing .................................................................................................... 19
Proctored Content Mastery and Review ............................................................................. 19
Clinical Guidelines ............................................................................................................... 21
Agency Contracts and Student Responsibilities ................................................................. 21
Clinical Absence Policy ....................................................................................................... 21
Dress Code/Professional Appearance ................................................................................ 21
Confidentiality of Information ............................................................................................ 23
Clinical Assignments ............................................................................................................ 23
Clinical Performance Evaluation Tool CPET) ................................................................. 24
Clinical Performance Evaluation Criteria .......................................................................... 24
Clinical Objectives ............................................................................................................... 25
Guidelines for When to call Your Instructor ..................................................................... 26
Clinical Experience ............................................................................................................. 27
Planning Ahead in Clinical .................................................................................................. 28
Specialty Rotations ............................................................................................................... 28
Professional Nursing Practicum.......................................................................................... 28
Basic Standards for Safe Practice ......................................................................................... 30
Problems Interfering With Student Performance

Leave of Absence ................................................................................................................... 32
Personal and/or Health Problems ........................................................................................... 32
Clinical Performance Problems ............................................................................................. 32
Referrals to Allied Health and Nursing Laboratory ............................................................... 33
Clinical Notification ............................................................................................................... 33
Clinical Probation .................................................................................................................. 33
Unsafe Patient Care ................................................................................................................ 34
Withdrawal from Program ..................................................................................................... 33
Re-admission Policy ................................................................................................................ 34
Student Rights/Conflict Resolution ....................................................................................... 34
Grievances/Complaints Policy ............................................................................................... 34

Special Needs/Situations ........................................................................................................ 35
Clinical Injury Procedure ....................................................................................................... 35
Student Health Insurance ....................................................................................................... 35

Program Completion ............................................................................................................ 36
Graduation ............................................................................................................................... 36
Pinning Ceremony .................................................................................................................. 36
College Graduation ................................................................................................................ 36

Allied Health and Nursing Laboratory ................................................................................ 36
Allied Health and Nursing Laboratory Philosophy ............................................................... 36
Guidelines for Using Allied Health and Nursing Laboratory ................................................ 37

College Resources ................................................................................................................ 38
Personal Health and Counseling ............................................................................................ 38
Disabled Student Programs and Services .............................................................................. 38
Learning Resource Center ..................................................................................................... 38
Luria Library ............................................................................................................................ 38
Financial Aid .......................................................................................................................... 38
Additional ADN Program Resources ................................................................................... 39
AHNL Uniform Closet ........................................................................................................... 39
Books, Journals and Online Resources ................................................................................ 39

Attachments Outline ............................................................................................................. 40
A. American Nurses’ Association (ANA) Code for Nurses ................................................. 41
B. National Student Nurses’ Association, Inc. Code of Academic and Clinical Conduct ... 42
C. SBCC Academic Honesty Policy ..................................................................................... 43
D. Advisory for Career Choice/Mental and Physical Qualifications for Nursing .......... 44
E. Hepatitis/HIV Precautions Policy Statement/Standard Precautions ................................ 45
1. Recommended Isolation Precautions in Hospitals ...................................................... 46
F. Clinical Agency Orientation Guides .............................................................................. 48
1. Santa Barbara Cottage Hospital .................................................................................. 48
2. Goleta Valley Cottage Hospital ................................................................................. 50
3. Psychiatric Health Facility ......................................................................................... 52
4. Lompoc Valley Medical Center .................................................................................. 53
G. Program Forms ............................................................................................................... 55
1. SBCC ADN Student Contract .............................................................................. 55
2. Cottage Health System Universal Confidentiality Agreement ........................... 56
3. Patient Confidentiality and Social Media ........................................................... 58
4. Petition for Course Credit by Evaluation ........................................................... 59
5. Referral to Allied Health and Nursing Laboratory Form ...................................... 60
6. Clinical Notification Form ................................................................................... 61
7. Contract for Students Returning/Transferring to the ADN Program ............ 64
8. Latex Sensitivity Protocol and Requirements ...................................................... 65

H. Emergency Procedures .................................................................................... 67
I. Campus Illness/Accident Report Policy and Procedures and Form ................... 68
J. BRN Policy Statement on Denial of Licensure .................................................... 71

BRN
Board of Registered Nursing (BRN)
PO Box 944210
Sacramento, CA 94244-2100
916-322-3350
Web address: www.rn.ca.gov

Accreditation Agency Contact Information
Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road, N.E. Suite 850
Atlanta, GA 30326
404-975-5000
Web address: acennursing.org
Welcome to the Santa Barbara City College A.D.N. Program! You are about to begin a program of study leading to an Associate Degree in Nursing (ADN). Upon completion of this program, you will be eligible to take the State Board of Nursing Examination for licensure as a Registered Nurse.

A variety of resources are available to assist students in learning the material necessary to complete this program. These include, classes, textbook and multimedia assignments, hospital equipment and human simulators for practicing and learning nursing skills on campus. The ADN faculty, including your Nursing Advisor, will assist and help guide you through this program.

The faculty has found that students who work closely with their Advisor, use available resources, and work with other students in small groups learn quickly and are successful in this program. It is important to remember that nurses are required to be self-motivated, to set priorities, and to be responsible for their own actions. This program will help you learn these skills.

This handbook is designed to provide you with essential information regarding the SBCC ADN program. Please read this Handbook before your initial meeting with your Nursing Advisor. This handbook is a resource to the SBCC ADN Program policies and procedures and will be helpful throughout the time you are enrolled.

The ADN Program's policies and procedures are in accordance with the policies of Santa Barbara City College.
**Santa Barbara City College**  
**Associate Degree in Nursing Program**

**Mission Statement**

The mission of the SBCC ADN Program is in accord with the Mission Statement and Core Principles of Santa Barbara City College. It supports the tenets of the American Nurses Association, the National League for Nursing, and the California State Board of Registered Nursing. The primary aim of the program is to prepare entry-level registered nurses as providers of care across the health/illness continuum and as members of the profession. The program is responsive to the changing health care needs of the community, state and nation.

The curriculum provides a positive, innovative learning framework that fosters the development of critical thinking and problem solving skills so that graduate nurses are equipped to deliver care to a culturally diverse population in a variety of health care settings. Graduates will collaborate with other members of the health care team, be effective communicators, demonstrate leadership, social consciousness, and a commitment to life-long learning.

**ADN Program Curriculum**

The goal of the ADN Program is to prepare registered nurses who are both compassionate and competent. Thus, the conceptual framework that provides the structure for the curriculum is based on Watson’s Model of Nursing as the Science of Caring/Healing. The basic concepts of this Model are as follows:

1. Being Kind and Considerate
2. Being Honest and Sincere
3. Developing Helping-Trust ing Relationships
4. Promoting and Accepting Expression of Feelings
5. Promoting the Intrapersonal Teaching-Learning Process
6. Creating and Promoting a Calm Environment
7. Assisting in Meeting Basic Human Needs
8. Caring for Individuals with regard to Individual Perspectives, Human Dignity & Respect
9. Caring for Oneself
10. Honoring the Profession of Nursing

In addition to the conceptual framework, the nursing process is threaded throughout all four levels of the curriculum with a focus on critical thinking, clinical judgment and nursing goals. The curriculum supports Watson’s use of creative problem-solving methods for caring decision making. The curriculum is sequential and builds on previously acquired knowledge and skills as the student learns to provide nursing care to the ill and dying, promote optimal health and self-determination, empower health-illness decisions and promote self-care and understanding.

**ADN Philosophy**

The faculty believes that teaching/learning is a continuous and interactive process, with students and faculty sharing joint responsibility. Faculty members provide information, resources, and guidance to facilitate learning; however, students must assume primary responsibility for their own learning. The faculty acknowledges that students are adults with prior knowledge and experiences and they differ in learning styles and needs; therefore, a variety of instructional strategies and support services are used to promote student achievement and success.

The faculty believes that nursing is an art and applied science based on a unique body of knowledge derived from the biological, physical, and behavioral sciences. As an art, nursing embodies learned therapeutic and caring behaviors and the creative use of skills and expertise essential to promote, maintain, and restore the person to an optimal level of health. As a science, nursing integrates concepts from the humanities and natural
and behavioral sciences to develop a body of knowledge that supports the delivery of evidence-based care. It is recognized that nursing is a complex multifaceted profession directed towards promoting each client’s optimal level of health. This involves utilization of the nursing process, application of critical thinking and the transfer of theory into clinical practice. Nursing encompasses the roles of provider of care, manager of care, and member of the profession.

The SBCC ADN curriculum is based on the principles of Jean Watson’s theory, The Caring Science. Inherent in this curriculum model is a commitment to and a compassion for care of the whole person. Caring involves learning about and understanding human needs and human responses in varying states of health. It also involves understanding and valuing human individuality and diversity. By extending a human presence, nurses promote human dignity, reinforce self-esteem, enhance spirituality, nurture strengths, and facilitate healing. The Watson theory also recognizes that both the person cared for and the caregiver are affected by every interaction; therefore it is imperative that nurses take care of themselves in order to effectively care for others. Caring concepts are included in the program’s Conceptual Framework, Basic Standards for Safe Nursing Practice, and Educational Outcomes.

**Terminal Objectives**

The graduate nurse will demonstrate the following:

1. Assist individuals to achieve optimal health utilizing the knowledge gained from biological, social, and The Watson’s Caring Science.
2. Formulate a comprehensive plan of care using all components of the nursing process.
3. Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician.
4. Integrate the role of professional nurse into clinical practice.
5. Utilize information technology to research and communicate to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance.
6. Apply psychological, social, and cultural knowledge to the nursing role.
7. Support physiological well-being of individuals and families in the health care environment.
8. Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual.
9. Manage the clinical environment through assessment, planning, intervention, and evaluation.
10. Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture.
11. Organize individuals or groups toward goal setting and goal achievement.
12. Implement a comprehensive teaching plan to help individuals and families achieve optimal health.
13. Take and pass the NCLEX-RN Examination
14. Understand that the culmination of the ADN program prepares for entry into practice and that continuing education and lifelong learning is imperative.

**ADN Program Benchmarks**

1. Ninety percent (90%) of graduating students responding to the Program Survey and Evaluation Form will report the SBCC ADN Program as satisfactory in all of the following areas: adequacy of curriculum to meet community needs; quality of instruction; learning environment; learning resources; and college support systems.
2. Seventy-five percent (75%) of students entering will successfully complete the program.
3. Eighty-five percent (85%) of graduates will pass NCLEX on the first attempt.
4. Seventy-five percent (75%) of responding graduates will be employed within 6 months of taking the NCLEX-RN exam, as measured by the Graduated Questionnaire.

5. Eighty percent (80%) of graduates responding to the Graduate Questionnaire will evaluate themselves as average or above average as Providers of Care, Managers of Care and Members of the Profession.

6. Employers responding on the Employer Evaluation of ADN Graduates form will rate 90% of SBCC graduates as adequate or better, overall.

**Program Student Learning Outcomes**

PSLO 1: The student will demonstrate through clinical observation the establishment of a therapeutic environment and appropriate communication with patients, family members, and team members.

PSLO 2: The student will employ evidence based practice by utilizing information technology to implement a plan of care and document patient outcomes.

PSLO 3: The student will verbalize and demonstrate elements of critical thinking by prioritizing patient care to maintain SBCC ADN Basic Standards of Practice.

PSLO 4: The student will demonstrate integrity, accountability, and respect for diverse populations in both theory and clinical.

**Getting Started: First Meeting with The Advisor – Read Handbook and Bring Questions**

Students admitted to the ADN Program are required to attend a mandatory orientation session the semester before they are scheduled to enter. This orientation meeting is essential to help the entering student prepare for student success. The meeting will include an overview of policies and procedures, required textbooks, dress code, uniform ordering and program progression.

At the end of the orientation meeting, students will be introduced to their faculty advisor.

In preparation, carefully read through this *Handbook and prepare a list of questions for clarification with the Advisor. During this appointment, the Advisor will address orientation objectives, answer student questions, assist with schedule planning, and give the student a tour of the Health Technologies Office, and classrooms used by ADN faculty.

**Orientation to Program Objectives**

To help you get started in the ADN Program, the following objectives will be used to orient you to the program.

A. Prior to meeting with the Advisor, the student will:
   1. Read and study the ADN Handbook.
   2. Prepare a list of questions to clarify with the Advisor.

B. At the conclusion of the meeting with the Nursing Advisor, the student will be able to:
   1. Summarize the role of Nursing Advisor.
   2. State the role of Nursing Director in the Nursing Program.
   3. Identify the importance of meeting with a Health Tech Cluster counselor prior to entering/or during the first semester to verify completion of general education.
   4. State the role of the Student Nursing Association and the SBCC Nursing Alumni Association.
   5. Identify official bulletin board, student mailboxes, and faculty mailboxes.
   6. Identify textbooks necessary for first semester.
7. Identify the first day classroom.
8. Discuss the Allied Health and Nursing Lab (AHNL) and its importance.
9. Identify College and Nursing scholarship processes and application deadlines.
10. Discuss the importance of utilizing the ADN Handbook to promote success in the ADN Program.
11. Discuss courses available to take concurrently for those students who require 12 units.
12. Complete the Student/Advisor Information Sheet prior to meeting with the Advisor.
13. Discuss the required daily and weekly schedule for the first six weeks of the program.
14. Describe registration process and explain that registration receipt is to be turned into advisor on the first day of class. No student will be allowed to attend clinical until proof of registration is provided.
15. Describe how course materials are obtained on Moodle.
16. **Mailboxes** for both students and faculty are located in the Health Technologies Office. Written messages between students and staff are to be transmitted via these mailboxes. Students are advised to check their mailbox daily.
17. Verbalize the importance of checking and being responsible for communication sent by email.

**Program Entry**

**Registration**

1. A new SBCC student must first apply to the college and be accepted into the ADN Program. Registration for nursing courses is done through the SBCC Admissions Office.
2. Once admitted to the ADN Program, all required courses must be taken at Santa Barbara City College.

**Health Requirements for ADN Program**

ADN students are required to meet the following program health requirements prior to entry at a specified time frame. If a student does not meet the deadline, they will not be allowed to enter the program.

- Physical Exam
- Rubeola (measles) vaccine or Rubeola titre
- Rubella vaccine or Rubella titre
- Tuberculin skin tests* (for a positive PPD- see policy below)
- Hepatitis B Immunization series is strongly recommended. Students who choose not to receive this series will be required to sign a declination form indicating an understanding of the risks involved for those who are not immunized.

Other recommended immunizations include:

- Polio vaccine (3 doses)
- Mumps vaccine (1 dose) NOTE: The MMR vaccine immunizes for measles, mumps and rubella.
- Tetanus-diphtheria (3 dose primary series with a booster every ten years)
- Influenza (annual immunization each fall)

To prevent personal infection as well as the transmission of infection to others, students are expected to consistently practice Standard Precautions according to guidelines from The National Center for Disease Control. (See Attachment E)

* **Tb Requirements:** All hospitals require proof of "freedom from tuberculosis." Each student must have a Tb skin test yearly, with results given to the Health Technologies Secretary. Tb test may be done by the Campus Nurse for free. Call the Student Health Office, 805-965-0581, ext. 2298, or drop by the office in the
Student Services Building, SS-170, for testing schedule. Clinical experience is not permitted without current Tb test.

**Tb Testing/Screening Policy:** This policy meets the requirements of all clinical facilities used by Santa Barbara City College Health Technology Programs.

- If the Tb skin test is positive, a chest x-ray is required, and documented as “negative” for active disease with results given to the Health Technologies Secretary.
- Thereafter, yearly written documentation is required by a physician that there is no evidence of active tuberculosis. Chest x-ray must be repeated every 3 years, with results given to the Health Technologies Secretary.
- If the chest x-ray is “positive” for active disease, medical treatment must be started. A student cannot be in a clinical setting when positive for active disease.
- Report any positive Tb test or x-ray to the ADN Program Director.

**Criminal Background Checks and Urine Drug Screening**

The Joint Commission, the major accreditation body for hospitals, requires that all staff members, including students, meet standards relating to criminal background checks and freedom from drugs. Should a clinical agency refuse to allow the program to place a student based on the outcome of either the background check or drug screen, the program is not responsible for arranging alternate clinical placement.

Student must agree that all results are available to the nursing program and the clinical sites associated with the program. Students are responsible for costs associated with the criminal background check and drug screen.

**Criminal Background Check**

Upon acceptance in the nursing program, students are required to clear a criminal background check. If the background check is not completed within the specified timeframe, the student will not be allowed to enter the program. Failure to complete this process will result in dismissal from the program. If the background check indicates criminal behavior, the student may be dismissed from the program. Students may appeal the decision and will be provided an opportunity to present information to dispute the background check. If a student takes a leave for an entire semester or longer, a background check will need to be repeated.

**Urine Drug Screen**

The nursing program maintains a no tolerance policy regarding substance abuse. Upon acceptance in the nursing program, all students must clear a urine drug test within a specified time frame. Failure to undergo this test will result in dismissal from the program. If the drug screen test indicates that the sample has been diluted, the student will be allowed one (1) retest. If the student fails the second test, the student will be dismissed from the program. If a student takes a leave for an entire semester or longer, a drug screen will need to be repeated.

**Impaired Student Policy**

The nursing faculty requires that nursing students provide safe, effective, and supportive client care. To achieve this goal, nursing students must be free of chemical impairment and the effects of emotional or physical illness during participation in every part of the Nursing Program including classroom, AHN laboratory, and clinical settings.

Out of concern for the impaired student, the nursing faculty has developed the following policy, which is consistent with the Board of Registered Nursing (BRN) Guidelines.

A student who, in the opinion of the instructor, is exhibiting impaired behaviors will be removed from any classroom, laboratory or clinical setting. These behaviors may include, but are not be limited to:

1. Physical impairment
2. Impaired judgment
3. Mental or emotional impairment
4. Disruptive actions
5. Inconsistent behavior patterns

The following actions will be taken in the classroom, laboratory, or clinical setting:
1. The student shall be removed from the classroom, laboratory, or clinical patient area. The student and instructor, when possible, will meet in a private location and the instructor will inform the student of the observed sign(s) and/or behavior(s). The student will be allowed to provide a brief verbal explanation. A report of the observed student behaviors indicative of impairment will be prepared by the involved faculty member, signed by the student, and submitted to the Nursing Program Director.
2. The student will immediately report to the ADN Nursing Program Director for investigation pursuant to college regulations.
3. Confidentiality will be strictly maintained at all times.
4. The SBCC ADN Program is required to follow facility policy when students are in clinical.

**Individuals Convicted of a Crime**

In the event that an applicant for RN licensure has been convicted of a crime, the Board of Registered Nursing may deny licensure. (See policy statement of Denial of Licensure). Investigation of the crime will determine the extent to which the crime is related to the qualifications, functions, and duties of the licensee. Students are encouraged to speak with the Program Director regarding potential problems immediately after the occurrence, so that appropriate action may be taken. **If the incident occurred prior to entering the program, students must speak to the Director prior to or at the time of admission. This information is kept confidential by the Director.**

**Additional Program Requirements**

**CPR:** Students must provide evidence of current CPR certification to the Health Technologies Secretary, by the deadline in order to enter the program, and maintain certification throughout the program. Students are expected to obtain Basic Cardiac Life Support (BCLS) certification for health care providers or professional rescuers. This includes adult, child and infant and one- and two-person rescue.

**Patient Safety:** To ensure patient safety, students are expected to consistently adhere to the SBCC ADN Program's Basic Standards for Safe Clinical Practice in this Handbook and to practice Standard Precautions (See pg 30). Students who violate Program standards for patient safety are subject to disciplinary action, including withdrawal from the Program.

**Transportation:** Students are responsible for their own transportation to and from clinical experience. At the time of admission to the program, students are required to sign the Student Contract, which includes a waiver of any and all claims against the Santa Barbara Community College District for liability in connection with travel to and from clinical.

**Program, Faculty and Clinical Evaluation:** ADN students are expected to participate in program and faculty evaluations. Student feedback is important to continue to provide a responsive and successful ADN program to the students and the community. Each semester, evaluation forms will be distributed and collected.

**Audio/Video Recording Policy**

Students are not permitted to record or videotape a class without prior expressed authorization of the faculty member. These recordings are for personal use only. It is, for example, never permissible to copy, file-share, sell, distribute, or Web-serve such recordings. Violation of this rule may be deemed a violation of the Student Conduct Code.
Health Technologies Office

Maintenance of Student Records
The SBCC Health Technology Application Secretary creates a file for each student following the receipt of a completed application to the ADN Program. This file includes the program application and supporting documents submitted to the Health Tech Office as part of the application process. It is retained in the HT Office until the student either completes or withdraws from the ADN Program.

Files of students who entered the program and then withdrew will be retained for five (3) years following withdrawal before being destroyed unless they have submitted a formal application for readmission to the program. In this case, the file is retained as an “accepted student pending readmission.”

Access to Student Records
A. Student files in the Health Tech Office are accessible only to college personnel (faculty, staff, and HT counselors), and the individual student or graduate (with proper identification). Files are to be reviewed by students under supervision of a faculty or HT staff member and may not be removed from the HT Office.

A student wishing to access his/her file in the Health & Human Services Office must submit a request in writing to the ADN Director and make an appointment in advance. A student who wishes to obtain a copy of his/her record will be charged the current duplicating rate for all copies made.

Following program completion, files of graduates are thinned by the Program Director (or designee) to include the following items:

- Photo of the student (taken at time of program completion)
- Selected clinical progress records. CPETs and Skills Verification checklist are completed and stored electronically. (for writing letters of reference)

Thinned files are retained in the HT Office for a minimum of three (3) years.

B. ADN Faculty Advisor Records
When students enter the ADN Program, the assigned faculty advisor prepares a notebook file on each advisee. This file is used to maintain an unofficial record of the Student Advisor Information Sheet and student’s program progress. At the time of program completion or withdrawal, the advisor file is transferred to the Health Tech Office and combined with the HT file (and is handled as described in section A, above).

C. A file on each student is kept in the HT office that contains completed Clinical Performance Evaluation Tools. At the time of completion or withdrawal, the file is transferred in to the main HT file (and is handled as described in section A, above). A portion of the student file will be filed electronically.

D. SBCC Office of Admissions and Records
Permanent student records are maintained by the SBCC Office of Admissions and Records in the form of a student transcript.

ADN Faculty Roles
The members of the ADN Faculty have various roles to support student learning.

Nursing Advisor
One of the most important roles for nursing faculty is Nursing Advisor. The advisor is the student advocate and resource. Each student is assigned to one faculty member who will be his/her advisor. Advisors meet with advisees prior to entry to orient them to the program. Advisors are available to meet with advisees throughout the semester, as needed. Advisors will assist with:
1. orientation to program policies and procedures
2. clarifying program logistics
3. counseling regarding program progress
4. evaluating overall clinical and theoretical progress and status in the ADN program at the end of each semester
5. serving as a resource for general nursing information and ADN Program updates
6. referrals to college and/or community resources as requested or needed

**Course Instructor**

The instructor is responsible for writing and/or updating the syllabus (nursing course packet), conducting classes, and submitting grades to Admissions and Records at the end of each semester. Questions regarding theoretical content and/or requirements for a given class should be directed to the class instructor.

**Clinical Instructor (Hospital Instructor)**

The clinical instructor assists student's integration of classroom concepts in the clinical experience and evaluates mastery of clinical objectives. Questions regarding clinical assignment or performance should be directed to the clinical instructor. There are several important clinical situations when the clinical instructor must be called. Refer to the section in this Handbook titled "When to Call Your Clinical Instructor" for policy. Some of the Clinical Instructors are hourly teachers who do not teach on campus, and therefore are not available for regular office hours. Appointments with part-time faculty need to be made either before or after clinical.

Photographs of all full time instructors are in the Allied Health and Nursing Laboratory for your reference.

**Program Director**

The Director of the ADN Program is a faculty member who has overall responsibility for directing and coordinating the ADN Program. She has an open door policy and welcomes students’ questions and can help in all areas of the program. If her door is open, she is available, but appointments may be made by signing up on the clipboard outside the Director's office in the Health Technologies Office. Her job is to ensure students and faculty are getting what they need to be successful in the ADN Program.

**Allied Health and Nursing Laboratory (AHNL) Director**

A nursing faculty member is granted reassigned time to be the Director of the AHNL. Responsibilities include coordinating with the Health Technologies Program Director to ensure optimal instructional support for students and faculty, supervision of all AHNL support staff, and overall management of the facility.

**Health Technologies Cluster Counselors**

Several members of the Academic Counseling Department, the "Health Technologies Cluster," are assigned to Health Technologies Division for counseling students enrolled in this division. These counselors will help with evaluation of general education requirements for graduation.

*Students are to meet with the Health Technologies Cluster Counselor prior to the first semester in the nursing program to plan completion of general education requirements prior to graduation.*

**Communication Guidelines with Faculty, Students and Staff**

**Faculty and Student Mailboxes**

Mailboxes for both students and faculty are located in the Health Technologies Office. Written messages between students and staff are to be transmitted via these mailboxes. Students are encouraged to check their mailbox daily, because some faculty are not on campus on Tuesday/Wednesday or Friday/Saturday to pick up mail or messages. Each student mailbox contains confidential information. Please only look in your own mailbox and replace folder in box in alphabetical order. For urgent issues, students should use the campus voice mail system and/or contact the faculty member in the clinical area.
*Students are not to call the Health Technology Office secretaries and ask them to check student mailboxes or make appointments with the Director, AHNL or Advisor.*

**Pipeline**

Faculty members will use “Moodle” and the campus Pipeline e-mail to provide information related to specific courses, course assignments, FAQs, web links, class announcements and schedule changes. Students are required to check their pipeline e-mail and course moodle daily.

**CPETs:** Students are required to sign their CPETs every week to ensure that they understand their clinical grade and identify growth opportunities.

**Faculty Office Hours**

Full-time faculty members schedule five (5) office hours each week to meet with students. Faculty have office hours posted outside their office. Drop-in visits during office hours will be handled on a first-come, first-served basis. Faculty are best contacted via their pipeline e-mail.

Part-time faculty are not required to be on campus for office hours. However, they are available for consultation at the clinical agencies and/or may be contacted by phone.

**Phone Calls to Faculty**

Messages may be left for full-time faculty members via voice mail that is accessed by calling their campus extension. Messages may be left on that system. If it is necessary to phone an instructor at home, do not call after 8 p.m.

Students need to keep their families and/or significant others informed regarding weekly clinical placement so that they may be located in the event of an emergency. Emergency calls should go through the campus Health Technologies Office, which in turn will contact the clinical instructor. No personal phone calls in the clinical setting. If the Health Technologies office is closed, please call the hospital and ask to speak with the Nursing Supervisor.

**Cell Phones**

Cell phones must be turned off during class. Cell phones must be turned off and not on your person when testing. If this occurs, the student may be asked to leave and the exam is considered failed.

Cell phones may be used in the clinical setting under the following conditions. Students may text their instructor or look up data related to patient care. This must be done away from patient or public view

**Opportunities for Student Leadership**

**Student Representatives to Faculty**

ADN Student Representatives are selected to serve as liaisons between the student body and the faculty. This is an important student role, and the faculty value student input. In this role, Student Representatives participate in monthly ADN Curriculum meetings, contribute to discussion related to program processes and curriculum, and as appropriate, provide the student perspective on a variety of general program issues. Student Representatives are also invited to share student concerns of a general nature with the faculty. Student representatives will be selected to serve during an academic year. Ideally, students serving in this capacity will be from varying semesters throughout the program.

Requirements for serving as an ADN Student Representative include:

- Attending monthly ADN Curriculum meetings and contribute to faculty discussions regarding program processes and the curriculum;
- Possessing the ability to listen to student input and, from that input, identifying general issues/concerns while maintaining confidentiality regarding specific situations;
- Possessing the willingness to share input from fellow students with the faculty and sharing faculty responses with fellow students;
- Possessing the willingness to serve on subcommittees of the ADN Curriculum Committee, as appropriate.

**Selection Process:**
- Vacancies will be announced either in class or via memo on the ADN Program bulletin board.
- Interested students are invited to indicate their interest in serving as an ADN Student Representative to the Program Director or to the Chair of the Curriculum Committee.
- Following interview by the Curriculum Chair, names of interested candidates will be submitted to the ADN faculty for approval.

**SBCC Student Nurses Association**

All ADN students are members of the Student Nurses Association. This is an active organization that helps students become oriented to the program, raises money for scholarships, and plans additional learning opportunities. Student officers are elected. Active participation in the Student Nurses Association enriches the student experience and prepares students for future involvement in professional nursing organizations. Meetings are posted on the students' bulletin board and via mailboxes. Announcements are made by the SNA representatives in homeroom.

**SBCC Nursing Alumni Association**

The Santa Barbara City College Nursing Alumni Association was established in 1991 with a handful of graduates. All graduates of the nursing programs are invited to become members. The Association promotes opportunities for graduates to stay involved in current nursing activities in the community, to participate in Association events and to assist and support nursing students at SBCC. Funds raised are used for: student scholarships, emergency loans, childcare, transportation and graduation and licensure expenses and to assist the Allied Health and Nursing Laboratory with supplies and equipment.
**ADN Course Information**

**Semester I**

**Please refer to SBCC.edu for the most current schedule of classes**

**NURS 160 Foundations of Nursing (4.0 Units)**
Introduction to nursing and the role of the nurse, the nursing process, critical thinking, knowledge and basic skills necessary to administer beginning level assessment and interventions for adults across the life span. Clinical experiences provide opportunities for students to deliver nursing care in a variety of health settings that focus on health maintenance and promotion.

**NURS 161 Pharmacology (1.5 Units)**
Provides a methodical approach for calculating medication dosages and administering drugs. Includes general principles of pharmacology, legal, ethical and safety aspects of medication administration. Emphasis on nursing responsibilities, such as maximizing therapeutic effects and minimizing adverse effects of drug therapy, appropriate patient teaching and ongoing assessment of the patient.

**NURS 162 Introduction to Medical Surgical Nursing I (4.0 Units)**
Introduction to concepts and practices relating to the non-critical adult and older adult in the medical-surgical environment. Utilizing the nursing process, the student recognizes alterations in functioning or illness and formulates age-appropriate nursing interventions. Introduces the first-year nursing student to the adult patient in the medical-surgical environment. Basic Assessment, Care Planning, Medication administration, and Documentation is included in this course.

**Semester II**

**NURS 163 Beginning Medical Surgical Nursing II (5.5 Units)**
Develops the first-year nursing student’s knowledge and skills as they relate to adult non-critical, moderately complex medical-surgical patients. Through the nursing process, the student recognizes alterations in functioning or illness and formulates age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration, sterile procedures, isolation procedures and intravenous therapy are studied and practiced.

**NURS 165 Mental Health Nursing (2.5 Units)**
Introduction to mental health psychiatric nursing, using the nursing process to promote psychosocial integrity within the health illness continuum across the life span. Emphasis on therapeutic interactions and communications, bio-psychosocial rehabilitation and therapeutic use of self. Clinical experiences provide opportunities for students to participate in therapeutic activities in a variety of mental health settings.

**Semester III**

**NURS 164 Nursing Care of Childbearing and Families (2.5 Units)**
Provides the knowledge and skills to provide safe, effective, culturally sensitive, physiological and psychosocial care, using the nursing process and family-centered approach for childbearing clients and their families. Clinical experience emphasizes refinement of critical thinking, decision-making, psychomotor skills and management of care in the maternal newborn areas.

**NURS 166 Intermediate Medical Surgical Nursing III (5.5 Units)**
Application of the nursing process in the care of patients experiencing alterations in the respiratory, cardiac, gastrointestinal, musculoskeletal, immunological and hematological systems. Knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness.
NURS 167 Nursing Care of Children and Families—Pediatrics (2.5 Units)
Application of the nursing process to the care of children, from birth to 18, who are experiencing alterations in their health states. Knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness.

Semester IV

NURS 168 Advanced Medical Surgical Nursing IV (6.5 Units)
Advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student interprets data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision-making, psychomotor skills and management of patient care. This course includes Professional Nurse Practicum (PNP) in which the student is assigned to care for a complete patient assignment in the clinical setting.

NURS 169 Community Health (2.0 Units)
Builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory, with emphasis on lifestyle and physical changes that occur with aging; the process of initiating health referrals; and interventions to increase functional abilities.

Additional Courses

N190 Assessment of Clinical Competence: Clinical experience for evaluation of returning & transfer students, for those who require additional time to master specific objectives and for elective & post-Complex Care clinical experiences. Unit value determined by amount of time spent. .3 Unit = 6 theory or 16-18 clinical hours .5 Unit = 9 theory or 24-27 clinical hours 1 Unit = 18 theory hours or 48-54 clinical hours 1.5 Units = 27 theory or 72-81 clinical hours 2 Units = 36 theory or 96-108 clinical hours

N195* Success Strategies for ADN Students: Develop the strategies needed to successfully master the competencies required of ADN students. *Required for students enrolled in N190. .5 Unit

N282 NCLEX Success Course: Review test taking skills and content review in preparation for NCLEX. This is Elective course for students in Semesters 1-4. 1.0 unit
LVN to RN Students

LVNs currently licensed in California are admitted to the ADN program on one of two tracks: 1) LVN to ADN or 2) 30-unit option R.N.

Upon admission, LVNs enroll in N-119 (Introduction to RN for the LVN) during which time they orient to the ADN Program and role changes required. In addition, a comprehensive Fundamentals of Nursing Assessment is administered and clinical performance is evaluated. Recommendations for specific areas of review are identified and a plan is developed by the student and Faculty Advisor. Upon satisfactory completion of NURS 119, LVNs progress through the program in a manner similar to basic ADN students. A maximum of 3 semesters is allowed for LVN to RN students to complete nursing program requirements.

Transfer Student Policy

Students previously enrolled in a state-accredited registered nursing program within the last year and in good standing may transfer into the SBCC ADN Program on a space available basis.

The application process entails:
• Meeting SBCC ADN admission requirements and applying according to published procedures.
• Providing letters from previous nursing program(s) verifying performance and placement in theoretical and clinical levels.
• Providing official transcripts of prior coursework from nursing programs to Health Technologies Office.
• Providing course descriptions from school catalog from corresponding years of attendance.
• Transfer students are required to sign a contract indicating understanding of these requirements at the time of transfer to the program. (See Attachment G-7.)
• Students who transfer or return to the SBCC ADN Program from another nursing program will be required to enroll in NURS 190 and NURS 195 for counseling and evaluation of clinical skills in the AHNL.
• Transfer students who do not demonstrate safe and satisfactory performance within the time parameters specified on the Contract for Returning/Transferring Student or who do not meet other program requirements as specified in the ADN Handbook will be withdrawn from the ADN Program.

RNs from Other Countries

Individuals who are Registered Nurses in another country, and who are required by the California Board of Registered Nursing to complete nursing courses to qualify for the California Registered Nursing exam, may apply to the SBCC ADN program. Admission is determined on a space-available basis.

Potential applicants must attend an Information Session and meet ADN Program Application and Entrance Requirements.

Specific requirements for admission include:
• Meeting SBCC ADN admission requirements and applying according to published procedures.
• Obtaining information in writing from the California Board of Registered Nursing regarding specific requirements for taking the licensing exam.
• Meeting with Director of the ADN Program to determine clinical and theoretical placement based on an evaluation of prior coursework, experience and State Board of Nursing recommendations.

Following admission, RNs from other countries follow the Policy and Procedures for Returning/Transfer Students. To facilitate orientation to program logistics and to evaluate overall nursing performance enrollment in NURS 190 is required. Additional courses may be taken as requested by the student or as determined necessary through evaluation.

Students returning to the ADN Program following a leave of absence from the ADN Program

• Students returning to the SBCC ADN Program following a leave of absence must register for NURS 190 and NURS 195 for counseling and evaluation in the AHNL and in the hospital.
• Students who do not demonstrate safe and satisfactory performance within the time parameters specified on the returning contract, or who do not meet other program requirements as specified in the ADN Program
Handbook, will be withdrawn from the ADN Program.

- Students are required to sign a contract indicating understanding of these requirements at the time of returning to the program. (*See Attachment G-7*)

**Students re-entering the ADN Program following previous withdrawal from the ADN Program**

- Students previously enrolled in the SBCC ADN Program who are eligible for readmission may re-apply and will be re-admitted on a space available basis. **Students may re-enter the program one time only and must return within one academic year.**
- Students re-entering the SBCC ADN Program must register for NURS 190 and NURS 195 for counseling and evaluation in the AHNL and in the hospital.
- Students who transfer to the Vocational Nursing Program prior to completing the ADN Program may reapply after successful completion of the VN Program and obtaining LVN license. These students must also meet current application and entrance requirements.
- Students who do not demonstrate safe and satisfactory performance within the time parameters specified on the re-entry contract, or who do not meet other program requirements as specified in the ADN Program Handbook, will be withdrawn from the ADN Program.
- Students are required to sign a contract indicating understanding of these requirements at the time of re-entry to the program. (*See Attachment G-7*)

**Credit by Evaluation/Examination**

In accordance with SBCC credit by examination policy, a student may challenge the clinical and/or academic portion of a course or be waived on certain requirements of the class, with the permission of the Course Instructor and/or Director. The student should schedule an appointment with the course instructor for the course which s/he wishes to challenge.

The student should be prepared to submit evidence and/or demonstrate mastery of content for which credit is requested. This may include:

1. demonstrating clinical competence with course objectives
2. completing written assignments successfully
3. passing the written exam

Each student's experience is evaluated individually by the course instructor. A recommendation will be made to the Program Director regarding any waiver of program requirements.
Course Syllabus: Course materials, including the syllabus, are available on “Moodle” (via SBCC Pipeline) at www.sbcc.edu. Please log on to obtain materials and semester planner prior to the first day of class.

Required Textbooks/packets:

Semester 1

1. SBCC ADN Program Handbook (available on line or for purchase at the bookstore) You must have a hard copy on the first day of class
2. SBCC ADN Nursing Care Plan Packet

Semester 2 (and LVN to ADN students)


Semester 3


Semester 4


NCLEX Review

1. Nugent, P.M. Vitale Test Success: Test-taking techniques for beginning nursing students (7th Ed.) Davis (2015)

Optional Books

1. Lippincott Review Series–Medical Surgical, Lippincott
2. Pickar Dosage Calculations, Delmar
4. Springhouse ECG Interpretation Made Incredibly Easy
5. Springhouse Fluids & Electrolytes Made Incredibly Easy

There are various NCLEX Review books in the bookstore to help you prepare for NCLEX. 

Textbooks can be ordered online: www.sbccbooks.com
Weekly Schedule

The ADN Program consists of required classroom, Allied Health and Nursing Lab (AHNL) practice, and clinical practice in health care facilities throughout the tri-counties.

The classes are held on Mondays and Thursdays. ADN Students are required to be available Mondays and Thursdays from 8am to 430pm to attend all classes and scheduled AHNL experiences. All ADN faculty have office hours from 1 to 2 p.m. every Monday. Additional office hours are posted by their offices.

The ADN student is required to prepare for clinical practice the evening before clinical practice, for example either Monday or Thursday evening, depending on the clinical schedule. Students will be required to rotate through the different shift assignments during the ADN Program. Clinical placement is assigned in advance by the director and may consist of the following:

- Tuesday/Wednesday Days 6:50 a.m. – 2:30 p.m. (Semester 1 & 2 students)
  OR
- Tuesday/Wednesday Evenings 2:50 p.m – 10:30 pm (Semester 1 & 2 students)
  OR
- Friday/Saturday Days 6:50 a.m. – 2:30 p.m. (Semester 1 & 2 students)
  OR
- Tuesday/Wednesday/Friday or Saturday 06:00 a.m. – 7:30 p.m. (Semester 3 & 4 students)

Additional clinical rotations and AHNL time will be assigned by the course instructor.

Attendance

Attendance/Non-Attendance Policy

1. SBCC Campus-Wide Policy:

   The SBCC College Student Attendance Policy states: "students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered ‘no shows,’ and the instructor may drop such persons.” Also, an instructor may withdraw a student at any time for excessive absences. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance.

2. ADN Program Attendance Policy:

   It is expected that students will attend all clinical and classroom sessions scheduled during each course. Students are expected to attend classes and clinical hours for the full scheduled time. If a student is unable to attend clinical, please follow the Clinical Absence Policy on page 21. The faculty reserves the right to request a licensed health care provider’s statement indicating satisfactory health status following an illness or injury, prior to a student’s return to the clinical area.
Evaluation and Grading

Academic Honesty
- The ADN program philosophy encourages students to learn by using all resources available. Students are encouraged to work together in small groups to study course content using detailed course objectives to direct that study.
- Cheating on examinations, either within the exam room or by sharing specific questions or exam content with other students who have not yet taken an exam or submission of written work completed by someone else, violates the SBCC Academic Honesty Policy (Attachment C).
- Consequences of academic dishonesty will be determined by the course instructor, in consultation with the full faculty, and depending on the severity of the infraction, may result in dismissal from the ADN program.

Grading Policy
The grade received is a composite of the student performance in theory and clinical learning areas. A student must achieve a passing grade in each area (Theory Grade, and Clinical) to successfully pass the course.

Theory Grade
- Students must achieve a cumulative theory grade of 75% or higher at the end of the course according to the criteria established by the faculty for that course.
- Students will be provided the opportunity to repeat a theory course one time only. A student who is not successful in the course a second time will not be allowed re-entry into the SBCC ADN Program.

Clinical
- The clinical grade is based on objective criteria as described on the Clinical Performance Evaluation Tool (CPET). All students must achieve the expected score to pass the clinical (laboratory) component of each nursing course.
- Passing the clinical portion of a nursing course requires a satisfactory performance of clinical objectives. If a student is in jeopardy of not meeting the objectives, the clinical instructor will notify the student, the advisor and the Program Director.
- Unsatisfactory performance will result in a failing grade for the course.
- If a student is not successful in meeting the clinical objectives on the CPET, they will not be allowed to re-enter the program. (see Re-entry Policy)

ADN Exam Taking Procedure

1. Be prepared for testing. Students may not leave the room after exams have been distributed.
2. Bring a scantron answer sheet and two sharpened #2 pencils with erasers to each examination.
3. All cell phones must be turned off and not on your person prior to beginning the exam.
4. All personal belongings will be placed at the front of the room.
5. No drinks or food allowed while taking the exam.
6. Students will not be allowed to retain a copy of the test.
7. Students may not use any other paper during testing except a scantron or the paper provided by faculty. All scratch paper is to be turned in with the exam.
8. Questions directed to the faculty will be answered in a manner dependent on the testing environment.
9. When exams are completed, students are requested to leave quietly and not distract those still taking the exam. Faculty reserve the right to ask students to remain in the room.
10. If a test is taken at a time other than the regularly scheduled time, a different form of the test may be given.
11. Students taking the exam in DSPS will be expected to follow the DSPS policy and turn in a DSPS Accommodation Form each semester.
12. Exam grades will be posted per course syllabus.
13. If it is apparent to the instructor that a student has cheated, the student will receive a grade of zero for the exam, which may result in failing the course and may be subject to dismissal from the program.
14. The nursing faculty will follow the College protocol for academic dishonesty as reflected in the current College catalog.

Assessment Technologies Institute (ATI) Computerized Testing

ATI provides the RN Comprehensive Assessment and Review Program (CARP) designed to increase student pass rates on the nursing licensing exam and lower program attrition. Used as a comprehensive program alongside the ADN curriculum, the CARP tools can help students prepare more efficiently, as well as increase confidence and familiarity with content.

In addition to CARP online access, each student will be provided a package of books prior to the start of the program. **These materials do not replace your textbooks, but will help you prepare for ATI Assessment testing and the licensing (NCLEX) exam.** This complete package of student assessment and review materials is offered to students and paid for with grant funding.

**Non-proctored Practice Exams:** For each content area, CARP provides a non-proctored, Internet-based exam reflecting the NCLEX test plan. In addition to the reference materials, the student will be provided unlimited online access to practice assessment tests as additional resources for study. Assessment ID numbers and passwords are unique to each entering group. These exams identify any remaining areas of content weakness for directed study. The interactive style provides the student with immediate feedback on all response options. A performance report summarizes the student's knowledge of content areas and use of the critical thinking phases, nursing process, and cognitive levels.

**Proctored Content Mastery and Review**
The heart of ATI’s CARP is the Content Mastery Series. This program aids students in the review and remediation process for the state licensing exam in nursing. Each student will be required to complete ATI-proctored assessment tests throughout the program. The specific tests and test schedule will be outlined in the course syllabus.

The goal is to achieve a minimum of a Proficiency Level 2 on each of the exams.

<table>
<thead>
<tr>
<th>Score Earned on First Attempt</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Level 3</td>
<td>15 points + 5 extra credit=20 points</td>
</tr>
<tr>
<td>Proficiency Level 2</td>
<td>15 points</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>Must complete a Focused Review and Retake Exam</td>
</tr>
<tr>
<td>Proficiency Below Level 1</td>
<td>Must complete a Focused Review and Retake Exam</td>
</tr>
<tr>
<td>Score Earned on Second Attempt</td>
<td>Earned Points</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Proficiency Level 3</td>
<td>8 points</td>
</tr>
<tr>
<td>Proficiency Level 2</td>
<td>8 points</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>0 points</td>
</tr>
<tr>
<td>Proficiency Below Level 1</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**Focused Review**
The purpose of completing a Focused Review is to assist the student in further strengthening content knowledge and test taking strategies. The Course Instructor supervises the Focused Review.

Initial Appointment (individual student or small group):
- Student(s) brings printout of ATI results.
- Focused Review process is discussed (e.g. proficiency levels, interpretation of ATI results, content review process, etc).
- Required documentation is explained (e.g. note taking, flash cards). The student is instructed to bring this documentation to the next appointment.

Second Appointment (individual appointment only):
- Student’s documentation is reviewed.
- Learning outcomes of the process are discussed. Additional resources may be recommended (e.g. test taking workshops, counseling for test taking anxiety, etc.)
- Additional appointments may be necessary to successfully complete the process.

Completion of Focused Review:
- The Course Instructor determines when the student has successfully completed the Focused Review.
- Only after clearance from the Course Instructor will a student be able to retake an ATI Exam.
- Upon successful completion of a Focused Review and clearance from the Course Instructor, it is the responsibility of the student to schedule a retake with the Program Director.
- A student may only retake an ATI Exam one time.
Clinical Guidelines

The clinical experience is very important to your progression in the program. It provides an opportunity to apply theory to clinical experience. Patient safety is always paramount, so all care is based on the Basic Standards for Safe Nursing Practice. These are guidelines that must be followed at all times while providing patient care. Your clinical experience is also guided by your course objectives—theoretical and clinical—of the current course and any courses you have already completed. The following guidelines will help provide the information needed to be successful in clinical.

Agency Contracts and Student Responsibilities

The ADN Program and nursing students are legally bound by the contract the program has with each facility. It is important to remember that we are guests at each facility. Students have responsibilities outlined in the contract which include:

- Abiding by policies, procedures and regulations of the facility
- Working with staff to provide safe and competent nursing care
- Carry malpractice insurance (included in course registration)
- Physical examination and evidence of freedom from Tb
- Influenza immunization is required each Fall
- Current CPR Certification
- Is personally responsible for damage to or destruction of hospital property
- To maintain high level of standards related to care
- To follow the HIPAA requirements related to patient information
- Complete a criminal background check (at the student's expense) prior to placement in the clinical area
- Other responsibilities as added in contract

Clinical Absence Policy

In the event of a student absence from the clinical area, the student must contact the clinical instructor no more than 60 minutes prior to the start of the shift. The student must email the Director in order to schedule a make-up. Please specify the date of your absence and the clinical rotation you missed.

If a student is absent the first clinical day (of an 8 hour shift) and would like to attend clinical the second clinical day, the clinical instructor must be notified by noon of the first clinical day. This is essential to ensure that a clinical assignment will be made.

If a student is absent from a clinical rotation where an instructor is not present, they must also notify the unit where assigned before the shift begins.

Students will be required to make up all clinical absences. (See attendance policy.)

SBCC ADN Dress Code

Students are to be in uniform whenever providing patient care. It is important to remember that your personal appearance and behavior reflect on the Santa Barbara City College ADN Program, the profession of nursing, and on you personally. Dress and behave professionally.

To ensure that all students present a professional image to hospital staff, patients and the public, it is important that students follow the SBCC ADN Program Dress Code.

Students must also comply with the dress code policy of the clinical facilities.

Student Uniform

- Students will be informed regarding nursing school uniforms. The company will come to campus on a designated date for fitting and purchasing.
• White Lab Coat—Conservative attire is required under lab coat for non-acute care observations, including simulations in the AHNL.

Sweaters
• May not wear sweaters while giving direct patient care.

Undershirts
• Well-fitted solid white or black undershirt (long or short sleeved) may be worn under your uniform.

Shoes
• White or black with no logos or colors.
• Shoes appropriate for nursing with closed toes and heels, giving a firm base of support

Identification Pin—Style C

Students are required to wear a name tag identifying them as SBCC nursing students. If a badge is issued from a facility, the student is required to wear the badge at all times while in clinical. The student will be sent home if they arrive to clinical without their badge.
• White plastic name tag, black lettering which must be 1" x 3" available at from Santa Barbara Trophy, 920 Carpinteria Ave, Santa Barbara (805)687-0344

  Student Name (first line) you may list your name as you wish to be called either with or without a title e.g. Mary Brown, Ms. Mary Brown or Miss M. Brown or Joe Brown or Mr. Joe Brown.
  Nursing Student (second line)
  SBCC ADN Program (third line)

Hair
• Clean and off the collar at all times. Long hair must be worn up in a bun and must be kept in a manner that it does not fall forward when providing patient care. Bangs must be kept out of the eyes.
• No flowers or large hair adornments. Only bobbie pins and clips to keep hair in place.
• Men are to be clean shaven or facial hair closely trimmed and neat in appearance.
• When in uniform, professional appearance, including hair, must be maintained at all times.

Nails
• Clean and short—to tips of fingers. Neutral polish in good repair (if polish is worn).
• No artificial nails are allowed.

Make-Up
• Conservative—no artificial eyelashes or excessive make-up.
• No perfumes or scented lotions.

Jewelry
• Rings—engagement and/or wedding rings only
• One pair of earrings—small, stud-type (no larger than 1/4"), no hoops or dangling earrings.
• No bracelets or necklaces
• "Excessive jewelry" is not allowed—according to the Hospital Policy. Piercings on the upper pinna and tragus are not allowed.

Body Piercing
• Visible body piercings are not allowed in the hospital including: eyebrow, nose, tongue, lip, or any others. Piercing rings must be removed during clinical time.

Tattoos
• Visible tattoos must be covered with make-up, Band-Aids or clothing.

Professional Supplies (Available at uniform stores or SBCC Bookstore)
• Watch with a second hand
• Stethoscope
• Bandage scissors
• Hemostat
• Penlight
• Med tray (must be able to fit in a pocket)
• Black Sharpie

General Uniform Requirements
• Good oral care is essential. Avoid strong odors (garlic, tobacco). No gum chewing on duty.
• Students must be personally clean and well groomed. The habit of a daily bath or shower plus the use of a deodorant is essential in a setting where close contact occurs.
• Uniforms should be freshly laundered, ironed, and in good repair.
• Shoes are to be polished and laces washed as needed to be clean and white.
• Fanny packs are not allowed.
• No perfume, after shave, or scented hair spray.

Special Uniform Situations
• Uniforms must be worn for pre-clinical preparation.
• For Community Based clinical experience such as clinics, dialysis center, physician office, Community Home Health/VNA, dress in regular student uniform unless directed otherwise by the course instructor.
• Students in the Professional Nursing Practicum may choose to wear a white uniform. However, all other rules of dress code continue to apply.

An ADN student may not wear the uniform in public except when arriving for clinical and leaving from clinical.

*******It is important to remember you are to always present a professional image.

Confidentiality of Information

Any discussion about a patient is to be of a professional nature and is to be held during teaching time and only with those who are directly concerned with a patient's care. Written assignments should not contain any identifying information. Avoid any discussion of patients in the cafeteria or other public areas. (Refer to Basic Standards for Safe Nursing Practice and ANA Code of Ethics.)

Nursing students are legally bound by the Standards for Privacy of Individually Identifiable Health Information (HIPAA Guidelines), which are a set of nationally recognized standards for the protection of certain health information.

Clinical Assignments

Clinical instructors will assign patients to best meet the course objectives. Clinical assignments for 8 hour clinical groups will be posted at the hospital by 4:00 p.m. on Monday or Thursday, for clinical experiences. Wear uniform and follow the dress code. Introduce yourself to staff and patient when doing patient research. Instructor phone numbers are located on the top of the master assignment sheet.

If a patient is discharged or transferred to another unit, students are expected to select another patient with a medical diagnosis and/or nursing problems that fit the focus of the course being studied. Phone the clinical instructor for assistance if necessary. If the instructor is not available, consult with the charge nurse of the unit to find an appropriate assignment. Be sure that the patient selected has not been assigned to another student. Write the name and room number of the patient on the green ADN student assignment sheet on the nursing unit.
Clinical Performance Evaluation Tool (CPET)

The clinical grade is based on objective criteria as described on the Clinical Performance Evaluation Tool (CPET). All students must achieve the minimum Expected Scores to pass the clinical (laboratory) component of each nursing course.

At the end of each clinical week, the clinical instructor is to evaluate each student by assigning an earned score for each clinical objective. The weekly score is to be entered under the corresponding date. Students having difficulty meeting the objective performance will be provided a referral or remediation aimed at providing the student every opportunity to be successful. It is important to remember that students are required to be self-motivated and must be accountable for their learning.

For the first 7 weeks the Scores will be mid-semester scores reflecting areas in need of improvement and areas of strength. For the second 7 weeks the Final Scores will be the final scores for that course.

By the end of the semester, a student must earn the minimum Expected Scores for each clinical objective to pass the clinical portion of the course. A student must successfully pass the Clinical Performance Evaluation to pass the overall course.

First Year Outcomes: The semester 2 student will utilize beginning techniques and provide basic nursing care from each of the clinical threads with assistance and direction from their clinical instructor evidenced by the achieved scores on the Clinical Performance Evaluation Tool (CPET)

Second Year Outcomes: The semester 4 student will synthesize concepts from all the clinical threads to demonstrate proficiency in delivering nursing care in a coordinated and confident manner evidenced by an achieved score of five (5) on each clinical objective.

**CLINICAL PERFORMANCE EVALUATION CRITERIA**

<table>
<thead>
<tr>
<th>RATING SCALE</th>
<th>STANDARD PROCEDURE</th>
<th>PERFORMANCE QUALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEPENDENT 5</td>
<td>Safe Accurate</td>
<td>Proficient, coordinated, confident. Expedient use of time</td>
</tr>
<tr>
<td>SUPERVISED 4</td>
<td>Safe Accurate</td>
<td>Efficient, coordinated, confident. Expedient use of time</td>
</tr>
<tr>
<td>ASSISTED 3</td>
<td>Mostly safe and accurate</td>
<td>Partial demonstration of skills. Inefficient or uncoordinated. Delayed time expenditure.</td>
</tr>
<tr>
<td>MARGINAL 2</td>
<td>Questionable safe and questionable accurate</td>
<td>Unskilled and inefficient. Considerable and prolonged time expenditure.</td>
</tr>
<tr>
<td>DEPENDENT 1</td>
<td>Unsafe Inaccurate</td>
<td>Unable to demonstrate procedures. Lacks confidence, coordination, and efficiency.</td>
</tr>
</tbody>
</table>

The clinical objectives are sequential and build on previously acquired knowledge and skills. The “threads’ of learning in the SBCC ADN curriculum were adapted from the ADN Statewide Curriculum Model developed as a result of 2005 grant from the Chancellor’s Office, California Community Colleges. The curriculum incorporates the standard nursing education criteria from the California Board of Registered Nursing (BRN), the Accrediting Commission for Education in Nursing (ACEN) and Quality Safety and Education in Nursing competencies (QSEN).
### Clinical Performance Evaluation Tool Clinical Objectives

#### Clinical Objectives (Threads of Learning)

<table>
<thead>
<tr>
<th>1. Communication Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Utilizes appropriate communication styles and leadership skills in patient care management.</td>
</tr>
<tr>
<td>b. Uses select therapeutic communication techniques to establish a therapeutic environment.</td>
</tr>
<tr>
<td>c. Applies the Watson Caring Model and the nursing process in establishing a therapeutic nurse-patient relationship with medical-surgical patients.</td>
</tr>
<tr>
<td>d. Demonstrates effective written and verbal communication with members of the health care team, classmates, and clinical instructor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Thinking and Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Utilizes the nursing process in creating a plan of care for medical-surgical patients.</td>
</tr>
<tr>
<td>b. Incorporates bio-psychosocial concepts and theories, and principles of critical thinking in planning care for medical-surgical patients.</td>
</tr>
<tr>
<td>c. Develops an appropriate, individualized Nursing Care Plan for assigned patients.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Information Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Employs appropriate scientific resources and technology to plan and deliver patient care.</td>
</tr>
<tr>
<td>b. Documents patient care as per facility policy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Demonstrates individual responsibility, personal integrity, and respect for diverse persons and cultures.</td>
</tr>
<tr>
<td>b. Prioritizes nursing actions to coincide with changing patient conditions, cultural variants, and multiple patient assignments.</td>
</tr>
<tr>
<td>c. Identifies the developmental level and utilizes developmental theory and concepts of diversity in planning, implementing, and evaluating care for medical-surgical patients.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Civic Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Demonstrates personal integrity and professional accountability.</td>
</tr>
<tr>
<td>b. Identifies ethical-legal dilemmas and intervenes as a patient advocate.</td>
</tr>
<tr>
<td>c. Provides safe nursing care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Life Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Applies principles of time management, organization, delegation, and priority setting in providing nursing care.</td>
</tr>
<tr>
<td>b. Works effectively in a group.</td>
</tr>
<tr>
<td>c. Demonstrates caring behaviors to patients, families, and the health care team.</td>
</tr>
<tr>
<td>d. Initiates self care and stress management behaviors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Careers</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Begins the process of lifelong learning: Synthesizes the role and scope of practice of the registered nurse.</td>
</tr>
<tr>
<td>b. Correlates theoretical concepts and clinical practice to identify the complex needs of patients in multiple settings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Critical Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Meets overriding critical elements while providing patient care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Maintains Professional Behavior at all times</th>
</tr>
</thead>
</table>

| 10. Arrives to clinical on time and prepared to provide care to assigned patients. |

<table>
<thead>
<tr>
<th>11. Student Verification Checklist: Completion of AHNL Verification</th>
</tr>
</thead>
</table>
Preparing to become a Registered Nurse requires critical thinking and personal accountability. It involves applying knowledge and performing skills in a consistently safe, competent, efficient, and professional manner. It also involves a gradual transition from close instructor observation to a more independent/collaborative level of practice. To assist students in determining when to give patient care without direct instructor observation and when to call the instructor, the following guidelines have been developed.

**CALL YOUR INSTRUCTOR FOR ANY OF THE FOLLOWING:**

1. When in doubt, call. Always let instructors decide if they need to come. Don’t make that decision for them.
2. Doing something for the first time in the hospital or with that instructor.
3. Giving medications, even though you have passed the course exam. After discussing this with the instructor (type of medication, dosage, route, intended action, etc.), s/he may give permission to administer the meds without his/her being present. However, it is your responsibility to notify him/her each time.
4. Any time you are signing out a controlled medication.
5. Doing *any* sterile nursing procedures (e.g., dressing change, catheterization).
6. Doing anything with an I.V. (e.g., changing bottles, changing tubing, etc.), IV administration, IV push, etc.
7. Whenever you have the opportunity to perform an invasive procedure (e.g., N/G tube insertion, enema) or a diagnostic procedure (e.g., collection of sputum for culture), even if you have done it before.
8. You are not perfectly clear on what to do or how to do it (e.g., turning a patient who has had orthopedic surgery, infectious disease…).
9. You need help or have a question after review of Policies/Procedures.
10. If patient is discharged or transferred.
11. If patient condition changes. Notify your primary nurse and instructor immediately.
12. If you are getting behind in your assignment and feel you may not finish on time, let your instructor know ASAP, or if you finish everything and have "nothing to do." It is expected that the student will complete all required patient care.
13. Anything unsafe happens to your patient (e.g., a fall).
14. You are having difficulty with a patient, the family, the nursing staff, or any ancillary department.
15. You injure yourself in any way (e.g., needle puncture, back strain).
16. If you need to leave the hospital or facility before the end of the shift for any reason.
17. Or any other time you feel you need assistance or have questions.
Clinical Experience

1. Students are expected to arrive at the assigned clinical unit at least 10 minutes before the shift begins (i.e., at 6:50 for the 7:00 a.m. shift and 5:50 for the 6:00 am shift) and stay the entire shift assigned. Students may not take charts between 0650 and 0730.

2. Students must listen to report with the primary nurse(s). Students are expected to report to their assigned primary nurse(s) and Patient Care Tech(s) at the beginning of the shift.

3. Staff has priority for computers, charts, MARs between 6:50 and 7:30 a.m. or until floor shift report is complete.

4. Students are permitted to provide direct patient care only when an instructor is in the facility. When assigned to other community agencies refer to course guidelines for specific information regarding degree of participation in patient care and identification of a SBCC/clinical agency liaison person.

5. At the nurses' station, students are to be collecting patient data, reading a chart, charting, or consulting with the instructor and/or other members of the health care team.


7. Charting varies from one agency to another. Students must familiarize themselves with each hospital's method during preclinical preparation. The instructor will review all documentation. Follow facility policies regarding documentation.

8. Computer charting classes or instruction must be completed prior to receiving a password.

9. Every chargeable item must be charged to the patient. Be sure you follow the policy for charge items.

10. Students are expected to monitor and answer their assigned patient call lights. Assisting other patients and hospital staff is allowed with clinical instructor's permission.

11. One half hour (1/2 hour) is allowed for lunch and two fifteen minute (15 minute) breaks are allowed during the shift. Plan lunch and breaks with the supervising nurse, to insure continuity of care for assigned patients. The student is not to leave the clinical facility for lunch or dinner. Eating and drinking is to be done in designated areas of the hospital only; never in the nurses' station or in patients' rooms.

12. Each student must inform the clinical instructor when s/he is leaving the clinical area at the end of the clinical shift. The instructor will check documentation. It is the student’s responsibility to complete all aspects of his/her assignment.

13. Do not bring unneeded books, backpacks, or purses into the hospital. Storage space is limited and it is not safe to leave valuables on the units or in your car.

14. Post-conferences are held during or after clinical every day. Students must have completed all care and documentation by 1350 on AMs and 1850 on 12-hours. Students are expected to be on time to post-conferences.

15. Follow Guidelines for Calling Clinical Instructor.
Planning Ahead in Clinical

When your clinical instructor makes rounds at the beginning of the shift, quickly review your plan of care and tell her/him when you expect to need their direct supervision. For example, at 0730 tell her/him, "I have an I.V. that should be changed at 0930, and sometime during the shift I'll need to do a dressing change on Mrs. T." Clarify with her/him when she/he expects you to page her/him.

Consult the agency procedure manual or your skills guides to review procedural steps and verify the physician's order and/or the nursing care plan before calling your instructor. Be prepared when the instructor arrives to assist/observe you with performing a procedure or providing care.

Be sure to review what you will be doing with the instructor before getting to the patient's bedside. This will save time for you and will help the instructor be on time for appointments with other students. After completing a procedure or some element of patient care, evaluate your own performance and share your evaluation with the instructor. Also ask for instructor feedback.

Remember that the instructors are here to help you to become the best nurse you are able to be! Tell us when you are especially unsure of how something is done, if this is the first time you have done something in the hospital, or if you feel confident and do not want much assistance.

Specialty Rotations

Students will have the opportunity for a variety of clinical experiences in specialty areas including: operating room, gastrointestinal lab, psychiatric facilities, obstetrics, pediatrics, intensive care units, outpatient clinics and home agencies. The expectations for these experiences are described in detail for each specialty rotation in the specific course syllabus.

Professional Nursing Practicum

Professional Nursing Practicum (aka PNP) is the final clinical experience for the ADN nursing student. The purpose of this clinical experience is to assist the student in beginning the transition from student nurse to new graduate nurse. The primary focus of the medical-surgical experience is holistic, comprehensive, and safe nursing care of multiple patients alongside an experienced registered nurse under the supervision of the clinical instructor. Organization, time management, leadership, and appropriate delegation are also emphasized. Professional Nursing Practicum students will work with assigned primary nurse(s) on medical-surgical nursing units.

Clinical Requirements:
- Two 12-hour clinical days (0700-1930) per week for three weeks (Total of six 12-hour shifts).
- 12-hour clinical shifts will be either Tuesday and Wednesday or Friday and Saturday.

Nursing Student Assignment of Primary Nurse:
- SBCC Clinical Nursing Faculty will consult with the nursing unit charge nurse or nursing unit nurses regarding the appropriate assignment for the PNP student.
**Nursing Student Assignment:**

- The PNP student will work with the primary nurse in the management or her/his patient assignment.
- Initially, the PNP student will assume total care of 2-3 patients while gradually assuming more responsibility for the entire patient assignment.
- Primary Nurses or Clinical Faculty (if primary nurse is unavailable) will supervise all invasive procedures performed by a PNP student such as starting an I.V., inserting a urinary catheter, inserting an NGT.
- Primary Nurses or clinical faculty will supervise the removal of controlled substances from the Accudose unit, IVP/IVPB medication administration, interpretation of insulin sliding scale and insulin administration, and anything the primary nurse feels requires supervision.

**Nursing Student Evaluation:**

- SBCC Clinical Nursing Faculty will be responsible for the documentation of a student's clinical performance. Clinical Nursing Faculty will evaluate a student's performance in consultation with the primary nurse(s).
Basic Standards for Safe Nursing Care (Critical Elements)

The following behaviors are expected when students perform any nursing intervention in the Allied Health and Nursing Laboratory or in the clinical experience. These behaviors are considered by the ADN faculty to be essential to the practice of competent, caring and safe quality patient care.

1. DEMONSTRATES CARING
   - Cares for oneself
   - Is kind and considerate
   - Is honest and sincere
   - Develops helping-trusting relationships
   - Promotes and accepts expression of feelings
   - Promotes the interpersonal teaching-learning process
   - Creates and promotes a calm environment
   - Assists patients in meeting basic human needs
   - Provides care that demonstrates an understanding of individuals from their perspective
   - Treats individuals equally with non-judgmental approach
   - Treats individuals with respect and dignity
   - Honors the profession of nursing

2. DEMONSTRATES ACCOUNTABILITY FOR PRACTICE
   - Prepares satisfactorily for patient care
   - Applies theory to clinical practice
   - Utilizes procedure and/or policy manual or other written materials to answer questions prior to consulting with other staff members
   - Verifies physician’s orders for procedures or medications
   - Verifies patient identity according to SBCC guidelines and prior to all invasive procedures
   - Reports to supervising nurse immediately abnormal finding or significant changes in patient status
   - Follows the ADN Policy of “When to Call the Clinical Instructor”
   - Recognizes and reports errors immediately to clinical instructor
   - Demonstrates application of critical thinking/clinical judgment
   - Interprets clinical data and utilizes data to care for patient
   - Practices within level of knowledge and ability
   - Responds to call lights and alarms promptly
   - Verbalizes responsibilities for actions

3. PRACTICES PRINCIPLES OF ASEPSIS
   - Follows guidelines of Standard Precautions
   - Follows principles of surgical asepsis
   - Follows principles of medical asepsis
   - Adheres to OSHA Guidelines
   - Cleanses hands
   - Maintains a clean and healing environment
   - Avoids contaminating clean areas with dirty materials

4. PROVIDES PHYSICAL SAFETY
   - Identifies patient by name with each encounter
   - Keeps call bell within reach at all times
   - Uses effective body mechanics
   - Maintains side rails in up position on all physically or mentally compromised patients
   - Keeps bed in down position except when providing care
   - Utilizes appropriate safety equipment to prevent falls
• Provides supervision and/or assistance to patients in distress
• Assesses patient and provides care at appropriate level
• Ensures safety for self and others
• Acknowledges reports of pain and advocates for reduction of pain

5. PROVIDES PSYCHOLOGICAL SAFETY
• Conducts self in a manner that allays patient fears and fosters confidence
• Listens and responds appropriately to patients
• Communicates using eye contact, using soft, gentle voice, maintaining calm demeanor
• Knocks on patient door prior to entry
• Introduces self to patient
• Calls patient by name preferred and pronounces name correctly
• Closes doors, draws curtains, and/or appropriately drapes patient when assessing and/or providing patient care
• Encourages patient to express feelings and provides appropriate support
• Includes patient in planning care

6. ORGANIZES CARE
• Completes nursing care in a timely manner and within specified time limits
• Prioritizes care in changing situations and with thorough ongoing communication with clinical instructor
• Develops and utilizes time grid for medications, IVs, treatments, patient care and breaks.
• If unable to manage patient care responsibilities, notifies clinical instructor in a timely manner
• Demonstrates self care by taking breaks and meals
• Arrives to post conference on time

7. DOCUMENTS CARE
• Completes all required SBCC Clinical Forms: Worksheet, Time Grid, Care Plans and Medication Profile
• Completes all required documentation accurately and in a timely manner in patient’s medical record (computer and paper)
• Completes point of care documentation
• Formulates individualized care plans based on interpretation of data, including: culture, personality, physical, and psychological being.
• Explains nursing interventions with rationales based on knowledge
• Reflects on nursing practice by documenting care plan evaluations and/or clinical journals as required

8. DEMONSTRATES PROFESSIONAL BEHAVIOR
• Conducts self in a professional manner at all times
• Communicates concise but thorough verbal report to instructor and health care team
• Demonstrates leadership qualities and serves as role model to others
• Treats all patients equally regardless of socio-economic, cultural, spiritual, sexual, or educational values
• Follows SBCC Dress Code Guidelines
• Arrives on the nursing unit on time and stays allotted time
• Reports to supervising nurse when arriving and leaving for the day
• Reports to the clinical instructor when leaving for the day
• Calls unit/facility assigned and clinical instructor and advisor when absent
• Protects patient confidentiality and follows HIPAA Guidelines
• Work as a team member.

Updated 5/12
Problems Interfering with Student Performance

Leave of Absence (LOA)

- If a student experiences a situation which interferes with their successful progression through the program, it may be necessary to petition for a leave of absence. Valid reasons for requesting a leave of absence include medical problems, and personal or family problems.

- For **Medical Leaves**, a letter from a health care provider supporting the medical basis of the request for the leave must be given to the Program Director with the written request for a LOA.

- Students who have been on a Medical Leave will be required to submit a release signed by their health care provider, prior to returning.

- **Personal Leaves** are granted one time only to students who are in "good standing." To be in "good standing," it is expected that the student:
  - Attends classes regularly and is earning a passing grade
  - Consistently attends and performs satisfactorily in clinical
  - Keeps scheduled appointments in the AHNL

- The maximum length of time granted for a leave of absence for personal reasons is one semester. The length of a medical leave will be determined according to individual circumstances and generally do not exceed one semester.

- Following discussion of the situation with their nursing advisor, a letter stating the reason for requesting a leave and the period for which the leave is requested should be sent to the Program Director.

- The written request will be presented to the ADN faculty for review. All decisions pertaining to granting leaves of absences are up to the discretion of the ADN faculty. The student will be notified by the Program Director regarding the decision of the faculty.

- Following the leave of absence, the student will return to the ADN Program under provisions specified in the “Students returning to the ADN Program” under the “Advanced Placement Policies” section of the ADN Handbook.

Personal and/or Health Problems

- Problems arising in clinical laboratory or in the classroom should be discussed first with the instructor immediately involved at the time of the incident. Each faculty member is available by appointment to discuss student problems, including those of a personal nature. Office hours are posted and individual appointments may be scheduled. Your advisor and the Director are also available to discuss issues or concerns.

- Instructors may ask a student to go to a physician for a physical check-up or re-evaluation of health status. If a health problem (physical or mental) interferes with a student’s ability to perform effectively, s/he may be asked to leave the program until the problem is resolved.

- Personal counselors are available on campus to assist with personal problems (e.g. exam anxiety, coping with stress, etc.). Make an appointment in the Student Health and Wellness Office in the Student Services Building. They are an excellent resource.

- For any student considering withdrawal from the program, it is recommended that they make an appointment to discuss this with his/her nursing advisor and/or the Program Director.

Clinical Performance Problems

- Several options are available to support student success in the clinical area:
  1. AHN Lab Referrals
  2. Clinical Notifications
  3. Probation

- Students who experience difficulty with demonstrating mastery of clinical objectives in the allotted time will be counseled by the individual clinical instructor and/or Faculty Advisor in any of the options listed above.
Referrals to Allied Health and Nursing Laboratory (Golden Ticket)

Students who have difficulty in the clinical setting may be referred to the AHNL to practice specific skills. The clinical instructor will call the AHNL and notify them on the day the student is referred. The student is also expected to call the AHNL that day to make an appointment to develop a plan for practice and evaluation. It is prudent for the student to refer themselves informally to the lab and to practice any skills that need strengthening. If the performance continues to be a problem, a remediation plan will be developed in consultation with the clinical instructor, course instructor and the director. This may include a semester evaluation by another faculty member or the director.

Clinical Notification

- If a student violates the SBCC Basic Standards for Safe Nursing Practice, fails to demonstrate safe and satisfactory performance of a previously mastered skill, does not notify clinical instructor and unit of absence, or seriously jeopardizes a patient's safety, a clinical instructor may give the student a Clinical Notification.
- A Clinical Notification (see Attachment G-6) is completed and signed by the clinical instructor and student. This form describes the incident and if an AHNL Referral is indicated. The student must make an appointment to see their Advisor and the Director to discuss the Clinical Notification.
- A copy of the Clinical Notification form is given to the student and to the student's ADN Faculty Advisor. The ADN faculty are informed of the clinical notification at the next faculty meeting; however, no other formal faculty action is taken unless the incident has occurred repeatedly or has seriously jeopardized patient safety.

Clinical Probation

- Students whose performance is determined to be unsafe will be presented to the ADN faculty for discussion.
- The decision whether or not to place a student on clinical probation will be made following discussion by the entire ADN faculty.
- The length of probation will be individually determined by the faculty.
- Specific requirements for probation will be outlined in a letter to the student from the Program Director. A meeting will be scheduled between the student, Advisor, and/or Program Director, to review plans for the probationary period.
- In order to successfully complete probation, the student must be safe according to the SBCC ADN Program Basic Standards for Safe Nursing Practice and perform satisfactorily at the Level expected for a student at that point in the program. At the completion of probation, the student will resume his/her progression through the ADN Program.
- The decision to require a Semester Evaluation will be determined by the entire faculty and performed by the ADN Program Director or Designee.
- If at any time during the probationary period, the student's clinical practice is evaluated by the clinical instructor as not being "safe and satisfactory" (as specified in the Basic Standards for Safe Nursing Practice), the student may be immediately withdrawn from the ADN program.
- If probation is not successfully completed, the student will receive a grade of "F" for the course in which s/he was enrolled, and will be withdrawn from the ADN Program.

Unsafe Patient Care

If at any time the student's conduct or physical or emotional health is such that s/he is a potential threat to the well-being of patients or others, the student will be withdrawn from the nursing program.

Withdrawal from Program

Withdrawal from the ADN Program may be related to:

- Violation of Basic Standards for Safe Nursing Practice
- Failure of Semester Clinical Expectations if required during probation
- Failure of theoretical examinations or inadequate progress in theoretical course
• Failure to meet clinical objectives
• Clinical practice evaluated as "unsafe" at any time in the Program
• Any violation of the SBCC Standards of Student Conduct
• Stealing from any health care facility
• Drug or alcohol issues that interfere with the safety of patients or others
• Mental health issues that interfere with the safety of patients or others
• Personal reasons (health, family/work responsibilities etc.)
• Clinical difficulties (inadequate progress or unsafe performance)

A student who is experiencing difficulty is encouraged to meet with the Faculty Advisor to discuss the difficulty and to identify sources of assistance (AHNL, counseling, study skills, financial aid, etc.) or to explore other alternatives (LOAs, other career options, etc.).

Students who voluntarily withdraw from the ADN Program must notify the advisor and/or the Program Director in writing of their intent to withdraw. The advisor (or Program Director) will assist the student with determining student options.

When a student is withdrawn from the program for either academic failure or inadequate clinical performance, the grade of "F" will be assigned for the course in which the failure occurred.

**Readmission Policy**

If a student is withdrawn from the SBCC ADN Program due to clinical failure, s/he may not return to the program. If a student is withdrawn from the SBCC ADN Program due to academic failure, s/he may apply for readmission on a space available basis. A student will be allowed to re-enter the ADN program one time within one academic year of departure. A student, who transfers to or enters the SBCC VN Program after unsuccessful completion of the ADN Program and fails out of the VN Program, will not be able to re-enter the SBCC ADN Program.

**Student Rights/Conflict Resolution**

It is the right of any student to confer with the Director of the ADN Program regarding concerns which the student feels are inadequately being addressed by a member of the ADN faculty. If after meeting with the Program Director the student has additional concerns, s/he may schedule an appointment with the Dean for Educational Programs. An appointment may be made through the Dean's secretary in the Health Technologies Office.

**Grievances/Complaint Policy**

1. The student who believes an injustice has been done to him/her shall first attempt to resolve the complaint by informal discussion with the nursing faculty member involved.
2. If the problem is not resolved in Step 1, an informal discussion should take place with the Director of the Nursing Program, the student and the faculty member involved.
3. If there is no resolution between the student and the Director of the nursing program, the student should meet with the Dean of Educational Programs who oversees the ADN program.
4. If the problem is not resolved in Step 3, the student may initiate the College student grievance procedure as delineated in the current College Catalog.

NOTE: Students have the right to contact the Board of Registered Nursing (BRN) and/or the Accrediting Commission for Education in Nursing (ACEN) with concerns regarding the educational program. It is expected that students follow the department/campus/district policies in an attempt to resolve concerns prior to contacting the BRN or ACEN.

**Special Needs/Situations**
Clinical Injury Procedure

Any Nursing Student who is injured or exposed to any infectious or hazardous materials must report to their clinical instructor immediately. From 8:00 to 4:30, the clinical site Employee Health Department should be notified. After hours, the clinical instructor should take the student to the Emergency Room (ER) or one of the clinics listed on SBCC Off-Campus Illness/Accident Reporting Policy and Procedures. The student may choose to see their own physician. The clinical unit is also to be notified and a Notification Report form completed. SBCC Injury forms must be completed, and the student is to follow the procedure described on the form. The instructor is to notify the Director as soon as possible. (See Attachment I) Currently, hospital insurance does not cover ER bills.

Student Health Insurance

Registered students are covered by a secondary insurance policy for specified accidents. Part of the Health Fee pays for this. With a secondary insurance, the student must first submit claims to their private insurance and then submit remaining bills to the Student Accident Insurance. If students do not have primary insurance, a verification form must be submitted prior to filing a claim with the Student Insurance. There are limitations and deductibles.

If an accident occurs in a SBCC class or laboratory, students may be covered for the immediate care that the accident requires. However, it is important that the student health insurance brochure be carefully reviewed to understand how the insurance carrier defines "accident." The definition is quite restrictive. Students are not covered by workman's compensation following an accident that occurs when in a student role. Student health insurance also does not cover illness that may result through work with clients in the student role.

EXAMPLES:

If you catch pneumonia while caring for a client with pneumonia, the student health insurance will not cover the costs of the resulting illness. It isn't considered an "accident."

If you prick your finger with a needle or sharp object by mistake and get a localized infection in your finger, you are covered. This would be considered an accident.

If you prick your finger with a needle or sharp object by mistake and get a generalized infection, e.g., hepatitis, you are not covered. The finger prick is considered an accident, but the hepatitis is not.

Medical expenses not covered by insurance are the sole responsibility of the student—not the College. Students are not to seek medical care independently if the school insurance is to be utilized, unless the injury is life threatening or can cause further damage by delaying treatment.

For further information, a brochure that explains the health insurance policy is available from Student Health Services and Wellness (Ext. 2298), Room SS170. Information on a primary health insurance policy is also available.
Program Completion

To graduate from the SBCC ADN Program, all required nursing courses must be passed. All general education courses required by the Board of Registered Nursing must be completed with a grade of C or higher (Anatomy, Physiology, Microbiology, English, Communications, Psychology, and Sociology).

Graduation

A required meeting is held each semester to assist students in Semester IV to file for the Licensing Exam and for graduation. A notice of the day and time will be posted on the Health Technology Bulletin Board. At this meeting, the required forms for the BRN and SBCC graduation will be completed and an explanation of applying for licensure and taking of the NCLEX.

Pinning Ceremony

Students who have completed all their Semester IV courses or have one or two courses left may participate in the college graduation and pinning ceremony. The finishing class will meet with the designated faculty member to plan the pinning ceremony. The graduating students will reserve the Campus Center, BC Forum or Garvin Theater for the ceremony, which will be held on campus during the last few weeks of each semester on a Friday.

College Graduation

The nursing faculty strongly recommends that all nursing graduates attend the college graduation. It is a ceremony that recognizes your accomplishments at the college. It is also an important way to demonstrate our Nursing Program’s success and recognize our graduates at the college level.

ALLIED HEALTH AND NURSING LABORATORY (AHNL)

AHNL Philosophy

The philosophy of the Allied Health and Nursing Laboratory (AHNL) is in accord with the Mission of Santa Barbara City College and the philosophies of the Health Technologies/Allied Health Programs. This philosophy acknowledges that each student has intrinsic dignity and worth. Each student also has different educational, experiential, cultural, economic and social backgrounds as well as family responsibilities. These characteristics, coupled with the student’s personal learning style and study skills, affect the degree of assistance the student will need as well as the time required to succeed.

The Allied Health and Nursing Laboratory is structured to enhance the process of teaching and learning of nursing students and other Health Technologies/Allied Health students as well as RNs and LVNs who desire to update their nursing skills and knowledge. It is an integral part of the nursing programs at SBCC and is organized for the following purposes:

1. To provide a supportive, caring and well organized environment in which to assist the student in becoming a responsible and successful learner.
2. To provide a variety of instructional media to support the different learning styles of students.
3. To provide access to current multimedia materials and a variety of resources to enrich and expand the student’s knowledge of communication, health services, social and ethical concepts and nursing skills and theory.
4. To provide the support and assistance for guided practice that reinforces previously learned concepts and principles of nursing theory and related physical and behavioral sciences.
5. To provide simulated patient care experiences which promote critical thinking, problem solving and the integration of technical skills with nursing process.
6. To verify each student’s skill performance as part of a patient care scenario to ensure that the student is able to perform that skill in a safe, competent and timely manner.
7. To provide a setting for assessing and reviewing previously acquired nursing knowledge and experience.

8. To assist Health Technologies/Allied Health faculty in providing optimal instruction to students.

9. To continually update and improve the resources and utilization of the AHNL and develop methods to assist the students achieve their educational goals.

**Guidelines for Using Allied Health and Nursing Laboratory**

The Allied Health and Nursing Laboratory (AHNL) provides a comprehensive learning environment with a focus on nursing skills practice. It is utilized by students throughout all four semesters of the ADN Program and by other nursing and Allied Health Programs. The AHNL has simulated patient care units, a computer/media lab and a simulation lab. Learning through scenario-based simulation provides an opportunity to integrate concepts and carry out the entire nursing process working as a member of a health care team in a risk free environment. Students are oriented to the AHNL during the first week of the ADN Program.

The following guidelines are provided to assist students in using the AHNL:

1. The AHNL is open Monday through Friday. It usually opens before the semester begins and remains open for a couple of weeks after the semester ends. The schedule is posted on the AHNL door and on pipeline. Students must scan their SBCC identification cards to clock in and out of the AHNL. Backpacks and outerwear must be stored in the cubbies. Food and drink are allowed in the main room only.

2. Students will be instructed on use of the computers and multimedia equipment during orientation. AHNL staff are available for help with use of any of the equipment. Students using the computer lab must comply with the College Policies for Student Use of Computers and Networks (http://www.sbcc.edu/computerresources/index.php?sec+1107).

3. Students will be oriented to the practice equipment and supplies for nursing skills. Because most supplies are recycled, students are urged to repackage supplies, when appropriate, and return everything to the storage areas in proper order. After practicing, patient care units are to be left clean and tidy as one would in the hospital. New skills require practice. The more a student practices skills in the AHNL, the better the student usually does in the clinical setting.

4. When learning how to perform a skill, read the required materials and view pertinent multimedia before practicing the skill. Manikins and models are available. AHNL staff will provide guided practice. Appointments may be made for skills performance feedback by AHNL staff. However, if unable to keep the appointment, the student must cancel in advance. Skills evaluations by Faculty will be posted.

5. A separate orientation will be provided for the simulation lab. In order to provide a safe environment for the simulation experience, students, staff and faculty are asked to sign an agreement to ensure that what happens in the simulation and debriefing session remains confidential.

6. The AHNL has latex allergy guidelines. There are non-latex gloves available in the AHNL. There is an emergency response protocol. A more complete description is found in the AHNL and in the ADN Handbook.
College Resources

We want you to succeed in the ADN Program. To help you do this, we encourage you to ask for help when you need it. SBCC has many resources for you, and the only thing you need to do is ask for the assistance you need. The following is a partial list of what is available for you.

**Personal Health and Counseling**

Personal Counseling by Licensed and Intern (MFCC) Marriage and Family Counselors is available in Student Health and Wellness by appointment. This is very helpful for exam anxiety, stress, and personal issues. It is confidential.

Health Services/Wellness (Health information, first aid, over the counter medicines, Project HOPE/peer health education, insurance information). Medical Clinic: Diagnosis and treatment for acute medical issues, limited prescription medication at cost, limited low cost lab testing. Men's and Women's Clinic: Pap smear, birth control, breast exams, HIV, STI testing and treatment, pelvic exams.

**Disabled Student Programs/Services (DSPS)**

This service offers assessment and identification of learning disabilities. It provides counseling and information regarding strategies for success and support for those enrolled students diagnosed with disabilities. SBCC students with disabilities who are requesting accommodations should contact the DSPS Office. SBCC requests you complete this process at least ten working days before your accommodation is needed, in order to allow DSPS staff and SBCC instructors time to provide your accommodation.

**Learning Resource Center (LRC)**

This center has a variety of learning resources for students, including: a Writing Lab, an Academic Skills Center, a Computer Writing Lab, and several one-unit classes on a variety of topics which students can register for each semester.

**Eli Luria Library**

SBCC ADN students have access to printed materials (books and journals) and on-line resources through the SBCC Luria Library. ProQuest and FIRSTSEARCH databases are available of over 400 records referring to books and videos on journals. The ADN faculty works with library staff members to ensure availability of adequate numbers and variety of resources. The book collection is reviewed every three (3) years by a subcommittee of the faculty, and outdated materials are removed. Any items that have been deemed of historical value are identified by the ADN faculty and labeled “Classic” by the library staff.

More detail about all college resources can be found in the SBCC College Catalog.

**Financial Aid**

Financial Aid Office: Offers a variety of loans, grants, BOGW and scholarships. Application for scholarships whether based on merit or financial need is done through Financial Aid Office. Applications for any SBCC Financial Aid are available only in January and February each year.

Scholarships: There are several scholarships available to nursing students each year. The criteria for these awards vary, but usually relate to academic excellence (both theoretical and clinical) and/or financial need. Apply for all scholarships through the Financial Aid Office in January and February of each school year. Your Financial Aid advisor or the Faculty Advisor can assist with planning a schedule to meet this requirement.
Directions for Applying for Scholarships at SBCC

There are many scholarships available to ADN students. Most of them are not based on financial need. Financial Aid office is on the second floor of the Student Services Building.

1. **In January:** Pick up the book called “Scholarship Opportunities at SBCC” from the Financial Aid Office, or on the SBCC Website. From the home page select Financial Aid, then select scholarships. Please ask faculty for references a minimum of 2 weeks prior to the deadline. The ADN faculty recommends that you apply for all Nursing scholarships for which you qualify. You may write on the form “all ADN scholarships” instead of listing each scholarship separately. You must specify ADN scholarships. Please follow the scholarship application directions carefully and turn in all required documents prior to the deadlines. Incomplete and/or late applications are disqualified. Be sure to include Associate in Science with a major in Nursing on all applications.

2. **Before January 31:** Request applications for off-campus scholarships such as the Scholarship Foundation of Santa Barbara or from [www.sbscholarship.org](http://www.sbscholarship.org) (Santa Barbara Foundation). Due January 31.

3. **By March:** Pick up and fill out the Federal Financial Aid forms available from the Financial Aid Office. The Federal Financial Aid form is available year-round and may be filed at any time. However, the State Aid application requires the Federal form to be postmarked by March 2.

4. **After the SBCC Financial Aid Office receives the Federal Form,** it sends the applicant a “tracking letter” with instructions. After you receive this letter, submit completed documents and meet with a Financial Aid advisor. Advisors are available in the Financial Aid Office by walk-in M–F, 8:15–3:00, and by appointment MWTh, 1:30–4:30.

**Additional ADN Program Resources**

**Emergency Loans:** There is a fund for short-term emergency loans, up to $100.00, for ADN students, available from the ADN Program Director. A written request must be made to the Director. It usually takes two to three days to process loan requests.

**AHNL Uniform Closet**

All students are encouraged to donate their uniforms to the SBCC Student Nurse Association. The uniforms are available in the AHNL for a small fee.

**Books, Journals, and Online Resources**

SBCC ADN students also have access to printed materials (books and journals) and on-line resources through the Allied Health and Nursing Laboratory. Those resources are updated by the AHNL Director or designee on a regular basis. Nursing text and journals are also available at Luria Library. Contact the library for resources.

**Transcripts**

Official college transcripts are available to students per college policy as established through the Office of Admissions and Records.
Attachments Outline

A. ANA Code of Ethics

B. National Nurse's Association, Inc. Code of Academic and Clinical Conduct

C. SBCC Academic Honesty Policy

D. Advisory for Career Choice/Essential Functions of Nursing (Mental and Physical Qualifications of Nursing)

E. Hepatitis/HIV Precautions Policy Statement—Standard Precautions
   1. Recommended Isolation Precautions in Hospitals (HICPAC)

F. Clinical Agency Orientation Guides
   1. Santa Barbara Cottage Hospital
   2. Goleta Valley Cottage Hospital
   3. Psychiatric Health Facility
   4. Lompoc Valley Medical Center

G. Program Forms
   1. Student Contract
   2. Cottage Health System Universal Confidentiality Agreement
   3. Patient Confidentiality and Social Media
   4. Petition for Course Credit by Evaluation
   5. Referral to Allied Health and Nursing Laboratory Form
   6. Clinical Notification Form
   7. Policy for Students Returning/Transferring to the ADN Program
   8. Latex Sensitivity Procedures

H. Emergency Procedures

I. Student Injury Form

J. Board of Registered Nursing Policy Statement on Denial of Licensure
ATTACHMENT A

A.N.A.

Code for Nurses

The Code for Nurses, adopted by the American Nurses’ Association in 1950 and revised several times since. It is intended to serve the individual practitioner as a guide to the ethical principles that should govern his/her nursing practice, conduct, and relationships. Each nurse has an obligation to uphold and adhere to the Code in her individual practice and to ensure that his/her colleagues do likewise.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or nature of health problems.

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

3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum care.

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

6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

As of October 2014
National Student Nurses’ Association, Inc.

Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates
Santa Barbara City College

Academic Honesty Policy

The purpose of this policy statement is to expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as so referenced in the “Adherence to Standards” section of the SBCC STANDARDS OF STUDENT CONDUCT. SBCC AP 5231.

Definition of Academic Dishonesty:

- Cheating on an exam or assignment;
- Providing information to others without instructor’s permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Using other individuals to take course or placement exams;
- Unauthorized use of commercial “research” services such as term papers;
- Plagiarism: Stealing the works or original efforts of others and presenting them as one’s own;

Examples of plagiarism include:

  - Failure to footnote sources consulted;
  - Submitting papers or other work authored/created by others;
  - Undocumented paraphrasing of ideas originated by others;
  - Undocumented use of verbatim material originated by others;
  - Plagiarism is applicable to written, oral and artistic work.

Individual First Offenses:

On individual first offenses, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor or assessment technician. The instructor or assessment technician shall notify the appropriate Dean of the incident, and the dean shall notify the student of action on the infraction. The Dean shall submit a copy of this correspondence to the Dean, Educational Programs (SS-260). The Dean of Educational Programs (SS-260) shall retain this documentation in his/her files.

Penalties of the first offense may include, but not be limited to, the following:

- A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
- A failing grade for the course.

The student may grieve the determination of cheating using the Student Grievance Policy as administered by the Executive Vice President of Educational Programs. The student may grieve the penalty determined by the instructor to the appropriate Dean of Educational Programs for the reasons stated in Policies for Student Personnel, Section 3233.1 (1) – Student Grievance Policy, (Ed Code Section 10753) and following administrative procedures for responding to grievances regarding grades.

Multiple Offenses:

When the Dean of Educational Programs (SS-260) has determined that a cheating infraction is a second such offense, he/she shall initiate institutional action. Penalties may include, in addition to those listed for a first offense, suspension from the College.

The Dean of Educational Programs shall inform the student in writing of the penalty (ies) to be imposed. The student may grieve the action of the Dean of Educational Programs using the Student Grievance Policy.

Appeals:

All penalties imposed under the First and Recurring Offense shall be suspended during the appeal process.
Mental and Physical Qualifications for Nursing

There are essential functions required for professional nursing practice. Typically, nursing employers specify these as “minimal essential standards and functions” for employment as a nurse. The following qualifications are required of the Santa Barbara City College (SBCC) Associate Degree Nursing Program applicants and accepted students.

1. The ability to demonstrate physical capabilities that include endurance and motor skills such as working and walking in a standing position for eight to thirteen hours, transferring patients from a stooped to upright position, pull the weight of an adult up to three feet, applying pressure for bleeding site and apply ten pounds of pressure in the performance of CPR.

2. The ability to interpret and communicate in verbal, written and electronic forms; in order to interpret client responses, to communicate nursing actions and health interventions, and to understand, document, and teach nursing activities. This includes using appropriate grammar, vocabulary, and word usage.

3. The ability to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

4. The ability to think in a timely manner, in order to make clinical decisions, identify relationships between clinical data, and develop nursing care plans.

5. The ability to perform mathematical calculations necessary for the preparation and administration of medication.

6. The ability to demonstrate fine motor skills and hand-eye coordination to read calibrated scales of 100th increments in not more than three inch space and use small instruments and equipment.

7. The ability to hear well enough to monitor and assess client’s health needs. This includes, but not limited to hearing cries for help, emergency signals and alarms, and breath and heart sounds.

8. The ability to see well enough to observe and assess client’s health status and changes in condition. This includes seeing facial expression, movement, changes in skin color, and other observed client changes or responses.

9. The ability to have tactile capabilities sufficient for physical assessment. This includes performing palpation, noting temperature changes in skin and other changes in client condition.

Note: SBCC and employers will evaluate written requests for reasonable accommodations for person with disabilities to assist with the performance of the essential functions. Accommodations will be provided when available. However, with accommodations, the student must be able to perform “essential functions” of the position.

Approved by SBCC Board of Trustees 10/96; Revised 10/00, 11/04, 4/08, 10/2011
The Health Technologies and Human Services faculty agree with and adopt the National Center for Disease Control's guidelines for control of the spread of the Human Immunodeficiency Virus (HIV) and Hepatitis B, and related hepatitis viruses.

All students as health care and service providers are required to know and practice **STANDARD PRECAUTIONS** to protect themselves and their patients from exposure to the Hepatitis viruses and the human immunodeficiency virus which causes AIDS. Blood and body secretions from all individuals are considered potentially infectious. Therefore, prevention measures will be taught throughout the Health Tech/Human Services programs.

**Specific recommendations based on CDC Guidelines are to:**

Use **STANDARD PRECAUTIONS** for touching blood and body fluids, mucous-membranes, or non-intact skin of all patients/clients, or for handling items or surfaces soiled with blood or body fluids, including linen that may be soiled with secretions. Gloves should be changed, and hands washed thoroughly after contact with each patient/client.

Use appropriate barrier precautions routinely to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient/client is anticipated. (These substances include vaginal, seminal, pleural, synovial, cerebrospinal, oral secretions, feces, pericardial and amniotic fluid and any body tissue.)* Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth to mouth resuscitation, masks, resuscitation bags, or other ventilation devices are available for use in areas where the need of resuscitation is predictable.

Check your hands for any cuts, abrasions or breaks in skin and cover with water-proof dressing. Refrain from direct patient/client contact if you have an exudative lesion or weeping dermatitis until the condition resolves.

Take precautions to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needlestick injuries, **DO NOT RECAP** contaminated needles. After use, place all sharp instruments in puncture-resistant container for disposal. Always use needle-less systems and needle safety devices when available. Activate needle protective device immediately after withdrawing the needle from the patient/client.

Wear mask and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure of mucous-membranes of the mouth, nose and eyes. Gowns should be worn during procedures likely to generate splashes of blood or other body fluids.

**If accidental contact occurs,** thorough cleansing of the area for 10 minutes should be done immediately and the **instructor notified.** An immediate evaluation of the patient/client and student within legal parameters must be made for HIV and Hepatitis B/C. Treatment may be recommended. (See Clinical Injury Procedure and Student Health Insurance in ADN Handbook.)

H-BIG (Hepatitis B immune globulin) is indicated to provide immediate protection from Hepatitis B. Hepatitis B vaccine, Heptavax-B, or Recombivax HB are available to provide active immunity to Hepatitis B infection. Clinical studies have shown that 85 to 96 percent of those vaccinated evidence immunity. Side effects have been minimal in vaccine trials. The most common complaint has been arm soreness; a few individuals have reported rash, nausea, joint pain and low-grade fever. No long-term reactions to the vaccine have been reported.

* Though the CDC does not include nasal secretions, urine and vomitus (unless contains visible blood), barrier precautions are required whenever working in any health care setting handling these body secretions.

See Recommended Isolation Precautions.

Rev. 6/03, 11/04, 3/05, 4/08, 10/2011
Recommended Isolation Precautions in Hospitals (HICPAC) (1996, revised 1997)

**Standard Precautions (Tier One)**
- Designed for all clients in hospital.
- These precautions apply to (a) blood; (b) all body fluids, excretions, and secretions except sweat; (c) non-intact (broken) skin; and (d) mucous membranes.
- Designed to reduce risk of transmission of microorganisms from recognized and unrecognized sources.

1. Wash hands after contact with blood, body fluids, secretions, excretions, and contaminated objects whether or not gloves are worn.
   a. Wash hands immediately after removing gloves.
   b. Use a non-antimicrobial soap for routine hand washing.
   c. Use an antimicrobial agent or an antiseptic agent for the control of specific outbreaks of infection.

2. Wear clean gloves when touching blood, body fluids, secretions, excretions, and contaminated items (i.e., soiled gowns).
   a. Clean gloves can be unsterile unless their use is intended to prevent the entrance of microorganisms into the body.
   b. Remove gloves before touching non-contaminated items and surfaces.
   c. Wash hands immediately after removing gloves.

3. Wear a mask, eye protection, or a face shield if splashes or sprays of blood, body fluids, secretions, or excretions can be expected.

4. Wear a clean, nonsterile gown if client care is likely to result in splashes or sprays of blood, body fluids, secretions or excretions. The gown is intended to protect clothing.
   a. Remove a soiled gown carefully to avoid the transfer of microorganisms to others (i.e., clients or other health care workers).
   b. Wash hands after removing gown.

5. Handle client care equipment that is soiled with blood, body fluids, secretions, or excretions carefully to prevent the transfer of microorganisms to others and to the environment.
   a. Make sure reusable equipment is cleaned and reprocessed correctly.
   b. Dispose of single-use equipment correctly.

6. Handle, transport, and process linen that is soiled with blood, body fluids, secretions, or excretions in a manner to prevent contamination of clothing and the transfer of microorganisms to others and to the environment.

7. Prevent injuries from used scalpels, needles, or other equipment, and place in puncture-resistant containers.

**Transmission-Based Precautions (Tier Two)**

_Airborne Precautions_

1. Place client in a private room that has negative air pressure, 6 to 12 air changes per hour, and either discharge of air to the outside or a filtration system for the room air.

2. If a private room is not available, place client with another client who is infected with the same microorganism.

3. Wear a respiratory device (N95 respirator) when entering the room of a client who is known or suspected of having primary tuberculosis.

4. Susceptible people should not enter the room of a client who has rubella (measles) or varicella (chickenpox). If they must enter they should wear a respirator.

5. Limit movement of client outside the room to essential purposes. Place a surgical mask on the client during transport.
**Droplet Precautions**

Use the Tier One precautions as well as the following:

1. Place client in private room.

2. If a private room is not available, place client with another client who is infected with the same microorganism.

3. Wear gloves as described in Standard Precautions.
   a. Change gloves after contact with infectious material.
   b. Remove gloves before leaving client’s room.
   c. Wash hands immediately after removing gloves. Use an antimicrobial agent.
   d. After hand washing do not touch possibly contaminated surfaces or items in the room.

4. Wear a gown (see Standard Precautions) when entering a room if there is a possibility of contact with infected surfaces or items, or if the client is incontinent, has diarrhea, a colostomy, or wound drainage not contained by a dressing.
   a. Remove gown in the client’s room.
   b. Make sure uniform does not contact possible contaminated surfaces.

5. Limit movement of client outside the room

6. Dedicate the use of noncritical client care equipment to a single client or to clients with the same infecting microorganisms.

Clinical Agency Orientation Guides

Santa Barbara Cottage Hospital
Clinical Agency Orientation Guidelines
Pueblo at Bath, 682-7111

ATTACHMENT F-1

1. **GENERAL INFORMATION:** Santa Barbara Cottage Hospital is a voluntary nonprofit teaching hospital. It has units that specialize in medicine, surgery, pediatrics, psychiatry, maternity, oncology, critical care, and emergency care. During your time as a student you will acquire experience in most of these areas.

   The following information should help you in becoming oriented to the hospital. Request the assistance of an instructor if you have questions after receiving this information.

2. **PARKING:** You must obtain a parking permit from the Security Office in the basement of the hospital—go during the day. This permit will allow you to park on the fourth floor of the Parking Structure at Castillo and Pueblo Streets. You must enter the parking structure off of Castillo Street. On-the-street parking is available, but be careful of the 90-minute time zones.

3. You must enter the hospital through the main lobby and have your ID badge clearly visible.

4. **CAFETERIA:** The regular discount available to employees in the cafeteria is available to students who are wearing their name badge.

5. **PHYSICAL LAYOUT:** Floor plans are posted adjacent to each elevator. You should be able to find all clinical nursing units on each floor. It is your responsibility to familiarize yourself. On each nursing unit, be able to locate the following, prior to patient care time:
   - Crash Cart
   - Utility Room
   - Linen Storage Area
   - Medication Room
   - Pantry
   - Student Assignments
   - Computers for Charting
   - Standard Precaution Supplies
   - List of Department Phone Listings
   - Location of Old Charts and Thinned Charts
   - In each patient's room is a cupboard with personal protective items
   - Medication Room
   - In each patient's room is a cupboard with personal protective items
   - Reference Textbooks are located on the Employee Portal
   - Fire Extinguisher and Fire Regulations

6. **ASSIGNMENTS:** A unit assignment sheet is posted on each unit. If you need to change an assignment, be sure to mark the change on the assignment sheet. Be quiet, and do not "gather" at the Nursing Stations while doing your patient research.

7. **CONTACTING INSTRUCTORS:** Each instructor carries a beeper or cell phone for communication with students. To contact your clinical instructor, dial 577 on the phone, wait for a tone, then dial your instructor's beeper number, or call the number posted on assignment sheet. (Each instructor has a different beeper number posted on the top of her assignment sheet.) After dialing the number, dial in the extension number from which you are calling, then hang up and wait for a return call. Be sure to wait by that phone for the instructor to call back. If the instructor doesn't return your call within 5 minutes, page again. (Remember sometimes the instructor is involved in a special situation e.g. catheterization or dressing change and is unable to immediately return the call.)

8. **ABSENCE:** If a student is absent from the clinical area, the hospital unit where assigned must be notified that day, before the shift begins. Students are to call the clinical instructor and your advisor at the same time and leave a message at the college.

   If a student is absent on Tuesday, the clinical instructor should be notified by noon on Tuesday regarding plans for Wednesday. The same for Friday and Saturday clinical. The student must call before noon on Friday to let instructor know plans for Saturday.

9. **NURSING ORGANIZATION:** Modified Primary Care Nursing is used on most units. With this approach, each nurse has total responsibility for a group of patients. You will report to the primary nurse responsible to your patients.
10. **LISTENING TO REPORT**: On units where primary nursing is used, the primary nurse from the night shift reports to the primary nurse for the day. Listen to report for all patients in your block. Some units have tape-recorded reports. You must converse with your primary nurse within the first 30 minutes of shift. If you listen to a taped report by yourself (not with primary nurse), you must return the tapes to their appropriate location by 0650 so the primary nurse can use them for her/his report.

11. **LINENS** are used appropriately, but conservatively. All linens are not changed daily—just prn.

12. **MEDICATIONS**: The Accudose is used for narcotics and frequently used medications. Review the videotape in the Learning Lab. Each student will be given an entry code number at the BEGINNING of the shift.

   To correctly identify the patient, you must take the MAR to the patient with the medication. Specific instructions will be given in medication course.

   All med sheets (MARs) and charts must be replaced immediately after use. Determine the protocol for each unit regarding moving the med cart to the patient's room and removing med drawers.

13. **CHARTING**: Computer Charting is being used at most facilities. Students will be oriented in a special class or at the facility.

14. **EMERGENCIES**: Dial this number and give location of emergency.

   - 599 Code Blue and/or Cardiac Arrest
   - 599 Code Red—Fire
   - 702 Code Pink—Baby Stealing
   - 599 Code Gray—Abusive Person
   - 599 Code Silver—Assault with Weapon
   - 599 Code Orange—Hazardous Chemical Spill

---

### Health and Safety Information

1a. **Describe the fire code system for SBCH. (existing building)**  
    1st ring is Floor, 2nd ring is Wing (Basement is 7), 2 bells is "all clear."

1b. **Describe the fire code system for SBCH (new building)**  
    The fire bells will alarm and the silent pager on each unit will display the location of the fire.

2. **Where are the evacuation route maps located?** Posted on wall of all main hospital corridors and lobbies, copies in Disaster Manual.

3. **What are the red electrical outlets?**  
   Provide emergency electricity for essential patient care equipment.

4. **What do you do when you injure yourself?**  
   Fill out Report of Injury and Employer's Notification of Work Injury form. You will need to use your own insurance coverage if treatment is necessary.

5. **What do you do if equipment is broken?** Remove equipment from immediate patient care areas. Tag as "broken," complete and route a Work Order to Facilities Management.

6. **Where can MSDS forms be found?**  
   There is an MSDS binder in every department.
Goleta Valley Cottage Hospital
Clinical Agency Orientation Guidelines
351 South Patterson Avenue, 967-3411

Goleta Valley Cottage Hospital is a non-profit community hospital with a medical-surgical-orthopedic unit, critical care, outpatient surgery, emergency room, and subacute unit.

1. **PARKING:** Park in the area across Patterson Avenue on the east side of the hospital. Enter either through the main hospital entrance or one of the doors equipped with a badge reader. You will need the SBCH-issued photo badge to use those entries.

2. **ASSIGNMENTS:** The assignment sheet is posted on the bulletin board on the Med-Surg unit. The Assignment Sheet is folded to protect patient confidentiality. Please leave it folded after you have gotten your assignment.

3. **ORIENTATION TO PHYSICAL SET-UP:** Familiarize yourself with the following on assigned unit:
   - Nurses' Station
   - Linen Storage Area
   - Medication Room
   - Call Light System
   - Utility Room
   - How to find Policy/Procedure on Computer
   - Emergency Equipment
   - Computers for Data Entry

4. **PAGING INSTRUCTOR:**
   1) Please get instructions from your clinical instructor regarding paging protocol.

5. **ABSENCE:** If unable to be in the clinical area as assigned, notify the nursing unit you are assigned to, by 6:45 a.m. Notify the clinical instructor after 5:00 a.m.
   If absent on Tuesday, the clinical instructor should be notified by noon on Tuesday regarding plans for Wednesday. Call and leave a message on voice mail for your Advisor as well as on the nursing unit at the hospital.

6. **NURSING ORGANIZATION** is primary care/team nursing.
   a. Morning Report: Attend report on assigned unit at 7:00 a.m. Introduce yourself to the charge nurse, head nurse and staff member(s) responsible for your patient assignment. Tell each team member which aspects of care you are responsible for performing. You must converse with the primary nurse within 30 minutes of the start of the shift. Nursing stations and lounges are crowded. Let staff sit at conference table. No eating, drinking on the nursing unit. Use the cafeteria for lunch and breaks. Cafeteria opens at 07:00 and closes from 10:00 to 11:00.
   b. Lunch and coffee break: Do not leave your patient unattended. Give brief summary to appropriate staff nurse. Inform the primary nurse and the PCT that you are leaving. Lunch is served in the cafeteria from 11:00-2:00.
   c. Report "off-duty" to both the primary nurse and PCT. Give a brief report on each patient, and be sure to inform them regarding vital signs and I&Os, as well as any other special needs. Do not leave the hospital without informing clinical instructor.
7. **DOCUMENTATION AND CHARTING**
   a. Documentation is the same as Santa Barbara Cottage Hospital. CPOE is used. Students are expected to document vital signs and assessments as soon as they are completed, no later than 9 a.m.
   b. A SBAR note is to be written at least once per shift and for any significant occurrence (for example, dressing change, changes in patient condition).
   c. Computerized Nursing Care Plans are to be reviewed and updated each shift.

8. **CHARTS AND RECORDS**
   a. Medication are validated electronically with orders in CPOE and MAR. Check every hour for red flags signifying a new order or critical value.
   b. New Medication orders are written on the MAR by the RN.
   c. A hard copy of the chart is also utilized for certain documents.
   d. Medication Administration Records, Kardexes, or charts must be replaced immediately after use.

9. **CHARGE ITEMS:** Each chargeable item has a sticker which must be placed on the patient's charge Kardex kept on counter in medication room.

10. **OBSERVATION IN O.R.:** Prepare patients for surgery under supervision of the staff nurse and/or instructor. One of them will direct you to the area for changing clothes. Be sure to "sign in" on the visitor's log.

11. **POST-ANESTHESIA CARE UNIT (PACU):** You may record vital signs that you take. All other entries will be made by the PACU nurse.

12. **EMERGENCIES:** Dial this number and give location or code for the type of emergency.
    – Dial 699 and tell type of emergency and location.

**Health and Safety Information**

1. **Describe the fire code system for SBCH.** 1st ring is Floor, 2nd ring is Wing (Basement is 7), 2 bells is "all clear."
2. **Where are the evaluation route maps located?** Posted on wall of all main hospital corridors and lobbies, copies in Disaster Manual.
3. **What are the red electrical outlets?** Provide emergency electricity for essential patient care equipment.
4. **What do you do when you injure yourself?** Fill out Report of Injury and Employer's Notification of Work Injury form, or take forms with you to the medical provider if treatment is required (the ED is the designated initial treatment site for work incurred injuries).
5. **What do you do if equipment is broken?** Remove equipment from immediate patient care areas. Tag as "broken," complete and route a Work Order to Facilities Management.
6. **Where can MSDS forms be found?** There is an MSDS binder in every department.
Psychiatric Health Facility
Clinical Agency Orientation Guidelines
Camino Del Remedio, 681-5244

1. General Information: The Acute Psychiatric Health Facility (PHF) is a locked psychiatric unit located at County Health Care Services on the first floor. You enter on the ground floor.

2. Parking: There is ample parking in the lot adjoining the building. This lot is the second lot on the left on Camino Del Remedio.

3. Cafeteria: "The Back Door Deli" sells sandwiches (for $5.00), soup, bagels, and drinks. This is located where the cafeteria used to be located. There is a refrigerator and microwave that you can use.

4. Assignments: Assignments are not made on Monday afternoon. They are made Tuesday and Wednesday after report.

5. Contacting Instructors: Your instructor will be with you at all times. The lunch break will be taken as a group.

6. Absence: Call at 0700 if you will be absent for the day. Sixty hours are required by the BRN, so if you are absent you will need to make up the time.

7. Orientation: There will be an orientation at the PHF at 1300 the Monday before clinical begins. This is very helpful for the student to feel comfortable on the unit.

8. Medications: Students are not allowed to pass medications while at the PHF. This is part of a "County" policy. Be sure to observe the primary nurse checking, pouring, and passing medications as their system is completely different than any other facility in Santa Barbara. They do not have a unit dose system.

9. Charting: The PIR (Problem, Intervention, Response) format is used. You will learn about this system while in clinical.

10. Emergencies: Follow the directions of the staff or your instructor. For Code Blue 911 will be called.

11. Dress: Street clothes with rubber soled shoes such as tennis shoes are appropriate. Hair does not need to be worn off the collar. Please do not wear necklaces, dangling earrings, expensive jewelry, revealing clothing, stirrup pants or tights. Please do not have any sharp objects or matches on your person.

12. Personal Belongings: There is no storage space, please bring as few personal belongings as possible. It is a good idea to bring theoretical objectives and class notes to study.

14. Psychological Needs Contract must be signed prior to entry into psychiatric units.
Lompoc Valley Medical Center
Clinical Agency Orientation Guidelines
1515 East Ocean Ave, Lompoc, CA 93436 805-737-3300

Lompoc Valley Medical Center is a non-profit community owned hospital with a medical-surgical-pediatric unit, critical care, outpatient surgery, emergency room, and maternal-newborn unit.

1. **PARKING:** Park in the area across 7th street on the west side of the hospital. Enter either through the main hospital entrance or one of the doors equipped with a badge reader. You will need the LVMC-issued photo badge to use those entries.

2. **ASSIGNMENTS:** The assignment sheet is posted near the charge nurse on the Med-Surg unit. The Assignment Sheet is folded to protect patient confidentiality. Please leave it folded after you have gotten your assignment.

3. **ORIENTATION TO PHYSICAL SET-UP:** Familiarize yourself with the following on assigned unit:
   - Nurses' Station
   - Linen Storage Area
   - Medication Room
   - Call Light System
   - Utility Room
   - How to find Policy/Procedure on Computer
   - Emergency Equipment
   - Computers for Data Entry

4. **PAGING INSTRUCTOR:**
   1) Please get instructions from your clinical instructor regarding paging protocol.

5. **ABSENCE:** If unable to be in the clinical area as assigned, notify the nursing unit you are assigned to, by 5:45 a.m. Notify the clinical instructor after 5:00 a.m.

6. **NURSING ORGANIZATION** is primary care/team nursing.
   a. **Morning Report:** Attend report on assigned unit at 7:00 a.m. Introduce yourself to the charge nurse, head nurse and staff member(s) responsible for your patient assignment. Tell each team member which aspects of care you are responsible for performing. You must converse with the primary nurse within 30 minutes of the start of the shift. Nursing stations and lounges are crowded. Let staff sit at conference table. No eating, drinking on the nursing unit. Use the cafeteria for lunch and breaks. Cafeteria opens at 07:00 and closes at 1900.
   b. **Lunch and coffee break:** Do not leave your patient unattended. Give brief summary to appropriate staff nurse. Inform the primary nurse and the PCT that you are leaving. Lunch is served in the cafeteria from 11:30-1:30.
   c. **Report "off-duty"** to both the primary nurse and PCT. Give a brief report on each patient, and be sure to inform them regarding vital signs and I&Os, as well as any other special needs. Do not leave the hospital without informing clinical instructor.

7. **DOCUMENTATION AND CHARTING**
   a. LVMC utilizes Sunrise Clinical Manager (SCM) for documentation. Students are expected to document vital signs and assessments as soon as they are completed, no later than 9 a.m.
   b. A Nursing General note is to be written at least once per shift and for any significant occurrence (for example, dressing change, changes in patient condition).
   c. Computerized Nursing Care Plans are to be reviewed and updated each shift.

8. **CHARTS AND RECORDS**
   a. Medication are validated electronically with orders in CPOE and MAR. Check every hour for red flags signifying a new order or critical value.
   b. New Medication orders are written on the MAR by the RN.
c. A hard copy of the chart is also utilized for certain documents.

d. Medication Administration Records, Kardexes, or charts must be replaced immediately after use.

9. **Labor and Delivery**
   a. Group report is done in OB. Students are expected to listen to all of the group report.
   b. Charting expectations are the same as med surg.
   c. Students are not to use the computer designated as the “labor” computer where fetal monitoring is occurring.

10. **OBSERVATION IN O.R.:** Prepare patients for surgery under supervision of the staff nurse and/or instructor. One of them will direct you to the area for changing clothes. An observation permission form must be completed prior to observation.

12. **POST-ANESTHESIA CARE UNIT (PACU):** You may record vital signs that you take. All other entries will be made by the PACU nurse.

13. **EMERGENCIES:** Dial this number and give location or code for the type of emergency.
   – Dial 111 and tell type of emergency and location.

14. **HOSPITAL ORIENTATION:** Prior to attending clinical at LVMC, students are required to attend computer training and a hospital orientation, facilitated by the clinical instructor. In addition students will complete all necessary training for the pyxis machine prior to administering any medications.

**Health and Safety Information**

1. **Describe the fire code system for LVMC.** Code Red will be announced overhead with the location of the fire. All hallways must be made clear during a code red. All patient doors must be shut.

2. **Where are the evaluation route maps located?** Posted on wall of all main hospital corridors and lobbies, copies in Disaster Manual.

3. **What are the red electrical outlets?** Provide emergency electricity for essential patient care equipment.

4. **What do you do when you injure yourself?** Fill out Report of Injury and Employer's Notification of Work Injury form, or take forms with you to the medical provider if treatment is required (the ED is the designated initial treatment site for work incurred injuries).

5. **What do you do if equipment is broken?** Remove equipment from immediate patient care areas. Tag as "broken," complete and route a Work Order to Facilities Management.

6. **Where can MSDS forms be found?** There is an MSDS binder in every department.
Santa Barbara City College
Associate Degree Nursing Program

Student Contract

I certify that I have read the policies and procedures of the SBCC ADN Program as specified in the ADN Program Handbook. I understand that the Handbook is updated each semester and will keep current with changes that are posted on the ADN website. I understand the policies on Academic Performance and agree to comply with the Program requirements including the following:

A. Program Requirements:
1. I will have a yearly Tb test and bring results to the Health Technology Office.
2. I will receive a yearly influenza vaccine every fall or sign a waiver.
3. I will maintain current CPR Certification throughout the Program.
4. I have read the Hepatitis/HIV Standard Precautions and understand them.
5. I will follow the dress code at all times.
6. I understand that I will be withdrawn from the ADN program for any of the following:
   • If my clinical practice is evaluated as "unsafe" at any time in the Program.
   • Non-attendance
   • Violation of SBCC Student Standards of Conduct or unprofessional behavior
   • Personal or medical issues that may interfere with safety of patients or others

B. HIPAA Guidelines
I understand and agree to follow the HIPAA Guidelines required by law. I also understand that patient information is confidential and should not be discussed with persons outside of the health care team or in public areas, and no personal information should be shared with patients or their families (including phone numbers and addresses).

Signed: ___________________________________________ (student) __________________________ (date)

C. Hepatitis Immunization:
I have ___ have not ___ chosen to have Hepatitis Immunization. I have received information about hepatitis and the importance of immunization.

Signed: ___________________________________________ (student) __________________________ (date)

D. Waiver of District Responsibility for Transportation.
I understand that as a student enrolled in the Santa Barbara City College Associate Degree Nursing Program, I am required to participate in educational experiences at various clinical agencies located outside the confines of the SBCC campus. I accept full responsibility for providing my own transportation to and from any and all clinical agencies and hereby waive any and all claims against the Santa Barbara Community College District, the Board of Trustees and all District officers, agent and employees from any and all liability arising out of or in connection with such travel.

Signed: ___________________________________________ (student) __________________________ (date)

E. Acknowledgment of Understanding California Board of Registered Nursing (BRN) Requirements.
1. I hereby certify that I have not been convicted of a felony in the State of California.

Signed: ___________________________________________ (student) __________________________ (date)

2. I understand that if I have been convicted of any felony or other offense (other than a minor traffic violation), licensure as a Registered Nurse may be denied in the State of California.

Signed: ___________________________________________ (student) __________________________ (date)

F. Release of Information:
I authorize the Associate Degree Nursing Program of Santa Barbara City College to release information (as a "reference") from my nursing student files. Including:

- Dates enrolled in the ADN Program
- Copy of final clinical evaluation
- Instructor letter(s) of reference, as requested
- Evaluation as new graduate at health care facility where hired

G. Social Media Statement

I have read and will abide by the social media statement

Signed: ___________________________________________ (student) __________________________ (date)

Print Name: _________________________________ Signature: _________________________ Date: ______
This Agreement is to be signed by all individuals providing services at Cottage Health System or to its patients, whether acting in the capacity of employee, Auxiliary/Volunteer staff, or temporary staff, herein referred to as “staff”, or of Allied Health professional, vendor, or otherwise. The purpose of this agreement is to demonstrate CHS’ commitment to the confidentiality of information, to ensure compliance with all federal and state laws, including HIPAA, regarding privacy and security of protected health information, and to clearly state potential consequences of privacy and security breaches.

Summary of Agreement: I understand that in the course of the performance of my duties at or associated with Cottage Health System (CHS), I am exposed to many types of confidential information. Confidential information may come to me through verbal communication, written records, electronic records or personal observation. I agree that as a condition of employment/providing services at/to CHS and/or its patients, I will report to CHS management if I am aware that I or any other person has violated CHS policy regarding confidential information.

Patient Information: I will maintain the confidentiality of all patient-specific health information, including but not limited to the identity of the patient and the patient’s family and associates, all information concerning the patient’s medical condition, and all CHS records concerning the patient.

Financial Information: I will maintain the confidentiality of all information related to the financial affairs of CHS, its vendors and its patients, including billing records.

Systems Information: I will maintain the confidentiality of all information concerning access to CHS computer and other electronic systems, including passwords given to me for access to such systems.

Staff Information: I will maintain the confidentiality of all information concerning CHS staff, including medical information and personal data.

Specific Mandatory Obligations: In order to maintain the confidentiality of the information described above, I specifically agree that:

1. I will respect the rules governing the use of any information accessible to me, regardless of the form the information takes or how I become aware of it. If I am ever uncertain of the rules governing the use of any information, I will ask my supervisor or the CHS Privacy Officer for guidance;
2. I will only utilize information necessary for performance of my duties and never seek information for any reason that is not job-related;
3. I will always bear in mind that information to which I have routine access is sensitive and legally-protected patient, financial, systems, and staff information, which should only be disclosed to those authorized to receive it;
4. I will not exhibit or divulge the contents of any record in any form except to fulfill an authorized assignment and never for personal, non-business related reasons;
5. I will not access, use or disclose Patient Information or Financial Information except as authorized by the California Confidentiality of Medical Information Act (CMIA) or HIPAA privacy regulations; I will have a business-related reason to access information on my spouse, children, friends, neighbors, and others; and, unless I have obtained specific permission from the CHS Privacy Officer, I will not access information for non-business reasons;
6. I will accept responsibility for a user identification code, password security code, and/or other access codes for entry into, and use of one or more electronic information systems; and that my privileges are subject to periodic review, revision and renewal;
7. I will not release my user identification codes or password to anyone, including co-workers, supervisors or subordinates, or allow anyone to access or alter information under my identity or for any other purpose;
8. I understand that my user identification code or password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them;
9. I understand that I am responsible for logging out of all information systems and will not leave a display device unattended to which I have logged on;
10. I understand that all use of CHS information systems should be used only for business purposes, may never be used for illegal, offensive or inappropriate purposes and may be monitored by management without prior notice;
11. I will not access, view or transmit materials of any sort that might be perceived as sexually suggestive, sexually explicit, or otherwise discriminatory on CHS information systems;
12. I will not attempt to access information by using a user identification code or password other than my own;
13. I will not remove any records, reports or copies from their storage location except to fulfill an authorized work assignment.
14. I will respect the ownership of proprietary software, will not operate unlicensed software on CHS computers, will not make unauthorized copies for such software for my own use, or violate software licensure provision in any other matter.
15. I will respect the finite capability of the systems, and limit my use so as not to interfere unreasonably with the activity of others;
16. I will abide by the procedures established to manage the use of the system;
17. I will prevent unauthorized use of information maintained, stored and processed by CHS;
18. I understand that my obligation under this Agreement continues outside of my work time and after my duties at CHS have ended;
19. I will immediately report any suspected or known violation of confidentiality or computer usage policies to my supervisor, the CHS Privacy Officer or the IS Security Officer*;
20. I understand that violators of this Agreement may be denied access to information systems, subject to disciplinary action including termination of employment or discontinuance of services provided at/to CHS and/or its patients, and may be subject to individual criminal prosecution or civil liability under state and federal laws and regulations.
21. I agree to pay, or reimburse CHS, for any fines or administrative penalties levied against CHS for unauthorized access, use or disclosure of Patient Information or Financial Information as a result of my acts or omissions.

Agreement: By my signature below, I agree that I have read, understand and will comply with this Agreement as a condition of my employment or engagement to provide services at/to CHS and/or its patients. I acknowledge that I have received a copy of this Agreement for my records.

Signature:_____________________________ Date:__________________________
Printed Name:_________________________ Email Address:____________________ Phone________________________
Employer:___________________________ Address___________________________
Job Title: Physician  NP  PA  Scribe  MA  RadTech  RPh
Office Manager  Billing Staff  Other:________________________________________
Name of your Department/Manager/Supervisor (not necessary for MDs on-staff with Cottage Hospital) ____________________________
Signature of Department/Manager/Supervisor (not necessary for MDs on-staff with Cottage Hospital) ____________________________

*Refer to System wide Universal Confidentiality Policy for names of CHS Privacy Officer and CHS IS Security Office. The Universal Confidentiality Policy is available on the CHS Intranet.

Copy: Signer (if desired)
Human Resources Personnel File (Employees, travelers, and temporary staff)
Auxiliary/Volunteer File (auxiliary/volunteer staff and interns)
Medical Staff Services (physicians)
ISD (physicians’ office staff)
Sponsoring Department File (all others)

Completed form can be Faxed to 805/569-7881

Mailing address: IS Dept., Cottage Health System, PO Box 689, Santa Barbara, CA 93102.
PATIENT CONFIDENTIALITY AND SOCIAL MEDIA

American Nurses Association Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Six Tips to Avoid Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified,
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:


Santa Barbara City College ADN Program

Petition for Course Credit by Evaluation

Student ____________________________ Course ________________________________
Date ______________________________ Course Instructor _________________________

Policy: A grade of "C" will be awarded for any course in which credit is granted for waiver of theoretical requirements. The course exam must be taken to receive any other grade.

I. Justification (completed by student)

II. Evaluation of material presented (completed by course instructor)

III. Additional requirements for granting of course credit

IV. Action: _____ Clinical Objectives Met; _____ Theoretical Objectives Met;____ Course Grade ______

______________________________________         ________________________________
Instructor Signature      Student Signature

7/16 LH
**“Golden Ticket”**
Santa Barbara City College Associate Degree Nursing Program
**REFERRAL to ALLIED HEALTH AND NURSING LAB**

| Student Name: ________________________________ | Course Name: __________________ |
| Advisor: ____________________________________ | Date: _________________________ |

The above student is to practice the following skills in the nursing lab and will not be allowed to return to clinical until able to perform them in a competent manner. Describe situation or give an example of what is expected of this student:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Instructor to notify AHN Lab as soon as possible at 965-0581, Ext. 2381.
Student to call AHN Lab as soon as possible to make an appointment.

(Instructor's Signature)         (Student's Signature)
_______________________________________ __________________________________
Date         Nursing Lab Instructor Signature

Student to return this form to the clinical instructor. 07/16LH
ATTACHMENT G-6

SANTA BARBARA CITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

CLINICAL NOTIFICATION FORM

STUDENT: ______________________  SEMESTER: _____  DATE OF INCIDENT: ______

INSTRUCTOR: _____________________  ADVISOR: ______________________  ______

DESCRIPTION OF UNSAFE CLINICAL PRACTICE: __________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

UNSAFE PRACTICE: An action which potentially or actually jeopardizes patient safety by violating any Basic Standard for Safe Nursing Practice in the current course or any previously mastered clinical objective(s).

Check unsafe or uncaring behaviors from list of expected behaviors below. Fails to:

A. DEMONSTRATES CARING

   ___ Initiate self-care and stress management behaviors, takes breaks and meals
   ___ Demonstrate individual responsibility, personal integrity, and respect for diverse persons and cultures
   ___ Be honest, sincere, kind and considerate
   ___ Create and promotes a calm environment
   ___ Utilize appropriate communication styles and leadership skills in patient care management
   ___ Use select therapeutic communication techniques to establish a therapeutic environment
   ___ Apply the Watson Caring Model and the nursing process in establishing a therapeutic nurse-patient relationship with patients
   ___ Demonstrate caring behaviors to patient, health care team, family, and significant others

B. DEMONSTRATES ACCOUNTABILITY FOR PRACTICE

   ___ Demonstrate personal integrity and professional accountability
   ___ Provide safe nursing care, meets overriding critical elements (clinical competencies)
   ___ Correlate theoretical concepts and clinical practice to identify the complex needs of patients in multiple settings
   ___ Utilize the nursing process creating a plan of care for patients
   ___ Identifies ethical-legal dilemmas and intervenes as a patient advocate
   ___ Prepare satisfactorily for patient care
   ___ Utilizes procedure and/or policy manual or other written materials to answer questions prior to consulting with other staff members
   ___ Verify physician’s orders for procedures or medications
   ___ Verify patient identity according to SBCC guidelines and prior to all invasive procedures
   ___ Report to supervising nurse and clinical instructor immediately abnormal finding/significant changes in pt status
   ___ Follow the ADN Policy of “When to Call the Clinical Instructor”
   ___ Recognize and reports errors immediately to clinical instructor
   ___ Practice within level of knowledge and ability
   ___ Verbalize responsibility for actions

C. PRACTICES PRINCIPLES OF ASEPSIS

   ___ Follow guidelines of Standard Precautions
   ___ Follow principles of surgical asepsis
   ___ Follow principles of medical asepsis
   ___ Adhere to OSHA Guidelines
   ___ Cleanse hands
   ___ Maintain a clean and healing environment
   ___ Avoid contaminating clean areas with dirty materials
D. PROVIDES PHYSICAL SAFETY
   ____ Identify patient by name band with each encounter
   ____ Keep call bell within reach at all times, responds to call lights and alarms in a timely manner
   ____ Use effective body mechanics
   ____ Maintain side rails in up position on all physically or mentally compromised patients
   ____ Keep bed in down position except when providing care
   ____ Utilize appropriate safety equipment to prevent falls
   ____ Use lifts appropriately
   ____ Provide supervision and/or assistance to patients in distress
   ____ Assess patient and provides care at appropriate level
   ____ Ensure safety for self and others
   ____ Acknowledge reports of pain and advocates for reduction of pain

E. PROVIDES PSYCHOLOGICAL SAFETY
   ____ Conduct self in a manner that allays patient, family, and significant others fears and fosters confidence
   ____ Listen and responds appropriately to patients
   ____ Communicate using eye contact, using soft, gentle voice, maintaining calm demeanor
   ____ Introduce self to patient
   ____ Call patient by name preferred and pronounces name correctly
   ____ Close doors, draws curtains, and/or appropriately drapes patient when assessing and/or providing patient care
   ____ Encourage patient to express feelings and provides appropriate support
   ____ Include patient in planning care

F. ORGANIZES CARE
   ____ Identify the developmental level and utilizes developmental theory and concepts of diversity in planning, implementing, and evaluating care for patients
   ____ Develop and utilize a time grid for medications, IVs, treatments, patient care
   ____ Notify clinical instructor in timely manner if unable to manage patient care responsibilities
   ____ Apply principles of time management, organization, delegation, and priority setting in providing nursing care
   ____ Work effectively in a group
   ____ Prioritize nursing actions to coincide with changing patient conditions, cultural variants, and multiple patient assignments

G. DOCUMENTS CARE
   ____ Employ appropriate scientific resources and technology to plan and deliver patient care
   ____ Document patient care per facility policy
   ____ Complete all required SBCC Clinical Forms: Worksheet, Time Grid, Care Plans and Medication Profile
H. DEMONSTRATES PROFESSIONAL BEHAVIOR

___ Maintain Professional behavior at all times
___ Begin the process of lifelong learning: Synthesizes the role and scope of practice of the registered nurse
___ Communicate concise but thorough verbal report to instructor and health care team
___ Demonstrate leadership qualities and serves as role model to others
___ Follow SBCC Dress Code Guidelines
___ Arrive on the nursing unit on time and stays allotted time
___ Report to supervising nurse when arriving and leaving for the day
___ Report to the clinical instructor when leaving for the day
___ Notify unit/facility assigned and advisor when absent
___ Protect patient confidentiality and follows HIPAA Guidelines

I. PERFORM NURSING INTERVENTIONS SAFELY

**Medications**

___ Validates MAR
___ Administers medications correctly
___ Observes 6 rights
___ Recognizes and reports any medication errors
___ Completes medication grid

**IVs**

___ Administers and monitors IV therapy correctly
___ Ensures correct fluid
___ Ensures correct rate
___ Verifies compatibility
___ Ensures correct tubing
___ Follows hospital policy for IVs
___ Uses pump correctly

ACTION: ______Clinical Notification ______Clinical Probation ______Golden Ticket

Instructor to notify Student Advisor and Program Director as soon as possible.

Student Signature __________________________________________ Date _______
Faculty Signature ___________________________________________ Date _______

* Copy to Student File * Copy to Clinical Instructor * Copy to Advisor

The student must make an appointment with the Program Director within two days if one gets a Clinical Notification.

7/16LH
Santa Barbara City College Associate Degree Nursing Program

Policy For Students Returning/Re-Entry/Transferring To The ADN Program

POLICY

● Students must meet current ADN Program application and entrance requirements.
● Students who have previously been enrolled in the SBCC ADN Program (Re-Entry) and apply for readmission will be readmitted on a space-available basis. Students may re-enter the program once only.
● Students who have previously been enrolled in an accredited nursing program and apply for admission by transfer may be admitted on a space-available basis.
● Students who transfer into the SBCC ADN Program from another nursing program (Transfers), students returning from a Leave of Absence from the ADN Program (Returning), and students previously enrolled in the ADN Program who choose to re-enter (Re-Entry) will be required to enroll in NURS 190 and NURS 195 for evaluation of clinical skills in the AHN Laboratory and in the clinical area before being allowed to begin any other nursing course.
● Returning/re-entry or transfer students who do not demonstrate safe and satisfactory performance within the time parameters specified below or who do not meet other program requirements as specified in the ADN Program Handbook will be withdrawn from the ADN Program.

PROCEDURE

A. Schedule a meeting with the ADN Director to determine general placement in the Program and to develop a plan for progression through the Program.

B. Enroll in NURS 190–Assessment of Clinical Competency and NURS 195–Success Strategies for ADN Students, for the number of units as determined by ADN Director.

1. Allied Health and Nursing Laboratory (AHNL)
   a. All previously mastered skills must be demonstrated in the AHNL as safe and satisfactory, with observance of the SBCC ADN Basic Standards of Safe Nursing Practice, within 1 week of the date the student begins N190 and N195.

2. Clinical Experience
   a. A maximum of two (2) clinical weeks is allowed to demonstrate competence in the clinical area at the level specified above.
   b. All previously mastered skills must be demonstrated in a safe and satisfactory manner in the clinical setting before the student is allowed to progress to new content. The SBCC ADN Basic Standards for Safe Nursing Practice must be demonstrated consistently.
   c. A Comprehensive Evaluation of Clinical Practice for the appropriate Semester is required.

I have read, understand, and agree to comply with these instructions and conditions related to my re-enrollment in or transfer to the SBCC ADN Program.

__________________________________________  _________________________
Student Signature              DATE

__________________________________________  _________________________
Nursing Advisor or Program Director  DATE

Updated 7/2016
The SBCC Allied Health and Nursing Laboratory will provide latex-free gloves for all faculty, staff and students who have an allergic response to latex.

**MILD REACTION:** Localized symptoms of contact dermatitis.
1. Monitor student for 30 minutes to ensure reaction is not progressing to a moderate/severe reaction.
2. Refer student to personal care provider.
3. Refer student for latex allergy test.

**MODERATE REACTION:** Generalized flush, urticaria, pruritis, possibly gastrointestinal symptoms, and normal blood pressure.
1. Alert Health & Wellness Center (ext. 2298) and have student accompanied to the Health & Wellness Center in the Student Services Building, room SS170.
2. If Health & Wellness Center not open:
   - From a campus phone dial 9, then 911.
   - If dialing 911 from a cell phone, the call will be routed to a Ventura dispatcher, so specify Santa Barbara City College, Room A277.
   - Then call Security at ext. 2400. Security will meet the ambulance and guide the EMTs to the AH&NL.

**SEVERE REACTION:** In addition to symptoms of mild/moderate reaction, hoarseness, dyspnea, wheezing, decreased blood pressure, weak rapid pulse, cyanosis, loss of consciousness.
1. Do not leave student alone, unless unavoidable to call for emergency assistance.
2. Call for emergency assistance:
   - From a campus phone dial 9, then 911.
   - If dialing 911 from a cell phone, the call will be routed to a Ventura dispatcher, so specify Santa Barbara City College A277.
   - Then call Security at ext. 2400. Security will meet the ambulance and guide the EMTs to the AH&NL.
   - Alert the Campus Nurse at the Health & Wellness Center at ext. 2298.
3. Place student in sitting position to facilitate breathing unless blood pressure is precipitously low.
4. Complete incident report – copies to go to the Dean, Risk Manager, and Campus Nurse.
5. The Allied Health & Nursing Laboratory Director will inform the appropriate Program Director.

3/07
Latex-sensitive students must have a letter from a physician documenting the latex sensitivity and the treatment that will be required in the event of an adverse reaction prior to engaging in any clinical or laboratory practicum in the first semester of the Nursing Program. The student must keep the emergency medications with them at all times when involved with school related functions or school related activities throughout the entire nursing program.

Since a student may develop sensitivity to latex while in a health program, Faculty and Allied Health and Nursing Staff reserve the right to require a student suspected of latex sensitivity to be medically evaluated for latex sensitivity in a timely manner.

Latex-sensitive students and those suspected of latex sensitivity and awaiting a medical evaluation must request and use only latex-free gloves. These gloves will be provided free by SBCC and the health care facilities. They must also read labels carefully on medical kits to avoid contact with latex supplies.

All students with evidence of latex sensitivity will be responsible for obtaining and wearing a medical alert bracelet, carrying latex-free gloves, emergency medical instructions, including emergency medications if applicable.

I hereby understand and am fully familiar with the Latex Sensitivity Policy of Santa Barbara City College. I agree to the terms and provisions of the Latex Sensitivity Policy. It is my responsibility as a Latex-sensitive student to ensure compliance with this policy.

NAME (PRINTED)________________________________________________

SIGNATURE_____________________________________________________

DATE_______________________

Visit the following websites for more information and references:
www.latexallergyresources.org
www.osha.gov
www.cdc.gov
EMERGENCY PROCEDURES

CLASSROOM PROCEDURES
1. Some classroom doors and the lab can be locked from the inside.
2. If there is a violent event outside the classroom, lock the door and move students away from any windows.
3. Turn off lights.
4. If there is a cell phone, call 911 and let them know where you are calling from and what is happening. Calling 911 on a cell phone will connect you to Ventura CHP Dispatch. Ask for Santa Barbara Dispatch.
   - Calling 911 on a landline will take you to Santa Barbara Police or County Sheriff's Office.
   - To directly connect to SB Police Department, dial 897-2300, or Dispatch, 897-2410.
   - To directly connect to SB Sheriff's Office, dial 681-4100, or Dispatch, 683-2724.
   - To call Campus Security, dial ext. 2400, or from a cell 730-4200.
5. Stay in the classroom until the event is over.
6. Write all students' names on a list for slipping under the door to alert police and/or Security that there are students in that classroom.

ALLIED HEALTH AND NURSING LAB PROCEDURES
If there is an event inside the lab:
1. Get out of the lab if able, or get into a room that can be locked from the inside and shut off lights.
2. Call 911 from a cell phone and tell them where you are and what is happening.
3. Call Campus Security, ext. 2400, or from a cell 730-4200.
4. Stay in that room until the event is over.
For outside the lab:
1. Stay in the lab and lock all doors leading into the lab.
2. Get away from windows and turn off lights.
3. Call 911 from a cell phone and tell them where you are and what is happening.
4. Call Campus Security, ext. 2400, or from a cell 730-4200.
5. Write down all students' names to alert Security and/or the police.
6. Stay in the lab until the event is over.

HEALTH TECHNOLOGIES OFFICE PROCEDURES
For an event in the office, leave the office through any available escape route.
For an event outside the office:
1. Lock the office door and get away from windows.
2. Turn off lights.
3. Stay in the office until the event is over.
4. Call 911 from a cell phone and let them know where you are and what is happening.
5. Call Campus Security, ext. 2400, or from a cell 730-4200.
6. Write down all names of those inside for alerting Security and/or the police about who is in the lab.

CLINICAL PROCEDURES
1. Get out of the area if possible.
2. Call hospital operator for a Code Silver (weapon), Code Gray (abusive person), Code Yellow (bomb threat) and alert staff to the situation.
3. Call Clinical Instructor to alert them of the situation.

For all events on campus: After the event is over, all faculty and students are to meet in Central Reporting Area in the Nursing Lab for check-in and assessment. In the case of a facility incident, follow the instructions of the facility.
SBCC ADN Handbook Page 68

ATTACHMENT I

SBCC OFF-CAMPUS ILLNESS/ACCIDENT
REPORTING POLICY AND PROCEDURES

If a student in an off-campus clinical site is injured and requires medical attention, the clinical instructor should assess the medical needs and respond accordingly.

1. For minor injuries, perform basic first aid (band-aid, etc.).
2. For more serious injuries, the student should go to:

<table>
<thead>
<tr>
<th>Sansum Medical Foundation Clinic</th>
<th>Med Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occupational Medicine</strong></td>
<td></td>
</tr>
<tr>
<td>101 South Patterson Avenue</td>
<td>2954 State Street</td>
</tr>
<tr>
<td>Santa Barbara, CA 93111</td>
<td>Santa Barbara, CA 93105</td>
</tr>
<tr>
<td>(805) 898-3311</td>
<td>(805) 682-7411</td>
</tr>
<tr>
<td>8:00am-5:00pm (Mon-Fri)</td>
<td>8:00am-8:00pm (Mon-Fri)</td>
</tr>
<tr>
<td>Closed Saturday &amp; Sunday</td>
<td>10:00am-6:00pm (Sunday)</td>
</tr>
</tbody>
</table>

| Community Medicine Urgent Care   |            |
| 51 Hitchcock Way                 |            |
| Santa Barbara, CA 93105          |            |
| (805) 563-1995                   |            |
| 9:00am-4:00pm (Sat & Sun)        |            |

| Med Center                       |            |
| 319 North Milpas Street          |            |
| Santa Barbara, CA 93103          |            |
| (805) 965-3011                   |            |
| 8:00am-8:00pm (Mon-Fri)          |            |
| 8:00am-2:00pm (Sat)              |            |
| Closed on Sunday                 |            |

| U. S. Health Works - Oxnard      |            |
| 1851 Lombard Street, Suite 100   |            |
| Oxnard, CA 93030                 |            |
| (805) 983-2234                   |            |
| Fax-(805) 988-1941               |            |
| 7:00am-7:00pm (Mon-Fri)          |            |
| 8:00am-3:00pm (Sat)              |            |

| Sansum Medical Foundation Clinic-Lompoc |            |
| 1225 North H Street                 |            |
| Lompoc, CA 93436                    |            |
| (805) 737-8786                      |            |
| 8:00am-6:00pm (Mon-Fri)             |            |
| 9:00am-5:00pm (Sat)                 |            |
| 12:00pm-5:00pm (Sun)                |            |

| Sansum Medical Foundation Clinic-Carpinteria |            |
| 4806 Carpinteria Avenue                |            |
| Carpinteria, CA 93013                   |            |
| (805) 566-5000                         |            |
| 8:00am-6:00pm (Mon-Fri)                |            |
| 9:00am-2:00pm (Sat & Sun)              |            |
| Most holidays 8:00am-4:00pm            |            |

| Ventura Urgent Care                  |            |
| 5725 Raiston                          |            |
| Ventura, CA 93003                     |            |
| (805) 658-2273                        |            |
| Fax/(805) 644-4576                    |            |
| 8:00am-10:00pm (Mon-Fri)              |            |
| 9:00am-7:00pm (Sat-Sun)               |            |

If they are not equipped to handle the medical problem, they will refer student to another care provider. When in doubt about the severity of the injury or the proper place for treatment, and the facility has an Emergency Room, the student should be taken there and the E.R. should be informed of items 3a, 3b, 3c and 3d (below).
3. If off-campus medical care is used, be sure to tell the provider these things:
   a. The student is enrolled in a Santa Barbara City College Health Technologies Program/course and was injured while performing program-/course-related activities.
   b. SBCC is self insured for Worker's Compensation.
   c. The doctor should send original and one copy of the "Doctor's First Report of Injury" and all invoices and future reports to our administrators:
      Keenan and Associates
      PO Box 4328
      Torrance, CA  90520

d. Another copy of the same report should be sent to:
   Adrienne Betty
   Administrative Services Manager
   Santa Barbara City College
   721 Cliff Drive
   Santa Barbara, CA  93109-2394
   805-965-0581, Ext. 2266

4. The clinical instructor immediately informs the Program Director/Department Chair and completes a Report of Student Injury/Illness which will then be forwarded to Adrienne Betty, SBCC Administrative Services Manager, within 24 hours.

5. The student must provide the doctor's treatment certificate and/or activities restrictions to the Program Director/Department Chair and to Adrienne Betty, Administrative Services Manager, as soon as possible.

<table>
<thead>
<tr>
<th>INCIDENT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Injured Student: ________________________________</td>
</tr>
<tr>
<td>Date of Birth: ________________________________</td>
</tr>
<tr>
<td>Social Security Number: ________________________________</td>
</tr>
</tbody>
</table>
REPORT OF STUDENT OFF-CAMPUS INJURY OR ILLNESS FORM

Name of Injured ____________________   Date of Birth ___/___/___    Soc.Sec. No. ____/___/_____

HT Department/Course _______________________________________________________________

Home Address:  _________________________________________ Home Phone _____________
Number         Street                         City            Zip

Date of Injury _______________________    Day of Week ____________ Time of Day _________

Date Reported to Department Chair ____________________       Time _________ a.m./p.m.

Claim Form to Student? _____ Y       _____  N  If YES, give date and time:_______________________

Specific Injury or Body Part Affected ____________________________________________________
(Cut right hand, first degree burns on left arm, etc.)

Facility Where Injury Occurred:  ________________________________________________________
(Facility, Street Address)

What materials, chemicals was the student using?  _________________________________________
__________________________________________________________________________________

What specific activity/task was the student performing when injury occurred? ____________________
__________________________________________________________________________________

Describe how the incident occurred, state facts, support evidence:  _____________________________
__________________________________________________________________________________

Did injured have medical aid? ____ Y    ____ N      If YES, where?:___________________________
___ First Aid Only       ____ Doctor (Name & Address) _____________________________
___ Facility

Names of Witness(es) if applicable.  Addresses, Phone Numbers: _____________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Clinical Instructor Signature     Date     Extension
_____________________________________________________________________________

Department Chair Signature     Date     Extension

ANY INJURY OR ILLNESS MUST BE REPORTED TO THE DEPARTMENT CHAIR AND
THE ADMINISTRATIVE SERVICES MANAGER IMMEDIATELY. THIS REPORT MUST
BE SUBMITTED TO THE ADMINISTRATIVE SERVICES MANAGER WITHIN TWENTY-
FOUR HOURS, ROOM 120, EXTENSION 2266.
POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:
- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:
- Assaultive and abusive conduct.
- Failure to comply with mandatory reporting requirements.
- Theft, dishonesty, fraud and deceit.
- Convictions or acts resulting in registration under Section 290 of the Penal Code.

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation. When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.
It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure. In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

**EVIDENCE OF REHABILITATION**

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence, which the applicant should consider providing to the Board. The individual or agency that is providing information about the applicant should mail all items directly to the Board.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of:
    a. Formal accusation and determination of other state,
    b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
    c. Terms of probation and evidence of current compliance if currently on probation in another state.