Purpose of Student Handbook

The purpose of this handbook is to serve as an informational guide to assist in the orientation of new students and to provide a resource with information, expectations, policies, and procedures of the Santa Barbara City College (SBCC) Associate Degree in Nursing (ADN) program. This handbook is also available in an electronic version, located on the School of Nursing webpage.

Registered Nursing Students at SBCC are held responsible for reading, understanding, and adhering to the information outlined in this handbook. Failure to read this ADN Student Handbook does not excuse students from the requirements and regulations described herein.

There may be times when it is necessary to change, or update information in the ADN Student Handbook during the academic year. If this occurs, students will receive a written addendum informing them of the specific changes/updates.

We look forward to supporting you as you embark on this exciting academic and professional journey!
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WELCOME TO THE ASSOCIATE DEGREE IN NURSING PROGRAM!

Welcome to the Santa Barbara City College Associate Degree in Nursing (ADN) Program! You are about to begin a program of study leading to an Associate Degree in Nursing. Upon completion of this program, you will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain 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.

SBCC ADN MISSION STATEMENT

The mission of the SBCC ADN Program is aligned with the SBCC Mission Statement which states,

“As a public community college dedicated to the success of each student . . .
Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.”

The mission of the SBCC ADN Program is to prepare compassionate and competent registered nurses who provide care consistent with our nursing concepts and organizational values. It supports the tenets of the American Nurses Association, the National League for Nursing, the California State Board of Registered Nursing, and Quality, Safety, and Education in Nursing (QSEN) standards and The Massachusetts Nurse of the Future.

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 healthcare needs of the community, state and nation.

The curriculum provides a positive, innovative learning framework that fosters the development of critical thinking/clinical reasoning and problem solving skills so that graduate nurses are equipped to deliver care to a culturally diverse population in a variety of healthcare settings.

**Philosophy**

The philosophy of the Associate Degree Nursing (ADN) Program supports and implements the vision and mission of Santa Barbara City College and is based on the paradigm of Nursing and Professional Practice, Education, and Caring. The purpose of the program is to provide a high-quality education that empowers students with the knowledge, skills and caring attitudes to become competent entry-level professional registered nurses, lifelong learners, and active community members.

**Nursing and professional practice** is an art and applied science based on a unique body of knowledge derived from the biological, psychological, sociological, and spiritual 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 well as supporting a peaceful, dignified death. As a science, nursing integrates concepts from the humanities, natural, and behavioral sciences to develop a body of knowledge that supports the delivery of evidence-based care, involving utilization of the nursing process, application of critical thinking and the transfer of theoretical knowledge into clinical practice. Registered nurses are members of the collaborative health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient centered care. Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their
actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. RNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.

**Education** of the nurse at the Associate Degree level prepares the individual as an entry level nurse in the profession of nursing. The nurse is educated to provide safe, competent, caring interventions, and patient care management through sound clinical decision making. Integrity, respect for the individual, ethical behavior, accountability, and lifelong learning are attributes of the art and science of nursing care. Faculty are committed to supporting students in the successful achievement of their goals through a curriculum designed for the adult learner. Faculty incorporate the individual learning styles of each student by offering instructional materials that address the auditory, visual, and kinesthetic learner. The concept of lifelong learning is emphasized throughout the Associate Degree in Nursing Program as a pathway to higher education.

**Caring** involves learning and understanding human needs, understanding and valuing individuality, and diversity. Caring also involves learning and understanding human needs and responses in varying states of health, and valuing individuality and diversity. By extending a caring presence, nurses promote dignity, reinforce self-esteem, enhance spirituality, nurture strengths, and facilitate healing. By extending a caring presence, nurses promote dignity, reinforce self-esteem, enhance spirituality, nurture strengths, and facilitate healing.

**CURRICULUM**

**Organizing Framework**

The goal of the ADN program is to prepare registered nurses who are both compassionate and competent. Thus, the conceptual framework that provides structure for the curriculum is based on the following Concepts:

- Patient-centered Care
- Teamwork and Collaboration
- Evidence based practice
- Quality improvement
- Safety
- Informatics
- Professionalism
- Leadership
- Communication
Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death. Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient centered care.

Registered nurses recognize that teamwork and collaboration among health care professionals is critical to delivering safe, quality client care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of evidence based practice, skills in informatics, and client care technology is essential to the delivery of quality care while ensuring safety.

Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. RNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.

The major roles of the RN include provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care, RNs promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage client care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, RNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide patient education through communication to achieve positive clinical outcomes.

As members of the profession, RNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

End of Program Student Learning Outcomes (Terminal Objectives)

1. Evaluate nursing care provided to patients, families, groups, populations, and communities from diverse backgrounds in a variety of
settings to ensure that it is compassionate, age and culturally appropriate and based on patient's preferences, values, and needs.

2. Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.

3. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.

4. Utilize evidence-based quality improvement processes to effect change in the delivery of patient-centered care.

5. Demonstrate the effective use of strategies to mitigate errors and reduce the risk of harm to patients, self, and others in healthcare, home, and community settings.

6. Utilize evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.

7. Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.

8. Utilize leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.

9. Utilize verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and the development of therapeutic relationships.

**ADN Program Student Learning Outcomes (PSLOs)**

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.
Assessment of ADN Program Outcomes

Assessment is an on-going cycle of goal setting, measurement of outcomes, and interpretation of results, with subsequent improvement of the program, student learning outcomes, curriculum, and instructional activities. Student learning and program outcomes are assessed by:

- Comprehensive Predictor Exam results
- National Council Licensure Exam (NCLEX-RN) performance
- Student Program Satisfaction
- Program Completion Rates – Attrition
- Employer Satisfaction

Role of the Student

The SBCC ADN program is designed to prepare students to transition from student to entry-level Registered Nurse, safely and competently, as defined by these roles: Provider of Care, Manager of Care, and Member of the Profession. Upon completion of the program, the graduate shall be able to function as a:

Provider of Care-The student will provide safe nursing care through therapeutic nursing interventions to patients with critical and complex disease states. The care is characterized by consistent critical thinking and problem-solving skills, clinical competence, accountability, effective communication skills, respect for diverse cultures, with an emphasis on health education and a commitment to the value of caring.

Manager of Care-The student will provide safe nursing care consistently utilizing critical thinking skills for patients who have critical and complex disease states. The care is characterized by the ability to assess and establish priority of care for a group of patients. The manager of care collaborates with other members of the health care team, including organizational and community resources, using effective oral and written
communication skills. The manager of care recognizes roles and responsibilities within the levels of the career ladder and is competent in using technology to provide evidence-based nursing care.

*Member of the Profession*- The student will consistently demonstrate accountability, advocacy, legal/ethical behavior, and caring. The student will demonstrate responsibility for one’s own professional growth, behavior, and education. The SBCC student nurse routinely participates in self-evaluation and makes changes to improve the practice of nursing, with the ultimate goal of making positive contributions to the nursing profession.

**Student Role by Level**

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<th>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.</th>
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<td><strong>Level 1</strong></td>
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<td>Establish therapeutic nurse/patient/family relationships, demonstrate respect for diverse cultures, and describe the nurse’s role as health educator and patient advocate to address basic needs. Demonstrate effective communication skills during unexpected situations. Demonstrate respect for diverse cultures, as well as, anticipate and implement the nurse’s role as health educator and patient advocate.</td>
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<th>PSLO 2: The student will employ evidence based practice by utilizing information technology to implement a plan of care and document patient outcomes.</th>
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<td><strong>Level 1</strong></td>
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Completes basic required documentation in an accurate and timely manner. Identifies the role of other healthcare team members, including organizational and community resources. Identifies effective oral and written communication skills. Demonstrates a beginning understanding of using technology to provide evidence-based nursing care. Demonstrates appropriate required documentation in an accurate and timely manner for clients with anticipated and unexpected outcomes. Cooperates with other healthcare team members, including organizational and community resources, and uses effective oral and written communication skills. Demonstrates increasing competence in using technology to provide evidence-based nursing care.

Demonstrates appropriate required documentation in an accurate and timely manner for clients with increasing complex outcomes. Collaborates with other healthcare team members, including organizational and community resources, and uses effective oral and written communication skills. Demonstrates competence in using technology to provide evidence-based nursing care. Independently demonstrates and evaluates the appropriateness of required documentation in a timely manner. Collaborates with other healthcare team members, including organizational and community resources, and uses effective oral and written communication skills. Demonstrates competence in using technology to provide evidence-based nursing care.

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

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The student will provide safe nursing care through therapeutic nursing interventions and utilize basic critical thinking skills with patients that have predictable outcomes. The care is characterized by the ability to prioritize aspects of basic care, utilize routine types of equipment during care delivery, and demonstrate beginning teamwork.

The student will provide safe nursing care through therapeutic nursing interventions and utilizing critical thinking skills with patients that have anticipated and unexpected outcomes. The care is characterized by the mastery of basic care skills, as well as the ability to modify care when unexpected events occur, operate area specific equipment, maintain cost effectiveness by utilizing supplies appropriately and minimizing waste, and demonstrate team-leading skills under the guidance of an instructor.

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

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<th>Level 1</th>
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<td>The student will assume basic responsibility and accountability in providing quality care within the legal and ethical boundaries of nursing. The student will demonstrate a beginning recognition of self-limitations and identification of caring behaviors. The student will assume increasing responsibility and accountability in providing quality care within the legal and ethical boundaries of nursing. The student will consistently acknowledge self-limitations and seek out appropriate assistance, as well as, employ caring behaviors.</td>
<td>The student will assume responsibility and accountability, with minimal supervision, for the legal and ethical boundaries of nursing. The student consistently recognizes self-limitations and begins to independently utilize various resources to improve abilities, including evaluate caring behaviors. The student will consistently demonstrate accountability, advocacy, legal/ethical boundaries of nursing and responsibility for one’s own professional growth. The student nurse routinely participates in self-evaluation and makes changes to improve the practice of nursing.</td>
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ADN COURSE INFORMATION

Generic ADN Pathway

SEMESTER I

NURS 161 Pharmacology (1.5 Units)

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration as well as nursing care related to the safe administration of medication to patients across the life span. Emphasis is placed on nursing responsibilities such as maximizing therapeutic effects of drug therapy and minimizing adverse effects, appropriate patient and family teaching, and ongoing patient assessment.

NURS 162 M/S 1 (8 Units)

This course provides an introduction to nursing and roles of the nurse, and profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting and in a variety of health care settings. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills.

SEMESTER II

NURS 163 M/S 2 (6 units)

The first-year nursing student's second semester develops knowledge and skills as they relate to adult non-critical, moderately complex medical-surgical patients. This course focuses on the care of adult clients with health
alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with alterations in selected body functions. Through the nursing process the student recognizes alterations in status and formulates age-appropriate care. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of settings. Psychomotor skills include medication administration, sterile procedures, isolation procedures, and intravenous therapy.

NURS 165 Mental Health (2.5 Units)

This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings.

SEMESTER III

NURS 166 M/S 3 (5.5 Units)

This course focuses on the care of adult clients with complex medical/surgical health problems. Emphasis is placed on helping clients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings.

NURS 167 Maternal Newborn/Pediatrics (4 Units)
This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and children in selected settings.

**SEMESTER IV**

NURS 168 M/S 4 (5 Units)
This course focuses on advanced concepts of nursing care as they relate to adult and older adult patients with complex and/or acute multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, priority setting, clinical judgment, tenets of legal and ethical practice, and leadership principles are emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients in a variety of settings.

NURS 169 Gerontology/Community Health (1.5 Units)
This course builds on previous medical-surgical knowledge and skills in applying the nursing process to the care of older adults while focusing on their unique physiological and psychosocial needs. Concepts of community-based nursing practice including the role of the nurse in the community, health promotion and disease prevention, and Healthy People 2020 will be emphasized. A holistic approach will be applied to the assessment and care of the older adult living in the community including strategies that promote independent living and enhanced quality of life as well as principles of end-of-life care. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to older adults in selected community settings.

NURS 172 Transition to Professional Nurse Practice (2 Units)
This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on the role transition from student nurse to new graduate RN, management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role during direct patient care and non direct care.

**LVN-RN Bridge Pathway**

**SEMESTER I**

NURS 119 — Introduction to RN for the LVN (3) Limitation on Enrollment: Admission to the ADN Program; LVN license Hours: 126 (18 lecture, 108 lab)

Provides a basic orientation to the Santa Barbara City College Associate Degree Nursing Program for the LVN to ADN student. Ethical and legal responsibilities and the changing role of the RN are included.

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, biopsychosocial 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 II**

NURS 166 M/S 3

This course focuses on the care of adult clients with complex medical/surgical health problems. Emphasis is placed on helping clients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interdisciplinary
collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings.

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This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and children in selected settings.

**SEMESTER III**

**NURS 168 M/S 4**

This course focuses on advanced concepts of nursing care as they relate to adult and older adult patients with complex and/or acute multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, priority setting, clinical judgment, tenets of legal and ethical practice, and leadership principles are emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients in a variety of settings.

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**Student Support Courses**

**NURS 190 — Assessment of Clinical Competence (0.5-2.0)**
**Hours: 108 lab**

Designed to evaluate clinical nursing skills of students with previous nursing experience. It is also used for students whose clinical performance is marginal and require additional time and supervision to bring skills up to standards of practice. (*Currently only for reentry students)

**NURS 195 — Success Strategies for Associate Degree Nursing Students (0.5) Hours: 9 lecture**

Associate Degree Nursing students work with their instructors, advisers developing strategies needed to successfully master competencies required. Although these success strategies are customized to individual needs of each student, some include strategies to reduce stress, improve performance in the clinical, classroom setting and set appropriate priorities. (*Currently only for reentry students)

**NURS 282A — NCLEX Success for the First Semester ADN Student (1) Hours: 18 lecture**

Associate Degree Nursing students, enrolled in Semester 1, work with instructor to develop specific strategies to assist them in preparation for the National Council Licensure Examination (NCLEX-RN). Students are introduced
to the academic and clinical expectations of the curriculum and ATI resources. Examines time management, effective study skills, stress management and test anxiety.

**NURS 282B — NCLEX Success for the Second Semester ADN Student (1) Hours: 18 lecture**

Associate Degree Nursing students enrolled in Semester 2 work with the instructor to develop specific strategies to assist them in preparation for the National Council Licensure Examination (NCLEX-RN). This course provides activities to improve the student’s overall test performance and examines the nursing process and clinical application on faculty-developed multiple choice exams.

**NURS 282C — NCLEX Success for the Third Semester ADN Student (1) Hours: 18 lecture**

Associate Degree Nursing students, enrolled in Semester 3, will work with instructor to develop strategies to assist in the preparation for the National Council Licensure Examination (NCLEX-RN). Examines exam analysis tools and corrective action strategies based on Pharmacology, Pediatrics and Maternal Newborn content mastery exams.

**NURS 282D — NCLEX Success for the Fourth Semester ADN Student (1) Hours: 18 lecture**

Associate Degree Nursing Students, enrolled in Semester 4, work with instructor to develop specific strategies to assist in the preparation for the National Council Licensure Examination (NCLEX-RN). The strategies are individualized for each student based on the RN Predictor Assessment results.

**NURS 290 — Work Experience in Associate Degree Nursing (1-4) Corequisites: Any ADN course. Hours: 60-300 lab**

Provides a Nursing student the opportunity to explore various career opportunities in the nursing field through employment or volunteering. One unit of credit is earned for each 75 hours of supervised on-the-job experience in the health care setting. Students must accomplish specific, previously
approved course objectives. Class meetings on campus scheduled each semester.

**ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)**

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 each course syllabus.

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

2. Eighty-five percent (85%) of students entering will successfully complete the program.

3. Ninety percent (90%) of graduates will pass NCLEX on the first attempt.

4. Eighty-five percent (85%) of responding graduates will be employed within 6 months of taking the NCLEX-RN exam, as measured by the Graduate 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 to the Employer Evaluation of ADN Graduates will rate 90% of SBCC graduates as satisfactory or better, overall.

BASIC STANDARDS FOR SAFE NURSING PRACTICE:
CRITICAL ELEMENTS

It is expected that each patient for whom a nursing student provides care, has the right to receive safe nursing care. It is understood that it is essential to avoid a break in asepsis, or cause emotional jeopardy and/or physical jeopardy. It is also understood the nursing student will provide caring nurse-patient interactions. As a nursing student, it is expected that your
performance will demonstrate a consistent integration of previously learned knowledge, skills, and attitudes.

The following behaviors are expected when students perform any nursing intervention in the clinical practice environment, as well as, in the Allied Health and Nursing Laboratory (AHNL). The ADN faculty considers these behaviors essential to the practice of competent, caring, and safe quality patient care.

**Practices/Principles of Asepsis**

Asepsis is defined as prevention of the introduction and/or transfer of microorganisms. Special consideration should be given to hand washing/use of hand sanitizer before and after the administration of each area of health care as required by principles of asepsis.

It is essential to be mindful of the principles of asepsis.

**Examples of clear violations include, but are not limited to, omitting one or more of the following:**

- *Washing hands before implementing client care*
- *Protecting self or patient from contamination*
- *Disposing of contaminated material in designated containers*
- *Confining contaminated material to contaminated area*
- *Establishing and/or maintaining a sterile field when required*

**Provides Physical Safety**

Physical jeopardy is defined as any action, or inaction, on the part of the student, which threatens the client’s physical well-being.

The student is accountable for their assigned patient’s safety. Any time the patient’s safety is threatened through omission, such as not reporting a deterioration in the patient’s clinical condition, or by the student’s incorrect action, the instructor will document and report describing the behavior of the student in clear terms.
Examples of clear violation include, but are not limited to:

- The student does not correctly identify patient per facility policy prior to treatments or medication administration.
- The student medicates a patient with a central nervous system depressant and leaves the side rails down.
- The student leaves the patients side rails down.
- The student leaves a patient unattended in a potentially dangerous situation.
- The student disconnects or interrupts a treatment (i.e. Intravenous therapy, nasogastric tube, etc.), or does not reestablish the treatment, as required.
- The student administers medication in an unsafe manner, and / or incorrectly.
- The student does not use appropriate safety equipment to prevent patient falls.

Provides Psychological Safety

Emotional jeopardy is defined as any action, or inaction, on the part of the student which threatens the emotional well-being of the patient or significant others. The student’s behavior must not create emotional stress or create a non-therapeutic situation for the client.

Examples of clear violations include, but are not limited to,

- A student’s use of words or body language that constitutes disapproval or disgust.
- A student’s lack of attention to patient-centered care.
- Any violation of patient’s legal protection, such as maintenance of confidentiality as outlined in the Health Insurance Portability and Accountability Act (HIPPA).
Any violation of patient’s protection under the Patient’s Bill of Rights.

Any violation of patient’s dignity.

Demonstrates Caring

Caring is defined as a pattern of behavior that embodies the nurse-patient interaction. Essential characteristics are attentiveness to others’ experiences, establishing a trusting relationship with the patient and/or significant other, respecting the diversity of individuals and honoring the dignity of the patient.

Establishing communication with the patient is a fundamental skill of a nurse. This is accomplished by introducing self; explaining purpose of the interaction; and using touch with a patient who is unable to verbally communicate.

Examples of clear violations include, but are not limited to:

- The student does not encourage the patient’s expression of needs
- The student does not respond to the patient’s verbal or nonverbal expressions
- The student does not facilitate goal-directed interactions by:
  - Explaining the nursing actions to be taken
  - Asking questions to determine the patient’s response to nursing care.
  - Asking questions to determine the patient’s comfort level.
  - Focusing communication toward patient-oriented interest.
  - Using language consistent with the patient’s level of understanding.
  - Eliciting the patient’s choices/desires in the organization of care.
- The student uses verbal and physical expressions that are overly familiar, patronizing, demeaning, abusive or otherwise unacceptable.
• The student does not utilize interpersonal communication skills that respect the values, dignity and culture of the patient, and/or family.

Performance/Documentation

Performance is defined as a pattern of behavior that encompasses the student nurse role with the ability to transition from a novice to expert student nurse, through the acquisition of knowledge, skills, and attitudes built upon all previously learned information. The student’s performance and behavior should demonstrate a consistent integration of all previously learned knowledge, skills, and attitudes, including, but not limited to nursing pre-requisites.

Examples of clear violations include, but are not limited to:

- The student breaks asepsis.

- The student places a client in physical and/or emotional jeopardy.

- The student does not provide nursing care using a pattern of behavior that demonstrates caring.

- The student fails to accurately demonstrate previously learned information.

- The student fails to transfer classroom knowledge to the bedside.

- The student fails to correctly identify patients.

- The student fails to administer medications using the “6 rights”.
The student fails to recognize his/her limitations, and does not utilize the resources appropriately.

Demonstrates Accountability for Practice/Professional Behavior

The California Nursing Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. For the SBCC ADN student, accountability means that he/she will be, at all times, willing to learn and practice nursing with commitment and integrity. Additionally, this includes being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge, skills, and attitudes, he/she will develop competencies, and assume professional responsibilities shaping an attitude of caring. Accountability and caring both develop as the student becomes knowledgeable and sensitive to the ethical and legal implications of nursing practice. A common goal in the practice of nursing is to provide the highest quality of care to all individuals entrusted to our care.

PROBLEMS INTERFERING WITH STUDENT PERFORMANCE

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.

**Leave of Absence (LOA)**

- If a student experiences a situation which interferes with his/her 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 emergencies 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 his/her 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 "Returning Students to the ADN Program."

**CLINICAL PRACTICE DEFICIENCY POLICY**

An Academic Action Plan may be developed and implemented to support student success. Students who experience difficulty demonstrating mastery of clinical objectives in the allotted time will be counseled by the individual clinical instructor (CI), Faculty Advisor or course instructor in any of the options listed below.

**AHNL Referral (Golden Ticket)**

It is prudent for students to refer themselves informally to the lab and to practice those skills that need strengthening to avoid formal lab referral.
Students having difficulty in clinical and/or not meeting the expected outcomes on the CPET, will need extra assistance and guidance from the CI. The CI is expected to speak with the student during the shift about any clinical issues and provide specific strategies, instruction and refer to resources to improve performance. All discussions will be documented on the CPET. Students will receive a formal lab referral called a Golden Ticket (GT). The CI will complete the GT electronically; it will be placed in student electronic file, and the student must sign when received.

The GT requires that the clinical instructor will call and/or e-mail the AHNL and notify them on the day the student is referred. The student is also expected to call and/or e-mail the AHNL that day to make an appointment to develop a plan for practice and evaluation. It is the student’s responsibility to follow through and satisfy the terms of the GT prior to returning to the clinical setting.

If the student is unable to successfully complete the GT to a satisfactory level, clinical objectives will not be met and the student will be dismissed from the program.

Upon returning to clinical, if the student continues to demonstrate difficulty meeting the clinical requirements, this may result in a Clinical Warning or Clinical Notification.

**Clinical Warning**

A Clinical Warning will be issued for behaviors not meeting the standards of SBCC ADN policies which are not identified as clear safety violations. An electronic Clinical Warning is generated by the CI based on observation and assessment of the student’s clinical performance. The Clinical Warning will outline the observed behaviors and should include what follow-up is expected. The ADN faculty are informed of the Clinical Warning in order to offer support, guidance and resources to the student. Repeated behaviors warranting Clinical Warning(s) may escalate to a Clinical Notification.

The CI will complete the GT electronically; it will be placed in student electronic file, and the student must sign when received.
**Clinical Notification**

If a student violates the SBCC Basic Standards for Safe Nursing Practice/Critical Elements, fails to demonstrate safe and satisfactory performance of a previously mastered skill, or seriously jeopardizes a patient's safety, a clinical instructor will give the student a Clinical Notification (CN).

The CI will complete the CN electronically; it will be placed in student electronic file, and the student must sign when received. This form describes the incident and if an AHNL Referral is indicated.

The Director, course instructor, and advisor will be notified of the CN and may meet with the student when necessary. The ADN faculty are informed of the Clinical Notification in order to offer support, guidance and resources to the student.

The Director will consult with Faculty and send a letter of concern as needed.

**Letter of Concern**

A student may receive a letter of concern at any point in the Clinical Practice Deficiency Process when faculty deem necessary. It outlines behaviors that appear to be impacting or affecting clinical performance.

**Clinical Probation**

A student whose performance is determined to be unsafe or who has had documented repeated clinical deficiencies will be presented to the ADN faculty for discussion. The faculty will decide whether or not to place a student on clinical probation or dismiss the student from the program. If placed on probation, the student may be required to register for NURS 190. The length of time for probation will be individually determined by the faculty and will range from 2-4 weeks.

Specific requirements for probation will be outlined in a letter to the student from the Program Director. A meeting will be scheduled with the student, course instructor, and Program Director to review requirements of the probationary period.
Upon satisfactory evaluation of student performance, at the completion of probation, the student will resume their progression through the ADN Program.

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/Critical Elements), the student has failed probation. The student will be withdrawn from the ADN program, will receive a grade of an “F” for the course in which they were enrolled, and per policy will not be able to repeat the course nor re-enter the program.

**Unsafe Patient Care**

If at any time the student's conduct or physical and/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**

- 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.

- 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.

- 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.

- 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.

Board of Registered Nursing (BRN)

PO Box 944210
Sacramento, CA 94244-2100

916-322-3350
Web address: www.rn.ca.gov

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road, N.E. Suite 850
Atlanta, GA 30326

404-975-5000
Web address: acenursing.org

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 AHNL is structured to enhance the process of teaching and learning for 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:
• To provide a supportive, caring, and well organized environment in which to assist the student in becoming a responsible and successful learner.

• To provide a variety of instructional media to support the different learning styles of students.

• 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.

• 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.

• To provide simulated patient care experiences which promote critical thinking, problem solving, and the integration of technical skills with nursing process.

• 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.

• To provide a setting for assessing and reviewing previously acquired nursing knowledge and experience.

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

• The AHNL is open Monday through Friday. It usually opens before the semester begins and remains open for a few 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.

• 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).

• 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.

- 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.

- 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.

- 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.

**Academic Counseling Center**

The academic counselors and support staff of the Academic Counseling Center:
• Assist students in planning and implementing immediate and long range academic and career goals.

• Develop individualized Student Educational Plans (SEP).

• Provide students with information regarding academic planning, institutional and transfer & SBCC requirements.

• Counsel students on success strategies.

• Provide referrals for major selection, personal counseling career counseling. Conduct advising services for new students.

• Conduct classroom presentations & workshops.

• Teach Personal Development/College Success courses.

• Evaluate U.S. college transcripts.

• Collaborate with Career Center and Transfer Center and other student services to support student success.

**Admissions & Records**

Admissions & Records is the first and central point of contact for students, faculty and administration with all matters related to admission, registration, academic records, and diplomas.

Admissions & Records is committed to teaching students how to self navigate through the student life cycle - from application to graduation - by providing high quality services, accurate information, and adhering to state and federal regulations.

Admissions & Records strives to remain technologically current and innovative in order to reach and provide access to our growing and diverse campus community.

**Enrollment Services**

Enrollment Services functions as the front line connection for prospective, returning, and current students. Enrollment Services strives to provide resources to students where, when, and how they need them. The
department works closely with other college offices to ensure that current information is provided to students to alleviate the need to visit numerous locations to obtain that information.

Enrollment Services provides campus tours and pre-admissions advising to both local and out-of-area prospective students and their families. Enrollment Services operates an enrollment information line to answer questions to both new and continuing City College students.

**Associated Student Government (ASG)**

All students at Santa Barbara City College are encouraged and invited to participate in the governance of the Associated Students. Student elections are held during each Spring Semester or students are selected in the Fall by the College’s Vice Presidents, Deans, and Instructors.

**Behavioral Intervention Team (BIT)**

The SBCC Behavioral Intervention Team (BIT) is committed to ensuring community wellness and safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the individual as well as the campus community.

**Disabled Students Program and Services (DSPS)**

We are committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals. We strive to empower students, foster independence, and promote achievement through self-advocacy.

DSPS is responsible for arranging reasonable accommodations for all qualified students with a documented disability. The process for obtaining reasonable accommodations is an interactive one that begins with the student’s disclosure of his/her disability.
Financial Aid

The financial aid office assists students in navigating the opportunities for financial assistance for students. Services include: cost of attendance, important deadlines, satisfactory academic progress, student employment, assistance with FAFSA, loans & grants, and consumer information.

Student Health Services

The student health center mission is to empower students to take charge of their health and well-being; to provide resources and information on topics that matter to them; and to provide free and low cost services to SBCC students. A sampling of services is listed below.

- Medical Services
- Personal Counseling Home
- ASAP Alcohol & Drug Program
- Tobacco Cessation
- The Wellness Connection
- Campus Accident Insurance
- Insurance Enrollment
- Emergency & Crisis
- Community Resources
- De-Stress Zone

Cartwright Learning Resources Center (CLRC)

The Cartwright Learning Resources Center provides learning support to the SBCC community in a variety of ways.

- The Tutorial Center
Veterans’ Support

The objective of the Veterans’ Support Program is to provide information and assistance to veterans and dependents of veterans eligible for Veterans Educational Assistance. SBCC academic counseling, career, transfer, tutorial and other services are part of SBCC’s mission to offer eligible program participants support to achieve their educational goals.

Counseling Services

The college provides many counseling services to assist students in their educational endeavors. Quality guidance and counseling are provided by trained counselors, faculty advisors, staff, state-of-the art information and on-line systems and up-to-date publications. All counseling services are confidential.

SPECIAL CIRCUMSTANCES

Returning to the ADN program following Leave of Absence (LOA)

Students who have previously been enrolled in the SBCC ADN Program who are eligible for readmission, may re-apply and will be readmitted on a space
available basis. Students may re-enter the program one time only and must return within one academic year.

Students who transfer to the Vocational Nursing Program may reapply after successful completion of the VN Program and obtaining LVN license. They must also meet current application and entrance requirements.

All students returning to or re-entering the SBCC ADN Program must register for NURS 190 (2.0 units) and NURS 195 (0.5 units) for counseling and evaluation in the AHNL and in the hospital.

Returning/re-entry 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.

**Reentry to the ADN program following voluntary withdrawal from the program**

Students previously enrolled in the SBCC ADN program who are eligible for readmission may re-apply and may be readmitted on a space available basis. Students may reenter the program one time only and must return within one academic year. Reentry students are required to enroll in Nursing 195: Success Strategies for ADN Students and Nursing 190: Assessment of Clinical Competence.

Students who transfer to the Vocational Nursing Program may reapply to the SBCC ADN program after successful LVN licensure. All LVN-RN applicants must meet current application and entrance requirements.
Reentry students are required to demonstrate safe and satisfactory performance within the guidelines of the returning student contract.

**Military Personnel Credit**

Military Personnel and Veterans with military healthcare training and experience may be eligible for advanced placement in the nursing program.

The following criteria must be met:

1. All prerequisite courses required for admission into the nursing program must be completed prior to application.
2. A proficiency score of at least 62% on the Test of Essential Academic Skills (TEAS)
3. Documentation of honorable discharge (DD214) or current active honorable service is required.

The following pathways have been established to assist with obtaining nursing credit for previous education and experience.

**Pathway I**
Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist.

I. Challenge exam per college policy for the first semester of the ADN program.
   a) The course(s) challenged are based on the needs and prior experience of the individual requesting.
   b) Candidates must meet the same eligibility requirements for admission into the ADN program as other applicants, including completion of prerequisites.

II. Acceptance of applicants into the ADN program is contingent upon:
   a) Space availability.
   b) A satisfactory level of achievement on first semester skills competency.
   c) Achieving 75% or above on each of the written challenge examinations for the following courses:
      • NURS 161-Pharmacology Nursing
      • NURS 162-Medical-Surgical Nursing I
   d) Achieving 100% on the Medication Administration Competency Exam.

**Pathway II**
Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.

I. Military personnel with licensure as an LVN in the state of California are eligible to apply for the LVN-RN Program.

II. All applicants to the LVN-RN Program must meet all eligibility requirements and completion of prerequisites.

III. Applicants will be ranked utilizing the multi-criteria point formula, just as all other LVN-RN applicants.

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 (Appendix A) 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.

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 and Wellness (Ext. 2298), Room SS170. Information on a primary health insurance policy is also available.

**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/drug screen (at the student's expense) prior to placement in the clinical area
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 course instructor 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 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.)

Guidelines for Professional Appearance

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 or Gel Polish 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**

- Watch with a second hand

- Stethoscope

- Bandage scissors

- Hemostat

- Penlight

- Med tray (must be able to fit in a pocket)
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.

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></td>
<td>Accurate</td>
<td></td>
</tr>
<tr>
<td>(4) Supervised</td>
<td>Safe</td>
<td>Efficient, coordinated, confident. Expedient use of time.</td>
</tr>
<tr>
<td></td>
<td>Accurate</td>
<td></td>
</tr>
<tr>
<td>(3) Assisted</td>
<td>Mostly Safe and Accurate</td>
<td>Partial demonstration of skills. Inefficient or uncoordinated. Delayed time expenditure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(2) Marginal</td>
<td>Questionable Safe Accurate</td>
<td>Unskilled and inefficient. Considerable and prolonged time expenditure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Dependent</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 (CPET)**

**Clinical Objectives**

<table>
<thead>
<tr>
<th>Clinical Objectives (Threads of Learning)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Communication Skills</strong></td>
</tr>
<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 Science Model and the nursing process in establishing the 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>
<tr>
<td><strong>2. Thinking and Reasoning</strong></td>
</tr>
<tr>
<td>a. Utilizes the nursing process in creating a plan of care</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>
<tr>
<td><strong>3. Information Competency</strong></td>
</tr>
<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>
<tr>
<td><strong>4. Diversity</strong></td>
</tr>
<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>
<tr>
<td><strong>5. Civic Responsibility</strong></td>
</tr>
</tbody>
</table>
### 5. Professional Performance

**a. Demonstrates personal integrity and professional accountability.**
**b. Identifies ethical-legal dilemmas and intervenes as a patient advocate.**
**c. Provides safe nursing care.**

### 6. Life Skills

**a. Applies principles of time management, organization, delegation, and priority setting in providing nursing care.**
**b. Works effectively in a group.**
**c. Demonstrates caring behaviors to patients, families, and the health care team.**
**d. Initiates self care and stress management behaviors.**

### 7. Careers

**a. Begins the process of lifelong learning: Synthesizes the role and scope of practice of the registered nurse.**
**b. Correlates theoretical concepts and clinical practice to identify the complex needs of patients in multiple settings.**

### 8. Critical Elements

**a. Meets overriding critical elements while providing patient care.**

### 9. Maintains professional behaviors at all times.

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

### 11. Student Verification Checklist: Completion of AHNL verification.

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**GETTING STARTED: FIRST MEETING WITH THE ADVISOR**

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.

Prior to meeting with the Advisor, the student will:

- Read and study the ADN Handbook.
- Prepare a list of questions to clarify with the Advisor.

At the conclusion of the meeting with the Nursing Advisor, the student will be able to:

- Summarize the role of Nursing Advisor.
- State the role of Nursing Director in the Nursing Program.
- 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.
- State the role of the Student Nursing Association and the SBCC Nursing Alumni Association.
- Identify official bulletin board, student mailboxes, and faculty mailboxes.

- Identify textbooks necessary for first semester.

- Identify the first day classroom.

- Discuss the Allied Health and Nursing Lab (AHNL) and its importance.

- Identify College and Nursing scholarship processes and application deadlines.

- Discuss the importance of utilizing the ADN Handbook to promote success in the ADN Program.

- Discuss courses available to take concurrently for those students who require 12 units.

- Complete the Student/Advisor Information Sheet prior to meeting with the Advisor.

- Discuss the required daily and weekly schedule for the first six weeks of the program.

- 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.

- Describe how course materials are obtained on Moodle.
Mailboxes for faculty are located in the Health Technologies Office. Written messages between students and faculty are to be transmitted via these mailboxes.

Mailboxes for students are located in the AHNL.

Verbalize the importance of checking and being responsible for communication sent by email.

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**Background Check/Drug Screen and Health Requirements for the ADN program**

SBCC ADN program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements.

After you complete the order process and create an account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. Go to: https://mycb.castlebranch.com/

**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)

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.

*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.

**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 timeframe. 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:

- 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.

- The student will immediately report to the ADN Nursing Program Director for investigation pursuant to college regulations.

- Confidentiality will be strictly maintained at all times.

- 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. 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. 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.

Maintenance of Student Records

A file is created 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**

- 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.

- 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.

- 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 into the main HT file. A portion of the student file will be filed electronically.

- 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:

- orientation to program policies and procedures

- clarifying program logistics

- counseling regarding program progress

- evaluating overall clinical and theoretical progress and status in the ADN program at the end of each
semester

• serving as a resource for general nursing information and ADN Program updates

• 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- 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.*

**Pipeline**- Faculty members will use Canvas 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 Canvas 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.

**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.