

**ADVANCED COLLEGE
VOCATIONAL NURSING PROGRAM**

**Handbook/Policies
September 2006**

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SECTION I

GENERAL INFORMATION

A. Introduction

The Faculty of the Vocational Nursing Program welcomes you! The Vocational Nursing Program at Advanced College was inaugurated for the purpose of preparing men and women for licensure.

The faculty provides the learning opportunities in accordance with the philosophy and objectives of the program, and consistent with the rules and regulations set forth in the vocational nurse practice act. However, it is our belief that education requires mutual striving on the part of both faculty and students. In keeping with our belief that you as students can make sound judgments and offer many useful comments for improving instruction, the college provides open channels of communication not only for the purpose of expressing your views on matters of real concern to you, but to assist us in our pursuit of quality education. Keep in mind that both students and faculty have a stake in the type of education the school offers.

In our pursuit of quality education, it becomes necessary for us to effectively perform our role and fulfill our responsibility. The contents of this handbook outline the information you will find helpful in understanding the policies and practices of both the Vocational Nursing Program Department and the various agencies used for laboratory experiences.

No effort has been made to compile an exhaustive list of policies and procedures, as a list of this nature is not within the scope of this manual. As a college level student, you will be expected to assume responsibility for your own actions and become familiar with, and understand the policies and procedures which are pertinent to your educational progress. Some of the resources which you may utilize to gain further knowledge and understanding of policies procedures are the:

- (1) Vocational Nurse Practice Act
- (2) Advanced College Catalog
- (3) Course Objectives
- (4) Director, Vocational Nursing Program
- (5) Various faculty members to whom the student is responsible.

NOTE: The policies and procedures contained in this Handbook are subject to change with notification through written communication. Please keep current by incorporation of these changes. This Handbook is to be used in conjunction with Advanced College current catalog.

B. Philosophy

The nursing faculty of the vocational nursing program is in agreement with the mission statement, goals and objectives of Advanced College to provide a quality education that promotes students to accept intellectual, social, ethical, and professional responsibilities. To develop abilities for students that would lead to an improved quality of life by reaching potential to succeed in a culturally diverse, technological world. Vocational Nursing as a branch of Advanced College, will build on these core competencies and knowledge by increasing the skills needed for employment in the field of nursing, and the tools to further their education.

It is our philosophical belief that each man in society lies on the health continuum in a kinetic state of wellness or illness. It is the objective of the faculty to teach concepts from simple to complex with the expectation of progressive mastery of the subject matter.

It is the philosophy of the nursing faculty that moral and ethical excellence is essential in the personal and professional growth of nursing students and will incorporate this philosophy throughout all teaching and learning experiences. We support interactive collaboration with industry and education to maximize quality learning experiences to prepare entry-level practitioners to function within the vocational nurse scope of practice.

C. Conceptual Framework

The conceptual framework that guides the vocational nursing program at Advanced College is the nursing process. The faculty will foster learning in students to problem solve patient needs utilizing the conceptual framework of the nursing process. The concepts of assessment (data collection), planning, implementation, and evaluation will be taught through creative teaching techniques to meet diverse learning styles utilizing a variety of learning settings.

The assessment phase consists of systematic collection of data about the patient obtained from the patient, family, physician, multidisciplinary team, and patient records.

The nursing diagnosis identifies biological and psychosocial systems needs and risk factors utilizing the North American Nursing Diagnosis Association (NANDA) list.

The planning phase involves goal setting as determined by the nursing diagnosis. These goals are time-oriented, measurable, and directly related to the goal. This plan directs all patient and nursing efforts.

Implementation is the phase in which the nurse interacts with the patient to provide therapeutic interventions that assist the patient to meet the established goals.

The evaluation phase determines the degree of progress or lack of progress toward the fulfillment of patient goals. Modification of the plan is established in the event goals are unmet.

The licensed vocational nurse uses and practices basic assessment (data collection) participates in planning, executes interventions in accordance with the care plan or treatment plan, and

contributes to evaluation of individualized interventions related to the care plan or treatment plan.

D. Terminal Objectives

Graduates of Advanced College shall be prepared to:

1. Successfully pass the National Council Licensure Examination for Practical Nurses(NCLEX-PN).
2. Integrate foundations of nursing care at age appropriate levels for all patients.
3. Utilize learned nursing skills as an entry-level vocational nurse within the scope of the Vocational Nursing Practice Act.
4. Make sound judgments when incorporating legal and ethical principles in all direct and indirect patient care.
5. Address emotional, socio-economic, and cultural issues for all patients.
6. Utilize the nursing process as the guide for contributing to assessment (data collection), planning, implementation and evaluation of patient care within the vocational nurse's scope of practice.
7. Pursue formal and informal continuing education and be active in professional groups and organizations.

E. Curriculum Objectives

The Vocational Nursing Program provides students with the theory, laboratory and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Upon successful completion of **Levels I –III** the student shall:

At the completion of **Level I** the student shall:

1. Identify the basic human needs of each assigned patient and demonstrate safe, effective nursing care for assigned patients
2. Identify the basic principles of disease prevention and demonstrate standard precautions while caring for assigned patients.
3. Identify the components of effective communication and demonstrate effective communication with assigned patients, staff and instructor.
4. Identify the learning levels/needs of patient population and demonstrate age-appropriate patient instructions for assigned patients.
5. Identify the components of the Code of Ethics for LPNs/LVNs and demonstrate legal/ethical patient care for assigned patients

At the completion of **Level II** the student shall:

1. Identify the individuality of human needs of each assigned patient and demonstrate understanding of individual patient needs including emotional, socioeconomic, and cultural diversity.
2. Identify the role of the nurse in disease prevention and demonstrate, safe, aseptic techniques while caring for assigned patients
3. Identify factors that influence effective communication and demonstrate effective communication utilizing verbal and non-verbal techniques.
4. Identify disease prevention/management needs of patient population and demonstrate comprehensive teaching plans for patient population.
5. Identify the role of the nurse related to legal/ethical rights of patients and demonstrate understanding of patient's rights and responsibilities while caring for assigned patients.
6. Identify 6 rights of medication administration and explain the actions, possible side effects, adverse reactions, and nursing considerations for each major drug classification and demonstrate knowledge and accuracy in administering routine medications.

At the completion of **Level III** the student shall:

1. Identify priorities of assigned patient' needs and demonstrate prioritized, holistic patient care.
2. Identify the patients at high risk for infectious diseases and demonstrate understanding of disease prevention/control while caring for assigned patients.
3. Identify advanced communication skills and demonstrate the interviewing and communication skills of questioning, therapeutic silence and clarifying.
4. Identify strategies of teaching for communication-challenged patients and demonstrate effective teaching/communication skills for aphasic, sensory impaired and unconscious patients.
5. Identify the role of the nurse in maintaining professional boundaries with patients and demonstrate understanding of values clarification and professional boundaries during care for assigned patients.
6. Identify the needs and safety parameters in medication administration and demonstrate critical thinking in the administration of as needed(prn) medications and the withholding of routine medications.

F. COURSE OUTLINES

Course Description:

The Vocational Nursing course integrates classroom instruction, skills laboratory practice and clinical experience to give students the necessary knowledge and skills base to pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The following modules are presented from simple to complex and reflex progressive master of the subject matter:

1. **Nursing Fundamentals** (128 hours theory;234 hours clinical) includes classroom instruction, skills laboratory and clinical experiences in acute care and long –term care facilities. Subject matter includes nursing history, environmental and personal safety, basic nursing assessment and interventions, documentation, asepsis, overview of anatomy and physiology, legal –ethical issues nursing , communication, and death and dying.
2. **Pharmacology** (54 hours theory) includes classroom instruction, skills laboratory, and clinical experiences in acute care and long –term care facilities. Subject matter includes math review, systems of measurement, dosage calculation, regulatory agencies, medication administration, and drug categories with nursing assessment, intervention and evaluation of effect.
3. **Medical-Surgical: Integumentary** (27 hours) includes classroom instruction, skills lab, and clinical experience in acute care and long-term facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for acute and chronic skin conditions, burn prevention and management, and skin neoplasms with evaluation of outcomes.
4. **Nutrition** (19 hours) includes classroom instruction, skills laboratory, and clinical experiences in acute care and long-term care facilities. Subject matter includes basic precepts, cultural, social, and religious influences, excesses and deficits, house and modified diets, special care patients, and nutritional support.
5. **Maternity** (26 hours) includes classroom instruction, skills laboratory, and clinical experiences in acute care and/or clinic settings. Subject matter includes structures and function, assessment of normal pregnancy, fetal development, discomforts of pregnancy, interventions for care of the newborn, postpartum complications, high risk pregnancy, high risk labor and delivery, and sexually transmitted diseases with evaluation of outcomes.
6. **Medical –Surgical: Cardiovascular** (34 hours) includes classroom instruction, skills laboratory, and clinical experience in acute care and long-term care facilities. Subject matter includes

- structures and function, assessment of diagnostic tests, risk factors, interventions for heart and vessel disorders, disorders of blood and lymph, communication and rehabilitation for long-term disorders with evaluation of outcomes.
7. **Gerontology** (30 hours) includes classroom instruction, skills laboratory, and clinical experiences in acute care and long-term care facilities. Subject matter includes assessment of effects of aging, care settings, interventions to provide physiological needs, losses, elder abuse, diagnostics, dementia, legal-ethical issues with evaluation of outcomes.
 8. **Medical-Surgical: Respiratory** (26 hours) includes classroom instruction, skill laboratory, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, risk factors, interventions for upper and lower respiratory tract disorders, oxygen and respiratory therapy with evaluation of outcomes.
 9. **Medical-Surgical:Gentiourinary** (28 hours) includes classroom instruction, skills laboratory, and clinical experience in acute care and long-term facilities. Subject matter includes structures and function,assessment of diagnostic tests,interventions for common urinary problems,obstructive and inflammatory conditions, urinary diversions, renal failure, dialysis and transplants with evaluation of outcomes.
 10. **Medical-Surgical :Musculoskeletal** (24 hours) includes classroom instruction, skills laboratory,and clinical experiences in acute care and long-term care facilities. Subject matter includes structures and function assessment of diagnostic tests, interventions for degenerative and inflammatory disorders, systemic conditions, and traumatic injuries with evaluation outcomes.
 11. **Psychology:Mental Health Nursing** (24 hours) includes classroom instruction, skills laboratory, and clinical experience in acute care, mental health settings, and long-term care facilities. Subject matter includes assessment of mental functioning, effects of illness/hospitalization on mental health,interventions for mental health disorders, abuse and dependencies with evaluation of outcomes.
 12. **Medical-Surgical:Gastrointestinal** (36 hours) includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures, and function , assessment of diagnostic tests, interventions for disorders of the upper and lower gastrointestinal (GI tract)and disorders of accessory organs with evaluation of outcomes
 13. **Medical-Surgical: Neurosensory** (32 hours) includes classroom instruction, skills laboratory, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for craniocerebral disorders, central and peripheral nerve disorders, inflammatory disorders traumatic injuries,neoplasms, eye and ear disorders with evaluation outcomes.
 14. **Growth and Development** (15 hours) includes classroom instruction, skills laboratory, And clinical experience in acute care, clinic settings, and/or long-term care facilities. Subject matter includes assessment of needs for various age groups, infancy, toddlers,pre-school school-age,adolescence, early, middle and old age, age-appropriate interventions of hospitalized patients and evaluation of outcomes.
 15. **Pediatrics** (18) includes classroom instruction, skills laboratory, and clinical experience in Acute care clinic settings, and/or long-term care facilities. Subject matter includes assessment of health maintenance, interventions for acute and chronic disorders of children, and special needs children with evaluation of outcomes.
 16. **Medical-Surgical-Endocrine** (35 hours) Endocrine includes classroom instruction, skills

Laboratory, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for disorders of the pituitary, thyroid, parathyroid, adrenal glands, HIV/AIDS, pancreatic endocrine disorders with evaluation of outcomes.

17. **Leadership and Supervision** (24hours) includes classroom instruction, skills laboratory, and Clinical experience in acute care and long-term care facilities. Subject matter includes role Transition, legal-ethical requirements within vocational nursing practice act rules and regulations, job seeking skills, variety of care settings, career portfolio, career pathways, Management styles, leadership qualities and leadership styles.
18. **Anatomy and Physiology** (54 hours) includes instruction on structure and function of body systems.

SECTION II

This section of the manual identifies the educational standards used in evaluation of student's success. The general guidelines, outlined in this section, for evaluation of course work and clinical laboratory practice will be used for students enrolled in the Vocational Nursing Program.

A. Promotion/Grading

The student must earn and maintain a "C" grade (75% or better in all courses at each level to be eligible for enrollment in the next level. Sequence of levels and their prerequisites are as follows:

| <u>Level</u> | <u>Prerequisite</u> |
|--------------|----------------------|
| Level I | Admission to program |
| Level II | Level I |
| Level III | Level II |

91%-100%-A
82%-90% - B
75%-81%- C
<75%- F

Students receiving less than 75% on a final examination shall be given an opportunity to remediate and write an alternate final examination. The student must pass the remake final examination by 75%. Regardless of the grade on the remake final examination, the student shall receive a maximum grade of 75% (C) for that level.

Theory Dismissal:

If the remake final is not passed successfully the student shall be dismissed.

Clinical

Students shall be evaluated on achievement of clinical objectives by a satisfactory, needs improvement or unsatisfactory grade. Students shall be evaluated for professionalism, communication, clinical nursing skills and documentation in the clinical area.

Expectations of clinical achievement of these objectives shall be according to Curriculum objectives stated for each level.

Students meeting a clinical objective shall receive a satisfactory grade. Students Partially meeting a clinical objective shall receive a needs improvement grade. Students unable to meet an objective will receive an unsatisfactory grade.

B. Graduation

1. A student who has completed all course work and achieved a Grade Point Average (GPA) of 75% or better, and has satisfied the attendance requirement (hours), will earn a certificate.
2. In order to graduate and get a certificate, students must have taken care of financial, academic, and other duties to the school.

C. Academic Warning

A Student may be placed on probation if he/she does not meet the requirements for Satisfactory Academic Progress at each of the SAP monitoring points and/or anytime the student completes a unit of study (i.e., completion of a module).

D. Remediation Policy

The vocational nursing faculty shall offer remediation to all students who fall below 75% at any time in the module (on a quiz, homework assignment). Students who do not wish to

remediate, may withdraw from the program and reapply at a later date to repeat the missed objectives or remediate as indicated.

The Vocational nursing faculty shall offer remediation to all students receiving needs improvements evaluations at any time throughout the clinical rotation (professionalism, communication, clinical nursing skills, documentation). Students who do not wish to remediate may withdraw from the program and reapply at a later date to repeat the missed objectives or remediate as indicated.

Students are expected to do at least the minimum of hours indicated to remediate that shall consist of, but is not limited to, independent reading, projects, practice in the clinical skills lab/computer lab, conferences with the instructor, review of quizzes, and any other review that is deemed beneficial to meet clinical and/or theory objectives

A. Theory Remediation Plan

1. Review of final examination with instructor: identify deficits; clarify concepts; determine plan to resolve knowledge deficits
2. Time line for make-up: Plan determined by student and instructor shall be individualized and contingent on areas of deficit. Student shall be expected to do independent reading, review of homework, review of other assignments, utilize the computer lab, library research and other activities that are deemed beneficial to meet the objectives.
3. Take the make-up final examination and pass with 75%

B. Clinical Remediation Plan

1. Review of clinical performance with instructor; identify deficits; clarify concepts; determine plan to resolve knowledge and skill deficits
2. Time line for make-up: Plan determined by student and instructor shall be Individualized and contingent on areas of deficit. Student shall be expected to Do independent study and practice to meet the objectives.
3. Satisfactory clinical performance shall be the objective

E. Academic Dismissal

Students will be dismissed for the following reasons: Violating AC's student conduct policy. Failure to remove himself or herself from academic, attendance, or student probation. In these situations, a committee will be formed and the student will be interviewed and placed on suspension for a maximum of three(3) days. This is the time the student may discuss if the school should take actions in dismissal or not.

Advanced College will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening, or violent behavior may be cause for dismissal without prior suspension status.

F. Voluntary Withdrawal

Students desiring to reenter after a voluntary withdrawal must submit a written request to the school director. The Academic Committee must approve a second reentry from same student.

G. Course Incomplete

Any incomplete grade (I) cannot be given as a final grade. The student must complete the required class work, assignments, and examinations before progressing to the next level. If the requirements are not completed before the next level begins, the student will receive a grade of F for the class and will be dropped from the Vocational Nursing Program.

H. Appeals

Students who feel that they have been placed on academic or attendance probation unjustly, or feel they have been suspended or terminated unjustly, may appeal in writing to the School Director. This written appeal must be submitted in writing within ten(10) calendar days of being notified of the dismissal. The school director has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required.

I. Attendance

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning experience. Absences can be detrimental to the learning process and may impede meeting the objectives. Inability to meet required objectives will result in a failing grade or an unsatisfactory clinical evaluation.

In the event an unavoidable absence is necessary (illness, accidents), the student must notify the classroom or clinical instructor per their instructions prior to the beginning of class or clinical. The director shall be notified of each student absence. Students who three (3) or more absences in a clinical rotation will be placed on clinical probation and receive a “needs improvement” evaluation for that rotation. Make-up time is required for clinical hours missed. Students who miss theory hours are held responsible for the material covered during those class sessions and makeup activities may be required to assure mastery of subject material.

Students absent on the day of a quiz or final examination is given shall be given an alternate test that covers the same material. Students absent more than three (3) days must have a note from their physician clearing them to return to class and clinical. Excessive absenteeism may be grounds for dismissal from the program

The following are holidays and vacation days granted by Advanced College:

Christmas Vacation: 2 weeks

Spring Break: 1 week

Independence Day, Labor Day, Veteran’s Day, Thanksgiving (Th-Fri), Martin L. King, Jr. Birthday, Washington’s Birthday, Lincoln’s Birthday and Memorial Day.

J. Acceptable Methods for Make-up:

1. Theory : Case studies, independent study, written examination, attendance at seminars or workshops, or auto-tutorial laboratory.
2. Clinical: Performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

K. Leave of Absence.

Due to the hour requirements of the program, the Vocational Nursing student is not eligible for a leave of absence.

L. Clinical Evaluations.

1. Evaluations of clinical nursing performance are based on the instructor's observation of student's performance. The evaluations are based on progress in achieving the objectives of the course.
2. The teaching team in each course will determine the criteria for satisfactory or unsatisfactory satisfactory/unsatisfactory grade in clinical. Clinical objectives must be met each day. If they are not met, a student will receive an unsatisfactory grade for that day which may result in an "unsatisfactory" for the clinical rotation or course. The grade for the course must be a theory grade of at least 75% and a "satisfactory" grade for clinical in order to pass to the next level.
 - a. Evaluations are discussed with the students at scheduled conferences.
 - b. The students may make an appointment with the instructor to discuss his/her progress at times other than those scheduled by the instructor.
 - c. Students are expected to participate in the evaluation process by assessing their strengths and weaknesses in achieving the objectives of the course.
 - d. Students must attend a clinical evaluation conference and sign an evaluation tool. A signature indicates that the student has read the evaluation, but does not necessarily agree with the evaluation.
 - e. A student who is deemed unsafe in the clinical component of the course will be counseled to withdraw from the nursing program.

Definition of Unsafe – Performance of nursing measures, grossly negligent or incorrect in a manner which may be detrimental to or potentially dangerous to the patient, student, instructor and/or hospital staff.

SECTION III

This section of the manual deals with Professional standards.

A. Professional Conduct

1. Discussion of client, client's families and client care activities are to be confined to conference rooms, classrooms, and nursing offices. All information regarding clients and/or their hospitalization is confidential. These are not topics for general conversation. Written assignments on clients are to be identified with clients' initials.
2. Visiting by friends, relatives, and/or classmates, when in the clinical area is prohibited.
3. Smoking and/or eating is permitted in designated areas only. Always check the area for signs. For example, no smoking or eating is permitted in conference rooms, college classrooms, hospital corridors, nurses' stations, etc.
4. Students are permitted in the hospital for scheduled or approved activities in appropriate uniform only.
5. Students may be dismissed from the clinical area and/or classroom when their conduct is deemed inappropriate. Students are expected to use language appropriate to the clinical and classroom areas. Students are to avoid using mouthwash and other substances that give "alcohol-like" odor to the breath. Failure to do so will be viewed as inappropriate conduct. Inappropriate conduct includes, but is not limited to, rudeness, loud talking and laughter, refusal to accept assignment, use of profanity, assault and threatening an individual either verbally, physically, or with body language.

B. Dress Code

All clothing must be clean and free of odor. Students will be advised to leave the clinical area when not in appropriate attire. Examples of inappropriate dress includes, but are not limited to, soiled shoes, colored "T" shirts, soiled shoe laces, multiple earrings, jewelry, tongue or facial piercing, etc.

1. Regulation Uniform
 - a. Female students:
 1. Regulation dress uniform (no substitutions), appropriate length and fit.
 2. Shoes – white regulation nurse's shoes with closed heel and toe; clean white shoe laces.
 3. Hose - brown or white only, no decorative hose.
 4. Sweaters – plain white only, not to be worn in patient area. No lab coats are to be worn in the clinical facility.
 5. Hair – well groomed, off the collar and face, no ornaments.
 6. Earrings – one stud per ear.
 7. Identification – name pin and school on left bodice of uniform.
 8. Ink Pen – (one black) and one pencil.
 9. Stethoscope
 10. Watch – with second hand
 - b. Male students:
 1. Regulation top
 2. Regulation pants (no substitutions)
 3. Beards – closely cut or policy specified by clinical facility
 4. Shoes – all white oxfords

5. All white “T” shirts worn under jackets

Students are to be in complete uniform for class and clinical, unless the instructor grants an exception.

Students are to follow the college dress code when attending classes on the campus. The instructor will apprise the student of the appropriate attire to be worn on field trips, and other special activities. A student who is improperly groomed may be asked to leave the classroom and/or clinical unit.

For clinical areas not requiring the standard uniform, the following criteria will apply:

- a. Excessive use of make-up is unacceptable.
- b. No seductive clothing, jeans, sweat shirts or high heel
- c. Excessive jewelry is to be avoided

Students returning to the hospital to complete special assignments must seek approval from the instructor. Students are to be in complete uniform whenever they are at the facility on school business.

2. Books or personal belongings, i.e. phones, purses, are not to be brought to the clinical unit. They should be left in the student’s automobile. Suggestion: place in trunk of automobile prior to leaving home.
3. Jewelry: the following may be worn:
 - a. An engagement ring and/or wedding ring
 - b. A watch with a second hand
 - c. One small stud type earring may be worn in each ear. No multiple ear rings.
 - d. No tongue or other facial piercing jewelry
4. Fingernails should be short and clean. No longer than _” beyond fingertip with soft tone or colorless polish. Extremes in length and/or color are not permitted. No acrylic nails allowed.

C. Clinical Instructors Delays and Absences

Students are not permitted to function in the clinical areas without an instructor present from the college, except in those instances when experience is for observational purposes only. When an instructor is late or absent, the students are to remain at the site for thirty (30) Minutes. When an instructor has not notified the students by thirty (30) minutes past the reporting time, one student, who will be designated by the instructor at the beginning of the rotation, will notify the V.N. Program Director or her designee at the college of the instructor’s absence. Students are not to leave the class or clinical facility unless instructed to do so. Students may be required to travel to the college to complete an assignment.

SECTION IV

HEALTH AND INSURANCE

A. Health Policies and Procedures

1. All students are required to have a current physical examination during their enrollment. Record of the examination must be submitted prior to admission into the program and on file by the date specified. **NO STUDENT WILL BE PERMITTED IN THE CLINICAL AREA WHOSE RECORDS ARE NOT ON FILE AND COMPLETE.**
2. It is recommended that each student carry his/her own health insurance.
3. The procedure to follow should you sustain an injury or become ill while in the clinical area will be outlined by the faculty.
4. Illness requiring a doctor's release will be determined by the faculty. You are to contact the Director of the program and the instructor before returning to class and/or clinical unit for the purpose of determining the necessity of obtaining this release.

B. Cardiopulmonary Resuscitation Certificate (CPR)

All students must have a current Health Provider CPR card during enrollment in the program.

SECTION V

GENERAL POLICIES

A. Social and Professional Activities

1. No social or professional activities using the colleges name may be conducted by students without obtaining permission from the Director of the college.
2. A written request for activities is submitted to the program director and Director of the college for approval.
3. No monies are to be collected.
4. All printed or written materials prepared for distribution in which the name of the program and/or the college appears must be approved by the Director.

B. Transportation and Parking

1. The student is responsible for his/her own transportation to the college, extended campus, and other facilities for educational purposes.
2. The college assumes no responsibility for an individual's car becoming damaged or stolen when used for transportation to and from the campus.
3. The instructor will apprise you of the parking regulations in force at the various extended campus facilities to which you must adhere.
4. You are to familiarize yourself with the parking regulations in force at the facility. Parking tickets may be issued at extended campuses if you park in a prohibited parking area.

C. Communication

1. Students who wish to meet with an instructor at times other than scheduled office hours are to make appointments in advance. You are to contact the instructor if for any reason you are unable to keep the appointment.
 - a. It is the prerogative of the individual instructor to provide his/her personal telephone number if he/she so desires.

D. Tutorial Assistance

1. Tutorial services are available to students experiencing academic difficulties and skills.
2. Referrals for these services are provided by the teaching team and/or Director of the Program.
3. Students who are experiencing difficulty in meeting the objectives of the course will be recommended for tutorial assistance.
4. Attendance at these sessions will be documented and an assessment made of the student's progress.

E. Classroom and Laboratory

1. Students are expected to take an active role in maintaining the up-keep of the classroom, laboratory and computer/library rooms.
2. Eating, smoking and drinking in the building are prohibited.
3. Containers or cups used for food or drink are to be put in the trash cans. They are not to be disposed of in ash trays or classroom wastebaskets.
4. Cigarette butts are to be deposited in the trash cans . They are not to be crushed and left on the sidewalk or ground.
5. Windows are never to be opened at any time. Should you find a window open, please report this immediately. Students are to use the lobby doors only when entering or exiting the building. Students are responsible for their own personal property.
6. Students are expected to respect the property of others and to assist with security precautions.
7. Students are to have friends wait for them outside the building. Loitering within the building is not permitted.
8. Infants and/or children are not permitted in the laboratory, classroom, computer, laboratory, or unsupervised in the lobby of the building.

F. Student's Rights (Grievance Procedure)

Every effort will be made to resolve issues dealing with students' rights. Therefore, students who are seeking solutions to problems may:

1. Make an appointment with the instructor or teaching team and Director to discuss concerns.
2. Follow the Appeals Policies and Procedures as outlined in the college's catalog.
3. Unresolved complaints may be directed to:
 - a. Bureau for Private Postsecondary and Vocational Education
400 "R" Street, Suite 5000, Sacramento, California 95814-6200
Phone:916.445.3427
 - b. Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833-2945
Phone:916.263.7800

G. Credit Granting Policy

Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:

1. Successful completion of vocational/practical nursing courses.
2. Successful completion of registered nursing courses.
3. Successful completion of psychiatric technician courses.
4. Successful completion of armed services nursing courses
5. Successful completion of certified nurse assistant courses.
6. Successful completion of other courses that are equivalent to courses in the program as determined by the director of the nursing program.

Credit shall be granted by the director of the nursing program when the student demonstrates successful completion of course content by a minimum passing grade of "C".

Equivalency shall be determined based on content and hours of course under consideration.

REQUIREMENTS:

- A. Application/request in writing must be in to prior to desired entrance date.
- B. Official transcripts from previous school attended must be presented at time request is made and show actual credit for the course.
- C. Schedule an appointment with the Director of the program in preparing for the performance/skills examinations.
- D. Satisfactory pass performance/skill examinations for level.
- E. Credit must be verified by Director of Program and Campus Director of School or designee.
- F. If the individual fails the performance/skill examination, she/he is required to complete all aspects of the course.

H. Admission Criteria

Admission to the Vocational Nursing Program shall be in adherence to all applicable policies and procedures of the college.

Admission Requirements:

- 1. Proof of completion of an approved general education course of study through the 12th grade or evidence of completion of the equivalent thereof.
- 2. Completion of Math and Reading(highest scores will be given priority).
- 3. History and physical completed by physician or designee, indicating no restrictions in performing nursing duties required in the program.

Screening and Selection Criteria

- 1. Prospective vocational nursing students shall submit to the director, official documentation Of educational courses completed prior to the personal interview. Foreign transcripts must be translated into English and evaluated prior to submission.
- 2. Prospective vocational nursing students shall submit official documentation of all related work experience, indicating the length of time worked and the duties assigned prior to the personal interview.
- 3. Prospective vocational nursing students shall have a personal interview with the director of the vocational nursing program.
- 4. Prior education,related work experience, the personal interview and admission requirements shall be considered in the selection of candidates.

SECTION VII

STUDENT PARTICIPATION ON COMMITTEES

A. Committees

1. Standing Committees
 - a. Department Curriculum Committee
Membership – one student from Level I, II, and III vocational nursing program.
 - b. Nursing Advisory Committee
Membership –
 1. One student from Level I
 2. One student from Level II
 3. One student from Level III
2. Short Term Committees
 - a. Students may be requested to select a representative for those committees that are formed to complete a specific assignment.
 - b. The number and classification of student representation will be determined by the committee's assignment.

B. Selection of Student Representatives on Committees

1. Students are to select their representatives using the democratic process.
2. Names of representatives are to be submitted in writing to the Director of Vocational Nursing Program during the third (3rd) week of class.

C. Roles and Responsibilities

Curriculum Committee and Advisory Committee

1. To submit recommended agenda items for each meeting at least one week prior to date of the scheduled meeting.
2. Share contents of minutes (not copies) with classmates.
3. Serve on short term committees, as requested.
4. Student representatives have voting rights on each of the above committees.

VOCATIONAL NURSING PROGRAM

Student Responsibility Regarding Handbook

I have received Advanced College Vocational Nursing Program and Advanced College Catalog. I am aware that I am responsible for reading the handbook and catalog and complying with the contents therein.

Student's Signature

Date