

College of the Desert

# Nursing & Allied Health Programs Student Handbook

2020-2021

## Welcome

To all Nursing Program & Allied Health Students,

The faculty, staff, and administration at College of the Desert welcomes you to our health programs.

It is an exciting time to be involved in healthcare. Important changes are occurring in how healthcare is delivered and the scope of practice of health professionals. To keep pace with these changes, curricula are in a dynamic state of evolution.

Each of you brings to your program, and later the profession, the uniqueness of your special talents, experiences, and personality. We hope that you will take an active part in sharing these experiences with others as you move toward the goal of becoming a part of the healthcare team. To assist you in reaching your goal, you will find interested and concerned faculty with high personal and professional standards as well as a wealth of varying clinical expertise. It is the combination of all these factors that results in quality Nursing and allied health education.

Our best wishes for a gratifying, satisfying, and growing experience in your program at College of the Desert.

Nursing & Allied Health Faculty  
College of the Desert

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# SECTION I: INTRODUCTION

## Handbook

This handbook has been prepared as a supplement to information provided in the College of the Desert (COD) Catalog and is intended to provide answers to the many questions you will have as you enter and progress through your program.

This handbook should be read carefully, saved, and used as a reference throughout your time in your program. The handbook policies and procedures are subject to change by faculty and Administration at any time. Students will be provided a hard copy upon entering the program. The most current copy of the handbook will be posted on the department website. Students are responsible for reviewing and abiding by the updated handbook and will be held accountable to the most current edition.

## History

The Desert Community College District began January 21, 1958, as the culmination of more than ten years of study and planning. It was three years later that construction of the campus at Monterey Avenue and Fred Waring Drive began and students began attending classes in fall, 1962.

The Vocational Nursing Program was initiated in 1965 and the Associate Degree Nursing program was initiated on the Palm Desert campus in 1966. The Certified Nursing program (CNA) has been in place since 1991 and the Home Health Aide (HHA) has been in place since 1998.

Since 1968, over 2,000 Nurses have graduated from the program, many of whom are employed in the Desert community.

## Approval Status

The Nursing programs are approved by their respective state boards.

[California Board of Registered Nursing](http://www.rn.ca.gov) (BRN), www.rn.ca.gov, 400 R Street, Suite 4030, Sacramento, CA 95814-6200, (916) 322-3350,

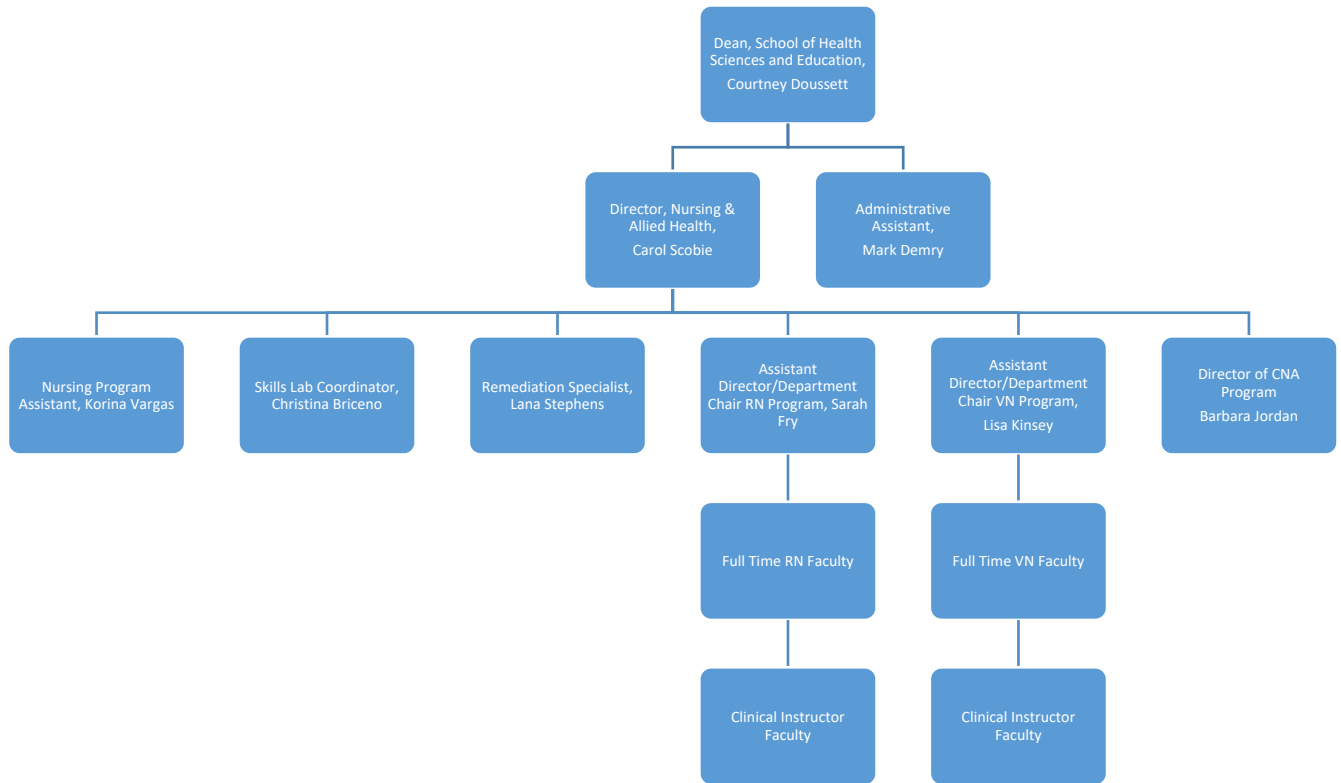
[California Board of Vocational Nursing and Psychiatric Technicians](http://www.bvnpt.ca.gov) (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800, www.bvnpt.ca.gov

[California Department of Public Health](https://www.cdph.ca.gov/) (CDPH), Licensing and Certification Program, Aid and Technician Certification PO Box 997416, MS 3301, Sacramento, CA 95899, (916) 324-0901, https://www.cdph.ca.gov/

## School

The COD Nursing and Allied Health Programs are part of the School of Health Sciences and Education, which is comprised of: Registered Nursing, Vocational Nursing, Certified Nurse Assistant, Home Health Aide, Early Childhood Education, Health Sciences, Kinesiology, and Athletics.

## Nursing and Allied Health Organizational Chart



### Chain of Command/Conflict Resolution Process

Step 1: If a student has a concern, the student will be encouraged to first communicate with the instructor. Matters relating to the clinical area should be discussed with the appropriate clinical instructor. The Nursing Success Counselor may be available to facilitate communication. Students must allow instructor the opportunity to resolve prior to moving on to Step 2.

Step 2: If the matter cannot be resolved, the student is advised to follow the chain of command which is: Assistant Director, Director, Dean of the School of Health Science and Education. Students must give the opportunity for each person to resolve prior to moving to the next level in the chain of command.

If the problem persists, the student is advised to refer to the COD Catalog for the Student Grievance Policy.

SECTION II:  
NURSING PROGRAM  
PHILOSOPHY  
AND  
CONCEPTUAL FRAMEWORK

## RN Program

### Philosophy

The philosophy of the Associate Degree Nursing Program supports and implements the Mission Statement of the Desert Community College District. We believe that a sound Nursing education is based upon concepts relating to the individual, health/illness, environment, and Nursing.

The purpose of the Nursing program is to educate our students for beginning staff Nurse positions in health care settings in the community, fostering within each graduate a commitment to lifelong learning and professional development.

The faculty believes that Nursing is a dynamic profession that is scientifically based and directed toward promoting, maintaining, and restoring a state of optimum wellness or supporting the individual to experience death with dignity.

The practice of Nursing is based upon a holistic framework and is committed to the value of caring. Nurses use cognitive, psychomotor, and affective skills within the parameters of the Nursing process to assist the individual experiencing actual and/or potential alterations in health. The role of the Associate Degree Nurse requires critical thinking, clinical competence, accountability, and client advocacy.

Health is a changing state on the wellness-illness continuum that can be altered by internal and external stressors. Health is maximized when the individual's optimum level of wellness is promoted, maintained, and/or restored.

Each individual is a unique, complex, holistic being with bio-psycho-socio-cultural and spiritual dimensions in constant interaction with an internal/external environment. Diverse values and beliefs exist in different social and physical environments that affect the individual's optimum wellness. Individuals possess dignity, unconditional worth, and the inherent right to assume responsibility for the development of their own potential. Additionally, individuals are entitled to information that allows them to make informed decisions regarding their health care.

Nursing education involves teaching of Nursing theory, skills, and attitudes that assist the students to assume responsibility and accountability as Registered Nurses. We believe that nursing education belongs in institutions of higher learning and should be structured to evaluate prior learning for admission and/or advanced placement. Nursing education incorporates knowledge from humanities and behavioral, physical and natural sciences.

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. The faculty members recognize that the Associate Degree program serves as the beginning level of preparation for Registered Nurse licensure. Ideally, graduates work under the supervision of a more experienced Nurse. Education is the key to articulation between levels. We believe that learning is a lifelong process involving external changes in behavioral and internal changes in thought processes and attitudes.

Registered Nurses with an Associate Degree in Nursing function as care providers by assessing, diagnosing, planning, implementing, and evaluating the care given to their clients. They utilize a

critical thinking and clinical reasoning process in their practice, including establishment of priorities, performance of therapeutic interventions, and evaluation of client outcomes.

The Associate Degree graduate organizes the care given, delegates as appropriate, and collaborates with members of the health care team. The graduate is accountable for the care given and responsible for functioning within the legal parameters of Registered Nursing practice and the levels of competence as outlined in the California Nursing Practice Act. The Associate Degree graduate is committed to continuous learning, ongoing professional development, and maintenance of ethical standards of practice.

The Nursing program addresses the needs of students who, like their clients, come from diverse and varied ethnic, cultural, religious, and educational backgrounds. Students bring to the classroom different learning styles, personal goals, age representation, lifestyles, and experience. Optimum learning for a diverse student body occurs in a non-threatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex and involves active participation of both the student and the instructor. Nursing faculty serve as facilitators, catalysts, resource persons, and role models.

*Adopted February 1, 1993. Latest revision reviewed and approved May 2019.*

## Conceptual Framework

The conceptual (organizing) framework of the Associate Degree Nursing Program at College of the Desert is derived from statements in the program philosophy relating to the human individual, the environment, health, and Nursing. The philosophy and organizing framework provide guidance to the establishment of educational outcomes, course objectives, the sequencing of course content, and the program in general. The major concepts and the identified “threads” of the curriculum provide the unifying themes for development of the program of learning. The threads, ten in all, are reflected in the course objectives for each of the four major courses in the curriculum that have a clinical component.

The four major concepts of the program (pervasive themes) are the individual, health, environment, and Nursing.

<p>The <b>INDIVIDUAL</b> is viewed as a unique, complex, holistic being with biological, psychological, social, cultural, and spiritual dimensions. Individuals possess diverse values and beliefs, and possess dignity, unconditional worth and the inherent right to assume responsibility for the development of their own potential.</p>	<p>The <b>ENVIRONMENT</b> is composed of internal and external stressors. The internal stressors are derived from dimensions of the individual and the external stressors are representative of all the systems and processes that exist outside the individual. These stressors interact to affect an individual’s optimum wellness. A person’s perception of the stressor and ability and willingness to control the stressors will also affect optimum wellness.</p>
<p><b>HEALTH</b> is viewed as a changing state on the wellness-illness continuum. As individuals progress through life, optimum levels of wellness can be achieved. Illness occurs when alterations occur in an individual’s optimum state of wellness.</p>	<p><b>NURSING</b> is a dynamic profession that is scientifically based and executed through the use of the Nursing process. Nursing is directed towards promoting, maintaining, or restoring optimum wellness in those for whom the Nurse cares.</p>

## Graduate Competencies/Terminal Objectives

Ten concepts form the threads of the program (progressive themes). They also form the basis for the course objectives that show increasing complexity in depth or breadth throughout the program. These concepts (as detailed below) are: communication, Nursing role, pharmacology, nutrition, cultural awareness, community awareness, safety, health teaching, lifespan, and psychomotor skills.

- **Communication**  
Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.
- **Nursing Role**  
Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.
- **Pharmacology**  
Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.
- **Nutrition**  
Critiques clients' responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.
- **Cultural Awareness**  
Designs culturally sensitive Nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.
- **Community Awareness**  
Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.
- **Safety**  
Critiques and manages all aspects of safety for clients in health care settings.
- **Health Teaching**  
Formulates and implements individualized holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.
- **Lifespan**  
Incorporates principles of growth and development in providing and managing Nursing care for the purpose of optimum wellness.
- **Psychomotor Skills**  
Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.



## Graduate Competencies/Terminal Objectives and Leveled Semester Outcomes

Using the Nursing process, the graduate demonstrates the following competencies:

<b>COMMUNICATION</b>			
<u>Graduate Outcome:</u> Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.			
<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Recognizes and applies elementary principles of therapeutic communication in health care team and Nurse-client interactions.	Individualizes age appropriate communication modalities in Nurse/client interactions. Receives from and transmits to health care team members pertinent data.	Strategizes and implements communication modalities with clients while demonstrating therapeutic use of self.	Effectively integrates written, verbal, and non-verbal communication modalities in complex client and health team interactions for the purpose of promoting optimum wellness.
<b>NURSING ROLE</b>			
<u>Graduate Outcome:</u> Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.			
<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Defines the concepts of critical thinking; recognizes and expresses the behaviors of the professional Nurse; gives safe, basic Nursing care to selected clients.	Interprets relevant client information and personalizes holistic, developmentally appropriate care utilizing basic components of critical thinking.	Applies critical thinking in the provision and management of competent care for clients in specialized populations with changes in health status.	Operationalizes entry level critical thinking in the prioritization, provision, management, and evaluation of collaborative, holistic care for clients with complex alterations in health status.

## PHARMACOLOGY

Graduate Outcome: Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.

<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Identifies principles of pharmacology and safely administers medication to clients in the clinical setting.	Incorporates knowledge of pharmacotherapy in administration of medications to clients across the lifespan.	Relates expanding knowledge of pharmacotherapy in administering medications to specialized client populations.	Integrates knowledge of pharmacotherapy and drug interactions in caring for clients with complex alterations in health status for the purpose of promoting optimum wellness.

## NUTRITION

Graduate Outcome: Critiques clients' responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.

<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Identifies and differentiates the components of nutritional assessment in care of clients with emphasis on the older adult.	Individualizes and applies concepts of nutrition in clients with alterations in health.	Specifies and integrates nutritional interventions for special client populations.	Critiques clients' responses to nutritional interventions; collaborates with health care team members to promote and maintain nutritional therapy that supports optimum wellness.

**CULTURAL AWARENESS**

Graduate Outcome: Designs culturally sensitive Nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.

<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Identifies and describes cultural variations and their implications for Nursing care.	Demonstrates an awareness of multicultural values and beliefs while providing client care across the life span.	Incorporates sensitivity to cultural variations when implementing care for specialized client populations.	Designs culturally sensitive Nursing interventions when caring for clients with complex alterations in health for the purpose of promoting optimum wellness.

**COMMUNITY AWARENESS**

Graduate Outcome: Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.

<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Identifies community resources that could support the management of the needs of clients with emphasis on the older adult.	Constructs customized plans for integrating community resources in the Nursing care of clients across the lifespan.	Correlates expanding knowledge of community resources with Nursing interventions for clients from special populations.	Analyzes community health needs, formulating a comprehensive plan of care for clients within a designated population group.

**SAFETY**

Graduate Outcome: Critiques and manages all aspects of safety for clients in health care settings.

<b>N001</b>	<b>N002</b>	<b>N003</b>	<b>N004</b>
Identifies and utilizes concepts of safe client care with emphasis on the older adult.	Incorporates advancing knowledge of safety principles for clients across the life span.	Strategizes Nursing interventions in the management of safety principles for special client populations.	Critiques and manages all aspects of safety for clients in health care settings.

## HEALTH TEACHING

Graduate Outcome: Formulates and implements individualized holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.

N001	N002	N003	N004
Identifies principles of health teaching. Recognizes their use in caring for older adults.	Provides focused teaching appropriate for clients across the life span.	Integrates a comprehensive health teaching plan in caring for special client populations.	Formulates and implements individualizes holistic teaching for the purpose of promoting optimum wellness. Evaluates effectiveness and institutes changes as identified.

## LIFESPAN

Graduate Outcome: Incorporates principles of growth and development in providing and managing Nursing care for the purpose of promoting optimum wellness.

N001	N002	N003	N004
Explains the basic concepts of growth and development across the life span, with emphasis on the older adult.	Applies concepts of growth and development to Nursing care of children and adults experiencing alterations in health.	Integrates principles of growth and development in providing care for special client populations.	Incorporates principles of growth and development in providing and managing Nursing care for the purpose of promoting optimum wellness.

## PSYCHOMOTOR SKILLS

Graduate Outcome: Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.

N001	N002	N003	N004
Performs specific psychomotor skills satisfactorily, stating rationale.	Incorporates previously and newly learned skills in increasingly complex situations. Modifies skills relative to client age.	Integrates theoretical knowledge in the performance of newly learned skills in providing care to special client populations.	Appraises complex client care situations and competently performs appropriate psychomotor skills for the purpose of promoting optimum wellness.

## VN Program

### Philosophy

The Vocational Nursing Program is an integral part of College of the Desert. The Vocational Nursing faculty endorses the institutional mission statement that supports comprehensive educational opportunities for Vocational instruction and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The program meets needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the program is to produce an entry level practitioner of Vocational Nursing who is eligible to complete the licensing examination for Vocational Nursing and has the necessary knowledge, skills and attitudes to provide safe, competent Nursing care.

We believe community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

### Philosophy of Man and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psycho-social experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

### Health, Illness Health Care and Recovery

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems. We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing lifespan. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.

### Philosophy of Nursing

Nursing is a caring profession in which the Nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psycho-social, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of Nursing incorporates the use of the Nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate Nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The Vocational Nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the Vocational Nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician and/or registered professional Nurse.

### Philosophy of Nursing Education

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational Nursing education involves teaching Nursing theory, skills and attitudes that assist the students to assume responsibility and accountability as Vocational Nurses. The Nursing faculty uses a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experiences. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

### Philosophy of Teaching & Learning

We believe that learning results in a change in behavior that can be measured, and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a non-threatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex and involves active participation of both the student and the instructor. Ideally, learning is a life-long process.

*Adopted January 1, 1996. Latest version reviewed and approved May 2019*

### Conceptual Framework

The conceptual (organizing) framework of the Vocational Nursing Program at College of the Desert is derived from statements in the program philosophy relating to the human individual and society, health and Nursing. The philosophy and organizing framework provide guidance to the establishment of educational outcomes, course objectives, the sequencing of course content, and the program in general.

#### The Individual and Society

The individual is viewed as a unique holistic being with bio-psycho-social and spiritual needs. Individuals possess dignity and unconditional worth, have diverse values and beliefs, and have an inherent right to assume responsibility for development of their own potential.

The individual moves through the lifespan from conception to death, experiencing various needs at different stages. Individuals exist as a part of a family and world community in which they interact with and are affected by environmental situations.

## Health, Illness and Health Care Delivery

Health is viewed as a changing state on the wellness/illness continuum. As individuals progress through life, optimum levels of wellness can be achieved. Illness results when alterations occur in an individual's optimum state of wellness.

Alterations in optimum wellness may be viewed differently by different individuals. Individuals' perception of the alteration may affect their ability to function.

## Nursing

Nursing is a dynamic, caring profession in which the Nurse assists individuals to achieve their highest level of functioning. Nursing activities are implemented through the use of the Nursing process which involves assessment of basic physical, emotional, socio-cultural, and spiritual needs; planning care; implementation; and evaluation.

*Adopted January 30, 1996. Latest version reviewed and approved May 2019*

## Outcome Behaviors

Using the Nursing process, the graduate demonstrates the following competencies:

- Assesses basic physical, emotional, spiritual, and socio-cultural needs of clients using a variety of resources
- Contributes to the development of Nursing care plans, establishing priorities, and revising as necessary
- Provides safe, competent Nursing care using accepted standard of practice and making appropriate referrals
- Evaluates care to determine priorities, goals, and effectiveness of care
- Uses effective communication skills in Nursing role, in therapeutic relationships with clients and families, and in collaboration with members of the health team
- Assumes responsibility and accountability for managing one's own actions and care delegated to those with lesser preparation
- Practices within the scope of practice of the licensed Vocational Nurse
- Adheres to the Nursing Code of Ethics
- Seeks opportunity for continued professional growth and performance
- Advocates for health care consumers through political, economic and societal activities

*Adopted January 30, 1996. Latest version reviewed and approved May 2019*

SECTION III:  
PROGRAM  
POLICIES



## General Policies

### Student Handbook

The student handbook is to be used as a guide for all policies. All students are expected to adhere to the policies and procedures in this student handbook. Program policies are designed to facilitate fair and equitable treatment for all students enrolled in Nursing, Nurse assistant, and Allied Health programs. Further information may be found in the individual course syllabus. Students are expected to review the handbook at the beginning of each semester. Students are responsible for reviewing and abiding by the updated handbook and will be held accountable to the most current edition. The COD Nursing, Nurse assistant, and Allied Health programs adhere to all California State Board policies regarding patient care, safety, and conduct.

### Professional Conduct

The Nursing and Allied Health programs have a responsibility to maintain high professional standards. Professional behavior is an essential competency of the healthcare provider role. Student's performance, behavior, and professional conduct will be subjectively evaluated by the faculty and may result in academic failure of the course. Additionally, students are held to the Student Conduct Standards as outlined in the current COD Catalog. You may not represent yourself as a COD student without faculty consent in a healthcare facility. Please remember that your conduct as a student reflects upon you as an individual, on the healthcare programs, and COD.

### Unsatisfactory Performance and Program Dismissal

If at any time, a student's performance in a Nursing course is minimal or unsatisfactory, the following process will be initiated:

- The instructor will initiate a meeting to discuss the challenges with the student. A Performance Improvement Plan may be initiated at that time. Students will be provided a Student Success Plan for completion prior to meeting with the instructor. Occasionally a meeting with both the clinical and theory instructor will be necessary.
- Course faculty will determine if remediation is possible, based on their professional judgment.
- If remediation is possible, the instructor(s) and the student will jointly develop the Performance Improvement Plan which may include a referral for additional assistance. The Performance Improvement Plan may be composed of both required and optional strategies for improvement. Failure to meet the stipulations identified in the Performance Improvement Plan may result in failure of the Nursing course and inability to progress in the Nursing program.
- If remediation is determined to not be possible, the faculty member will discuss the student issue at a closed faculty meeting. Faculty will determine course of action and the student will be notified by the full-time instructor. The student may receive a failing grade in the course and may face disciplinary actions up to and including dismissal from the Nursing program without eligibility to reinstate. Please see the reinstatement process for further details.

The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the client in physical or emotional jeopardy or requires an inordinate level of supervision to ensure patient safety.

Display of any of the following behaviors will result in academic failure and immediate removal from the program. These safety violations will result in ineligibility for reinstatement. These behaviors include:

- Performing invasive procedures outside of the scope of practice and/or without appropriate supervision
- Administering medications outside the scope of practice and/or without appropriate supervision
- Endangering the public
  - Removing a patient from a facility for any reason, regardless of facility policy, clinical site/staff request or clinical care plan.
  - Utilizing lab equipment outside a practice environment
- Breach of confidentiality
- Client abandonment
- Expressions of anger or hostility directed towards clients or others.
- Attempting, threatening, or placing a client or other, in physical or emotional jeopardy.
- Behavior consistent with or being under the influence of the use of controlled substances, alcohol, or any intoxicant.
- Violation of HIPAA

Patterns of behavior deemed unsafe, as determined by the professional judgment of faculty, may result in academic failure and may result in removal from the program. Safety violations will result in ineligibility for reinstatement. These behaviors include, but are not limited to:

- Failure to follow your clinical instructor's recommendations or directions.
- Insubordinate attitude or profane language or behavior with the intent to disrupt, malign, harm, or discredit program faculty or staff
- Entering patient care areas without faculty approval.
- Unable to effectively communicate with the health care team or patient in the English language.
- Failure to comply with the chain of command
- Falsification of clinical paperwork.
- Violation of the ANA Code of Ethics.
- Behavior incompatible with the role of the professional Nurse.
- Unsafe performance of previously learned skills
- Medical error in which the student is at fault as evidenced by circumventing safety guards, not applying basic learned skills, or neglect.

- Dishonesty. (Ex: cheating, lying, stealing, plagiarism either within the semester or throughout the program)
- Violation of program policies and/or college policies
- Recording an instructor without permission.
- Recording exam review sessions

Failure of a course will result in remediation which will take place during the school break prior to reinstatement. Should a student withdraw from or fail a Nursing course, the following process is in place to help the student identify the problem area(s) and develop a plan to remediate back into the program successfully. Students can request to repeat a Nursing course one time.

- The student should schedule a meeting with the lead faculty.
- The student will schedule a meeting with the Nursing counselor for an exit interview and discussion regarding reinstatement procedures.
- A petition for reinstatement is required if the student:
  - Received a theory grade of <75%
  - Received a clinical paperwork grade of <85%
  - Failed clinical due to inability to meet every single clinical objective for the clinical setting as per clinical evaluation tool.
  - Received less than a 100% on the third attempt of a medication competency assessment in any semester.
  - Withdrew from any Nursing course and obtained a “W” grade for any reason.
  - Students who need to withdraw for personal reasons or circumstances (illness, injury, pregnancy or an emergency situation).
- Students will be notified on the last week of the semester as to their request for reinstatement. Reinstatement is contingent on completion of a remediation plan.
- Remediation is for readmission which is not guaranteed.
- A remediation plan will be communicated to the student at least four (4) weeks prior to the intended semester of reinstatement.

### Communication

- Faculty, staff, and Administration will be addressed professionally by title, and in a professional and courteous manner.
- Appointments should be made directly with faculty.
- Appointments for the Dean, Director of Nursing, or Nursing Counselor should be made by contacting the BNC office.

### Electronic Communication and Devices

- Electronic devices, e.g., cell phones, tablets, etc., are only permissible as they relate to the learning environment. The learning environment is defined by the instructor.

- Photograph and video recording is only permissible as it relates to the learning environment.
- Photos/video recording in any clinical setting for any reason is not permitted
- Recording by any method, at any time, is by permission of the instructor only.
  - Recording of lectures may be limited to students with documented learning accommodations.
  - Recording of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.
- Recording devices provided through the Disabled Student Services and Programs (DSPS) office are to be utilized during lecture only. These devices are prohibited in the clinical settings. Students are prohibited from recording any portions of test review or meetings with instructors. Students may refer to the DSPS contract for more details.

### MyCOD email

All students are provided with a “MyCOD” e-mail address. Communication with students occurs through this site. Students are required to view their “MyCOD” e-mail site daily.

### Learning Management System (LMS)

Canvas is the college-wide learning management system (LMS). Orientation to Canvas is available on the college [website](#). It is the student’s responsibility to check Canvas for updates to course materials or communication on a daily basis.

### Social Media and Public Communication

Students who choose to communicate via social networking sites are held solely responsible for its content. Inappropriate or unprofessional postings may jeopardize a student’s status in the program. Students may not utilize any college or program branding (i.e., logos, banners, and name) for social media accounts and/or pages. All students are invited to join the official Student Nurses’ Association (SNA) Facebook page.

**HIPAA and Patient Privacy:** Always protect patients and their confidential information and follow all applicable policies. Never disclose any identifying or medical information on social media including photos.

**Harmful Post:** If you post complaints or criticism about COD, fellow students, instructors, clinical sites, and/or clinical experiences, depending on what you say, you may violate policies or laws against harassment, bullying, intimidation, defamation or creating/contributing to a hostile environment. Write your statements carefully and avoid words that could be viewed as malicious, obscene, threatening, or harassing.

Students are prohibited from posting public comments/reviews regarding clinical facilities (i.e., Yelp, news media, social media, or any review sites).

**Clinical/Class Time and Posting:** Social networking actives are allowable only on non-clinical/class times including breaks and lunch.

General Suggestions/Requirements: Your posts are a reflection of you, COD, and the profession. Before you post:

- Take a moment to consider if your post might lessen the community's trust in our ability to serve them (e.g., "I'm sick at clinical today", "my patients annoy me", "the patient liked me better than the Nurse" etc.).
- Remember it is never appropriate to comment negatively about our patients or our patient population.
- "Selfies" (photos that you take of yourself with your smart phone) are generally not appropriate at the clinical site.

Reporting Issues: If you have seen something that you think violates the department's Social Media Policy, please contact your instructor immediately.

Students are advised to visit the [National Council of State Boards of Nursing](https://www.ncsbn.org/347.htm) (NCSBN), <https://www.ncsbn.org/347.htm> for the latest guidelines and to view a brief video on healthcare providers and social media usage.

### Academic Dishonesty

Academic honesty is a cornerstone of the educational community. Plagiarism and cheating are characteristics of unprofessional behavior and are considered academic dishonesty and may lead to dismissal from the program. Therefore, students are expected to understand the standards of academic honesty as they pertain to students' behaviors. Students must acknowledge sources that are used for completing classroom assignments. Sharing information regarding simulation scenarios, skills testing, or other forms of evaluation are unprofessional and considered academic dishonesty. Refer to the current COD catalog for more examples of academic dishonesty.

COD has a long-standing policy that prohibits cheating and plagiarism; therefore, students in all classes are expected to do their own work. Any incident of cheating, plagiarism or other dishonest activity will jeopardize reinstatement and/or continuation in the program.

### Plagiarism

Any plagiarized work shall receive a failing grade for the assignment and may result in failure from the course based on violation of the Code of Ethics for Nursing. Furthermore, disciplinary action as described in the COD College Catalog may also occur. All approved group assignments must include the names of all contributors. Resources for citation assistance can be found through the [COD library](#) and the [COD TASC writing center](#). Examples of plagiarism include failure to acknowledge and cite the work of others both in-text and through references. Students should be aware that citation of a source does NOT give permission to copy statements directly, this is an example of plagiarism. Please see the above-mentioned resources for information on how to directly quote authors.

## Cheating

Students identified as cheating on any course work shall be given a “0” grade for that assignment/exam without opportunity for make-up, may fail the course without eligibility for reinstatement, and may result in disciplinary action as described in the COD College Catalog.

## Academic Schedule and Work Recommendations

Due to the fast pace and heavy academic demands required by the programs, the faculty recommends that students avoid employment in excess of 12 hours per week. Clinical and/or theory schedules are subject to changes each semester. Therefore, students’ personal commitments must remain flexible to accommodate scheduling requirements throughout the program.

A student may not work a night shift prior to a clinical day. Night shift is considered between 10 p.m. and 6 a.m. Students may be sent home for perceived unsafe behavior due to lack of sleep.

## Clinical Placement

Experience is provided in a variety of health care facilities including hospitals, Nursing homes, and clinics. College of the Desert has an affiliation agreement with each of the facilities where students are placed. Students and faculty are subject to the general policies of each institution. It is recommended that students rotate through all clinical facilities throughout the program. Students should anticipate the need to occasionally change clinical schedules in order to meet clinical objectives. For students working in local facilities, they may not complete clinical assignments on their work unit.

Clinical assignments will be scheduled over a variety of hours and days of the week in order to accommodate the needs of a large group of students and at the same time not over burden any particular healthcare facility. Faculty input will guide student placement in clinical sections. Students will be expected to accept whatever clinical sections are available and should be prepared to schedule their private lives to accommodate classes that occur at least four days a week.

## Health Teaching Guidelines

The Nursing Program recognizes client and family health teaching as an important part of the student’s experience and an integral portion of the curriculum. Health teaching needs are to be identified by the student and reviewed with the instructor *prior* to implementation. New data, in particular, should be discussed with the instructor before the initiation of the teaching.

## Patients with Infectious Diseases

All students will be assigned to care for patients with infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will wear face protectors in situations where contact with body fluids is a possibility. Students will maintain current immunization status during program entirety.

## HIPAA

Students are involved with the complete personal care of clients in many facilities. Communication (verbal, electronic, or written) about clients and/or clinical experience that reveals

any Patient Health Information (PHI) is a direct violation of privacy and confidentiality regulations and client rights. Any documents containing PHI may not leave the clinical facility. Removal of documents from facilities will result in a safety violation and removal from the program. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For further information about HIPAA Guidelines visit the [Human Health Services](https://www.hhs.gov/hipaa/for-professionals/index.html) website. <https://www.hhs.gov/hipaa/for-professionals/index.html>

### Student Educational Records

Individual student educational records are maintained for all students in the Nursing and allied health programs. Contained within the education record may be: program application(s); unofficial transcripts; selection process worksheet(s); medical forms, immunizations, and CPR verification(s); signed verification of handbook receipt; confidentiality agreement(s), learning contracts; clinical evaluation tool(s); and any other correspondence pertinent to the individual student. A copy of your COD photo ID will be placed in your student record for identification purposes.

**Please note:** It is the student's responsibility to retain original copies of all documentation for their own use. The Health Science and Education department office will not make file copies of any documents submitted for the student's educational record. The office will NOT fax, mail, or provide in any other way copies of immunization records, titers, TB skin tests, physical examinations, CPR cards, or any other information required for program entrance or progression. Any student has the right to review his/her educational record. To do so, the student submits a signed and dated written request to review the record and makes an appointment through the Administrative Assistant (760) 568-3093 with the Director of Nursing. A date to review the record will be established within the subsequent fifteen (15) school days. The Director of Nursing or designee will remain with the student during the file review.

### Change of Address

It is the responsibility of the student to inform the Administrative Assistant (see Appendices) and the Office of Admissions and Records in writing of any change in address, telephone number, or email so that our student records are accurate. This enables us to contact you if the need arises, or in case of an emergency.

### Emergency Notification

Emergency notification for students is accomplished by contacting the Nursing office staff at (760) 773-2579 or (760) 568-3093, who will then contact the student/instructor. After hours and on weekends you may contact Campus Security at (760) 341-2111.

### Student Requests for Reference

Students requesting a reference for employment or scholarship opportunities are to obtain a reference form in person from the Nursing Department office. Reference forms will not be mailed, faxed, e-mailed, or otherwise obtained, but must be procured in person.

**Exception:** Students who have previously signed a reference release of liability may request via email only when school is in session.

- The student will complete the top portion of the Reference form only.
- The reference form must be completed at the time it is obtained.
- Students must indicate the facility/person/address the reference will be addressed to.
- Students must use this form to acknowledge that he/she gives permissions for the faculty member to write about their theory and/or clinical performance.
- Blank forms are not to leave the Nursing Department under any circumstances.
- It is the student’s responsibility to allow at least ten (10) school days for faculty to complete reference forms.
- Individual faculty will complete only three (3) reference forms per student.

### RN Student Request for Board of Registered Nursing (BRN) Character Letter

Nursing students requesting a BRN character reference must submit a letter to full time Nursing faculty no later than week four (4) of the final semester of the program (Nursing 4). The student should plan on requesting an appointment to discuss the issue of concern with the faculty member at a mutually arranged upon time. The faculty member will bring the request for the reference to the Nursing Faculty at the next scheduled RN Program meeting. The faculty members will respond to the Nursing student of the intent and distribution of the letter to the Board of Registered Nursing.

Students are notified, during new student orientation, of the impact that criminal background issues may have on licensure. Students are encouraged to discuss any criminal background issues with Nursing counselor prior to beginning a two-year program that may end in difficulties with licensure from state board agencies. The Nursing Students receive instruction in the third semester on the process required to obtain a reference of character letter. Students should visit the California [BRN website](https://www.rn.ca.gov/) for details on needed disclosures. <https://www.rn.ca.gov/>

*Note:* Any student requesting future letters of reference for employment will be required to obtain those from a full-time faculty member.

Process:

<b>Criteria</b>	<b>To be completed in:</b>
<b>DURING THIRD SEMESTER OF THE PROGRAM</b>	
The student will review the requirements for prior convictions and disciplinary actions on the California Board of Nursing website.	<b>N003A</b>
The student will request a meeting with the Nursing counselor regarding a BRN character letter. Students will be made aware of BRN process, expectations and informed of documentation needed for submittal with NCLEX-RN® application	<b>N003A</b>
<b>DURING FOURTH SEMESTER OF THE PROGRAM</b>	
The student will meet with the Nursing counselor for review of disclosure letter. A waiver will be signed at that meeting allowing faculty to discuss the student’s academic standing and performance in the program.	<b>N004 by week 6</b>



<b>Criteria</b>	<b>To be completed in:</b>
The student will meet with one full time Nursing faculty member whom they feel comfortable sharing their past history. The student will bring a copy of their disclosure letter for the faculty member	<b>N004 by week 8</b>
The student will keep the Nursing faculty member abreast of when they submit their application to the BRN and of the assigned application number. This assigned application number will be placed on the character letter for direct association to the student.	<b>N004</b>
The student's performance will be discussed at a closed faculty meeting. Discussions will revolve around the following criteria: Overall performance, patient safety, caring behavior, professional communication, professionalism (attitude, dependability, reliability, attendance, punctuality), and leadership qualities.	<b>N004 by week 10</b>
All full-time faculty present at that meeting will provide a 'general' recommendation and any helpful comments for the student "Character Reference" for the chosen faculty member to be able to communicate in the form.	
Upon the time of NCLEX application, the faculty will provide the student with a digital letter for upload to the BRN with NCLEX-RN application.	<b>N004 by week 14</b>

### Visitors, Guests, Children, Etc.

Students are not allowed to bring guests, children, or friends to class, clinical settings, or lab experiences. These individuals are not covered by campus insurance and thus create potential liabilities. In addition, visitors and children brought to class, clinical, or lab settings are disruptive to other students.

### Copies

Copy machines are available for student use, for a fee, in the BNC lobby and the Palm Desert and College of the Desert Libraries. The BNC office and faculty will not make nor provide copies of any student-related materials.

### Valuables

COD and clinical agencies are not responsible for loss of valuables, including textbooks. We recommend that all books and class materials be marked with your name. All 'found' items are sent immediately to the Lost and Found located in the Security office on campus.

### Food and Drinks in the Classrooms and Labs

Food is not allowed in the classrooms or labs. Covered drinks (according to school policy) are allowed. No drinks will be allowed near electronic equipment (covered or otherwise). Food and drink are strictly prohibited in the skills labs.

### Student Grade Grievance Policy

Please see the [COD catalog for student grade grievance policies](http://catalog.collegeofthedesert.edu/what-are-the-academic-standards/grading/grade-grievance/). Students removed from the program for safety violations should follow the grade grievance policy outlined in the COD college catalog (Levels 1, 2, and 3). <http://catalog.collegeofthedesert.edu/what-are-the-academic-standards/grading/grade-grievance/>

### Evaluation of Courses and Instructors

Students will have the opportunity to evaluate each course formally with a structured online evaluation each semester. Course evaluations are anonymous and are sent via COD email through a survey platform for student completion. Students type their individual responses to the course evaluation survey questions. The compiled results are sent to the Dean of Health Sciences and Education or the Director of Nursing and faculty for review. Recommendations from student feedback are considered by the faculty.

Students may have the opportunity to evaluate their course instructors during the individual instructor's evaluation time period. These evaluations are anonymous, and responses to the instructor evaluations are typed prior to being sent to the Dean and the faculty for review.

Constructive feedback and comments are encouraged; any/all unprofessional comments will not be considered. Individual critiques of the program or instructors will not be considered unless written and signed.

### Student Representation on Committees

Students are encouraged to participate in the college governance structure and take part in the student legislature. In addition, students are asked to select representatives to the School of Health Sciences and Education and Nursing program faculty meetings where they will have opportunity to address student concerns. Student participation at these meetings is critical to implementation of a Nursing program that is responsive to student needs. Students are a non-voting member at the faculty meetings.

The schedule of School of Health Sciences and Education and Nursing program meetings will be posted each semester on the website.

### Injury Protocol

The injury protocol and incident report form can be found in the appendix. If you have been injured, please notify your instructor as soon as possible for assistance in following the required injury protocol procedure.

### After RN Program Completion

For a variety of reports and records, the program needs information regarding your employment and/or further education. Additionally, 6 to 9 months after graduation you will receive a program satisfaction survey by email. We greatly appreciate and need your participation and cooperation in completing and returning the surveys as requested.

## LVN to RN Advanced Placement

LVN to RN advanced placement students will be required to take an OB/Peds/Medical surgical challenge exam. Students who obtain a grade of 75% or above will be considered for advanced placement into semester 3, if space is available. Students not passing the exam will be placed into semester 2 if space is available.

## Title IX

Any student who is accused and under a Title IX investigation or criminal investigation will be removed from the program until the investigation is complete and charges are found unwarranted. Once charges are found unwarranted or dismissed the student will be reinstated and placed in the next available semester.

## Invasive Procedures and Medication Administration

Any invasive procedure or medication administration for 1<sup>st</sup> year RN students and all levels of VN students must be done under the direction and supervision of your Clinical Instructor.

2<sup>nd</sup> year RN students must have Clinical Instructor permission to perform invasive procedures or medication administration with assigned Nurse.

Invasive procedures are defined as: A medical procedure that invades the body by puncturing the skin or inserting instruments into body cavities. Examples: Indwelling Catheter insertion, IV catheter insertion, Nasogastric/orogastric tube insertion, etc.

Medication Administration is defined as any administration of a prescribed medication to a patient. For the safety of the public, medication administration will be conducted in a distraction free environment as much as can be provided in the facilities.

## Dress Code

The student uniform is to be worn only when functioning in the capacity of a College of the Desert student and not in any instance when the student is the employee of a health care facility or agency. The student uniform is exclusive for the clinical setting and is not to be worn in public places.

The faculty believes that proper appearance is integral to professionalism and the role of the healthcare provider. Therefore, the following dress standards have been developed:

- Student dress and grooming will reflect the policies of the program, the technical requirement of the task, and the positive image of the programs.
- Students are to appear for clinical properly dressed and groomed rather than adjusting after arriving.
- Students who are dismissed from an assigned clinical experience as a result of inappropriate dress and/or grooming will be considered absent and subject to the provisions of the Attendance Policy.

## Uniform

Students in the nursing programs at COD wear a designated uniform. Students will purchase the most current approved uniform sets. Information on the uniform is provided during program orientation.

- The uniform shall be freshly laundered, pressed, without stains, and in good repair
- Alterations of uniforms are required to ensure proper length of pants & fit of uniform.
- Undergarments are not to be visible.
- Students may not wear scrubs directly from a clinical facility to the campus skills lab or computer lab.

## Practice Lab and Instructor Assisted Lab Uniform (Exceptions noted below)

- During HS-300 lab, nursing students may wear appropriate classroom attire with a COD uniform lab jacket, or Nursing polo shirt with the other uniform dress code requirements being met.
- Students are prohibited from wearing the following items while in the lab setting: Excessively tight, revealing, or baggy clothes, including bare midriffs and cleavage exposure, open toed shoes, visible tattoos, etc.

## RN Clinical Uniform

- RN Students are required to have two clinical uniforms
- COD Nursing Program navy blue scrub top and bottoms from approved vendor
- Socks should be white and cover all areas of skin standing and sitting
- Standard cleaned and polished white Nurse's shoes are required. Clogs with heel exposure, athletic shoes, canvas shoes, or sandals may NOT be worn with the uniform. Footwear must be approved by your instructor. Closed toed shoes are required at all times in the skills lab and at clinical sites.
- Plain white pullover shirts may be worn under uniform tops for warmth. No lab coats, sweatshirts, hoodies, or coats may be worn. Official COD clinical jackets may be purchased and worn over COD uniform tops.
- COD Nursing Student Badge

## RN Skills Lab Uniform

- COD Nursing Program Polo
- Closed toed shoes
- Appropriate length shorts or pants
- COD Nursing Student Badge

## RN Community Uniform

- RN students are required to have one community uniform
- COD Nursing program polo and black slacks

- Black closed toed shoes and black socks
- COD Nursing Student Badge

### VN Clinical Uniforms

- COD Nursing Program white scrub top and navy-blue bottoms from approved vendor
- Plain white pullover shirts may be worn under uniform tops for warmth. No lab coats, sweatshirts, hoodies, or coats may be worn. Official COD clinical jackets may be purchased and worn over COD uniform tops.
- Tops should be kept closed to a modest level.
- Standard cleaned and polished white Nurse's shoes are required. Clogs with heel exposure, athletic shoes, canvas shoes, or sandals may NOT be worn with the uniform. Footwear must be approved by your instructor. Closed toed shoes are required at all times in the skills lab and at clinical sites.

### Nursing Assistant Clinical Uniforms

- COD Nursing assistant program white scrub top and white scrub pants from approved vendor.
- Plain white pullover shirts may be worn under uniform tops for warmth. No lab coats, sweatshirts, hoodies, or coats may be worn. Official COD clinical jackets may be purchased and worn over COD uniform tops.
- Students are also required to purchase the school badge which is worn on the left shoulder sleeve.
- Tops should be kept closed to a modest level.
- Standard cleaned and polished white Nurse's shoes are required. Clogs with heel exposure, athletic shoes, canvas shoes, or sandals may NOT be worn with the uniform. Footwear must be approved by your instructor. Closed toed shoes are required at all times in the skills lab and at clinical sites

### Grooming

Students will be clean, free of odor and strong fragrances (e.g. bad breath, cigarette smoke, perfume) and well groomed.

### Hair

- Hair will be neat, clean, controlled, and secured so as not to interfere with client care.
- Mustaches, beards, and sideburns must be neatly trimmed.
- Hair color must be within the realm of genetic possibility.
- Hair must be pulled back away from the face and up off the collar.
- No multi-color hair clips or decorative holders are allowed in the clinical setting

### Nails

- Nails must be short and clean.
- No nail polish may be worn.

- The wearing of artificial acrylic/gel nails, or anything requiring UV light is prohibited while providing patient care.

### Make-up

- Make-up will be subdued.
- False eyelashes are prohibited.

### Jewelry

- One ring in the form of a plain wedding-type band will be permitted.
- Only one pair of stud earrings will be permitted.
- No earring allowed in any area of the ear except the lower earlobe.
- Other visible piercings are not allowed.
- No body jewelry may be worn in pierced areas other than the lower outer earlobe.
- Tongue jewelry may not be worn in the clinical setting.

### Tattoos

- Tattoo coverage is required.
- Tattoo coverage must be maintained with clothing items under dress code standards. Bandages, “sleeves”, etc. are an infection control risk and are not permitted.

### Gum

- Gum chewing is not permitted in clinical or skills lab areas.

### Photo ID Badges

- Photo ID badges must be worn by all Nursing students in the classroom, Nursing skills, lab, and in the clinical setting at all times.
- Clinical facilities may provide an additional ID that must be worn while in attendance at the agency.
- Clinical facility badges must be surrendered at the end of the semester.
- Clinical facilities may bill a student for IDs lost or not returned.
- COD may put a hold on your account for badges not surrendered upon departure of the program.

### Equipment Standards

All Nursing students are required to have their own Nursing equipment. A pocket organizer may be used but must be white.

- Stethoscope should be worn in a manner that secures them to your body or in a pocket to avoid injury to clients or contamination of a sterile field. They must include ability for low and high-pitched sounds.
- Bandage scissors
- Penlight
- Kelly clamps (RN students only)
- A watch with a second hand

In addition to nursing equipment, students will purchase a Nursing kit each semester appropriate to the semester enrolled that includes lab equipment for open skills practice. Costs for the Nursing kits can be found in the COD college catalog.

## Attendance

Attendance is integral and critical to student success in any program. Attendance and punctuality reflect professional accountability. The attendance policies of the programs apply to all students in accordance with the COD college catalog and with the governing body of each program. A student is expected to attend all sessions of the classes (theory, skills lab, or clinical) for which they are registered, be on time, and when absent, notify their instructor and obtain any missed information from fellow students.

Students may be required to attend clinical on days and times that the student is not usually scheduled. Successful completion of the clinical portion of each course is based on student performance according to established clinical objectives. These rescheduled clinical experiences will be used exclusively for situations that result in loss of clinical experiences due to clinical site restrictions. These rescheduled clinical experiences will not be used for make-up due to a student's illness, a need for remediation, or a loss of clinical days due to student inability to meet deadlines imposed by clinical agencies

### Nursing Assistant Program Attendance Policy

Due to the short duration of the Nursing Assistant program, **no absences are permitted in the theory or clinical setting**. An absence in either theory or clinical will result in failure of the course.

Students must contact the instructor before the start of theory/clinical when it has been determined that they will be tardy to class.

### General Attendance Policies

- Specific attendance guidelines may be outlined in the course syllabus.
- Non-attendance on the first day of theory and/or clinical may result in being dropped from the class
- Full and prompt attendance at clinical and theory is expected and mandatory. Patterns of absences and tardiness will be monitored in each course and through the program
- It is the student's responsibility to contact their instructor regarding any absences or tardiness. All instructors have voice mail and email options.
- Do not give messages to other students for the instructor.
- If absences mean that a student is unable to meet clinical objectives, failure of the course will result.
- The California State Boards require that clinical is taken concurrently with theory. A student who has failed clinical or dropped the course may not continue to attend theory or clinical.

- The COD Nursing programs abide by the attendance policy outlined in the college catalog in conjunction with California State Board requirements.

### Theory Attendance

- Excessive class absences, defined as more than the number of time ‘class’ meets per week, will result in the student being dropped from the course resulting in failure of the course.
- Absences must be reported to the instructor prior to the start of the class meeting.
- Students who miss more than fifteen (15) minutes of class will be considered absent from the class.
- It is the student’s responsibility to obtain any missed information from fellow students.
- Faculty may require make-up for a missed theory class.

### Clinical/Lab Attendance

- A maximum of two missed clinical days per nursing course must be made up in the skills lab or on a clinical make-up day arranged by the faculty member. Made up days still count as absences. Students in courses that only meet one day per week may only miss one clinical day for the semester.
- The make-up assignment for RN program students, may include, but not limited to: a recommendation for customized practice hours in the open skills lab; one or more case studies, simulation, a research or other paper or project that is clinically focused (focuses on patient care issues) and is comparable in complexity and time for completion to one day on the clinical unit (one day for each day of missed clinical).
- Make-up assignment for VN program students will include skills lab, simulation, or other clinical hours only as per state board regulations.
- Failure to make up clinical days as assigned will result in the student being dropped from the course.
- Students who miss more than fifteen (15) minutes of clinical or miss shift report will be considered absent from the clinical.
- The state boards require that clinical is taken concurrently with theory. A student who has failed clinical or dropped the course may not continue to attend theory or clinical.
- If absences mean that a student is unable to meet clinical objectives, failure of the course will result.
- A statement by a physician (or other primary care provider) may be required for a student to be eligible to return to clinical after injury, illness, or pregnancy issues that may affect their ability to perform at the level of the core performances standards.
- Orientation to the clinical facility is critical to your ability to perform. Absence from orientation may necessitate withdrawal from the course.

### Limitations in Clinical Practice

Students who develop conditions that may result in their inability to meet Core Performance Standards must notify their clinical instructor in writing immediately.



Students must follow the policy of the health agency to which they are assigned regarding clinical practice restrictions due to illness, injury, or pregnancy. If modification in assignment is required due to illness, injury, or pregnancy, it is the responsibility of the student to notify the instructor first, and the Nursing Program Director by means of a written note stating the exact restrictions in activity. Students are expected to follow the directions of their physician involving limitations in clinical activities. All efforts will be made by the program to place the student in an acceptable clinical setting. Modifications are not to interfere with meeting clinical objectives.

## Nursing Programs Grading and Evaluation

### Theory

- It is the policy of the department that grades not be rounded. In order to pass the course, a full 75% of the course grade must be achieved.
- A student must earn a 75% or better in the theory portion of the course and pass clinical in order to progress to the next semester.
- Theory grades are calculated on a rating system in the following manner:

A	90%-100%
B	80%-89%
C	75%-79%
D	65%-74%
F	64% or below

### Clinical

#### Clinical:

- Clinical is pass/fail.
- In order to receive a passing grade in clinical, the student must meet all of the following criteria:
  - Must meet all clinical objectives in all areas of the clinical evaluation tool by the end of the semester.
  - Must obtain a cumulative score of 85% or better on all required clinical learning activities.
  - All learning activities must be completed in order to pass clinical. Incomplete or missing work results in a clinical failure.
- Clinical evaluation is based on performance in the clinical setting, the skills laboratory; skills check-off, and required written work.
- Students must pass clinical as well as theory in order to progress to the next semester.

## Testing

Testing is designed to measure student's knowledge and psychomotor skills for safe entry-level practice and to evaluate critical thinking skills.

## Examinations and Quizzes

- Exams and quizzes are not limited to only multiple-choice and may include different formats.
- Exams are given in class according to the course calendar.
- Quizzes may be given at any time during the lecture session.
- Students absent on the day of a quiz shall receive a grade of zero. There will be no make-up opportunities for a missed quiz.
- Students may be assigned seating during exams and quizzes.
- A scantron may be required. Students are responsible for providing their own scantron which may be purchased at the COD bookstore.
- Faculty reserve the right to video record students during examinations.
- Discussion of information about test items, answers, or questions is a violation of academic integrity and may lead to removal from the program.
- Students may not engage in disruptive behavior at any time during the exam.
- If a student needs the instructor's attention for any reason, the student must raise their hand.
- Students are required to have all sign-on codes/passwords and be computer literate before coming in the testing room.
- Tampering with the operation of the computer or attempting to use it for any function other than taking an exam will earn the student an automatic dismissal from the exam and possible dismissal from the program.
- Once finished with the exam, students must leave the testing room and immediate outside walkway and keep their voices to a whisper.
- Only approved four-function calculators may be utilized in taking exams and/or quizzes and will be provided by the instructor.
- RN students are allowed 90 seconds per question in the first year of the program; 75 seconds per question in the second year of the program.
- Time limits for VN exams will be defined by the instructor and strictly enforced.
- Time limits will be strictly observed. Students observed working beyond the time limit will receive a zero on the assessment and may fail the course on grounds of academic dishonesty.
- A student will receive a grade of "0" with no opportunity for make ups and may result in disciplinary action as described if the student:
  - Writes a crib/cheat sheet (answers to questions written on anything before, during, or after the exam)
  - Removes the exam from the classroom at any time
  - Records any discussion of test questions or answers.
  - Receives answers from other students
  - Utilizes any unapproved resources
  - Takes any copies or digital copies/photos of any exam

- Phones must be powered down.
- Students must place all personal belongings at the front or side of the classroom, as designated by the instructor.
- Personal items will not be permitted at the student desk. Personal items include, but are not limited to:
  - Any electronic device
  - Bags/purses/wallets
  - Books/study material
  - Cameras of any kind
  - Coats/hats/scarves/gloves
  - Food
  - Watches
  - Lip Balm
- Final examinations are given during final exam week.
- Final examinations may not be taken early

### Make-up Examinations

- Students who are ill or have an emergency that prevents their attendance at a scheduled examination must call the instructor prior to the scheduled examination.
- Students are required to contact the instructor administering the exam on the same day of the exam to request a make-up exam.
- Make-up examinations are administered at the discretion of the instructor. The instructor may require documentation.
- Make-up examinations will not be given later than one week from the scheduled exam unless an unusual or extenuating circumstance exists.
- The instructor may choose to administer an alternate exam.
- Five percent (5%) may be deducted if the make-up exam is taken one day after a scheduled exam. Ten percent (10%) per day may be deducted from the total thereafter.
- Final examinations are given during final exam week.

### Test Review

- It is each individual instructor's decision as to whether or how a test review will be given.
- No test review or exam results will be given until all students have completed the examination.
- Any question concerning a test score must be brought to the attention of the instructor within one (1) week of the examination date.
- It is not program policy/philosophy to discard test questions solely on the basis of student arguments.
- Review of exams must take place within two (2) weeks of the exam. Analysis of test-taking and study skills can be discussed with the instructor at this time.
- Exams may be reviewed only one time.
- Review of final exams is against program policy.

## Medication Competency Safety Assessment

Prior to administering medications in the clinical setting, students must first pass a Medication Competency Safety Assessment with a score of 90% or better. This assessment covers material previously taught. If need be, students may repeat this assessment two additional times (maximum of three). No student may pass medications until this assessment is successfully completed with a score of 90% or better on attempt one, 100% on attempt two or three. Not administering medications in the clinical area will result in the student's inability to meet the clinical objectives. Points recorded will be from the first attempt and are included in the clinical portion of the course and not calculated into the final theory grade.

## Integrated Testing

Integrated Testing is an online, comprehensive testing and review program in which all RN and VN students participate. The assessment exams are designed to provide students with various learning tools and written feedback to help guide them in course content review, for identifying strengths and challenges pertaining to specific content areas, to improve test-taking abilities, and ultimately, to successfully pass the NCLEX® examination for professional licensure. The assessment evaluates knowledge in relation to the Nursing judgment process, critical thinking, therapeutic intervention, communication, and competency skills and are written from the NCLEX® blueprint at the application level. Students will be involved in taking proctored exams this term and will have access to numerous non-proctored exams for NCLEX® preparation.

## Assignments

- All assigned papers are due by the assigned due date at the beginning of class.
- No late papers will be graded. A grade of zero ("0") will be assigned to that paper. All work must be turned in to complete the objectives of the course.
- All approved group assignments must include the names of all contributors.
- All nursing program assignments must be cited, according to current editions of American Psychological Association (APA).
- Written assignments will be evaluated on format as well as content. They should:
  - Be in APA format (current edition).
  - Be on standard-sized paper (8-1/2" x 11")
  - Have a proper title page.
  - Be typed, or computer-generated.
  - Be written on one side of the paper only.
  - Have correct spelling, grammar, and sentence structure.
  - Have all documentation in a standard format.
  - Follow guidelines provided for the assignment.
  - Have pages fastened/stapled together prior to submission to instructor or office personnel.
  - 3-ring binders or any other type of presentation binder that is larger than 8.75" x 11.5" are not allowed to be used for turning in assignments at the Barker Nursing Complex reception counter for relay to instructors.

- Nursing Care Plans can be completed on the forms provided.
- Students are expected to follow specific guidelines provided in each syllabus regarding other assignments.
- Review of assignments must take place within two (2) weeks of submission.

## Student Evaluations

All students will be kept apprised of their performance in both the theory and clinical components of all Nursing courses.

### THEORY:

An instructor may initiate a Theory Performance Improvement Plan (PIP) at any time during the semester when academic performance or classroom expectations are unsatisfactory. Students will be provided with and will complete the Student Success Plan prior to meeting with the instructor. At the time of meeting the instructor and the student will discuss the issue(s) and jointly develop strategies for improvement. Failure to meet the stipulations identified in the PIP may result in failure of the Nursing course and inability to progress in the Nursing program.

### CLINICAL:

All Students will receive written evaluations of their clinical performance during conferences with their clinical faculty at mid-term and at the end of the semester. Mid-Term and Final evaluations are signed by both the student and instructor and placed in the student's file.

### Unsatisfactory or Minimal Performance in Theory or Clinical

If at any time, a student's performance in a Nursing course is minimal or unsatisfactory, the instructor will initiate a meeting to discuss the challenges with the student.

Students will be provided with a Student Success Plan for completion prior to meeting with the instructor.

Occasionally a meeting with both the clinical and theory instructor will be necessary.

Course faculty will determine if remediation is possible, based on their professional judgment. If remediation is possible, the instructor(s) and the student will jointly develop the PIP that may include a referral for additional support.

The PIP may be composed of both required and optional strategies for improvement.

Failure to meet the stipulations identified in the PIP by the designated date may result in failure of the Nursing course and inability to progress in the Nursing program.

If remediation is determined to not be possible the student will receive a failing grade in the course and may face disciplinary actions up to and including dismissal from the Nursing program without eligibility to reinstate.

### Outline of Process for Minimal or Unsatisfactory Performance in Theory or Clinical Setting

- Problem identified by Faculty and student notified of deficit. This may be done by verbal or written feedback.
- Student meets with Course Instructor for completion of PIP. Clinical Instructor may be present at this meeting. Student must complete Student Success Plan prior to this meeting.
- PIP created with referrals as needed (which may include the Remediation specialist, Skills lab, SIM, online modules, writing center, ESL, etc.). An agreed upon completion date will be instituted which it is the student's responsibility to complete all required elements of PIP by deadline. Failure to meet the deadline as specified may result in failure of the course.
- The Course Instructor and student will meet after the completion date to discuss any further needs. If no further needs are identified, then the student will continue without any further PIP. If further deficits remain a new PIP or Student referral may be created with a new completion date.
- The student and course Instructor will continue to meet until it is deemed the student is unable to fulfill required course and/or clinical objectives as outlined in the syllabus.
- If the student continues minimal or unsatisfactory performance or is unable to fulfill the course and/or clinical objectives, they will receive a PIP regarding danger of failing due to inability to meet objectives as outlined in the student handbook and/or syllabus. At this time a new PIP may be created with more referrals or it may be deemed that the student's deficits are not remediable.
- The student case will be discussed at the next faculty meeting to determine best course of action.
- If, during the Faculty meeting, a new remediation plan is decided the course instructor will meet with student and discuss new plan and possible consequences if performance changes are not observed. A new PIP will be completed with relevant referrals.
- If during the faculty meeting it is decided the student is unable to meet course and/or clinical objectives and criteria the student will be provided a final PIP with noted issues and referred to nursing counselor for exit interview. The student is not eligible for reinstatement until an exit interview has been completed and other reinstatement criteria have been met as per policy.

## Experiential Learning Center

### What is Simulation?

Simulation typically involve human-like simulators and activity in a reality-based setting, in this case, a healthcare environment. Simulation can be high (capacity to contain fluid, make body sounds, and advanced vocalizations), mid (able to make some body sounds, cannot contain fluids, and has limited vocals), or low fidelity (similar to manikins in department stores). Time is continuous or real time (real world time). Some simulations allow for faster passage of time to expose students to specific procedures or events. Simulation allows the participants to care for realistic patients in a variety of settings without the stress of the consequences of mistakes. Simulation provides a therapeutic, effective, and safe learning environment.

### What are the Benefits of Simulation?

- Allowance for mistakes
- Opportunities to discuss lessons learned
- Opportunities to practice skills
- Opportunities to care for patients and observe conditions and procedures that may not be readily available in a clinical setting
- Opportunity to redo a scenario for better understanding of key concepts
- Opportunity to ask questions
- Fun and safe learning environment

### Policies for the Simulation Lab

#### Proper Attire

- White shoes
- Program appropriate COD scrubs
- Hair pulled back and off the neck
- Facial hair neatly trimmed according to student handbook
- Tattoos covered
- No facial piercings
- 1 piercing per ear lobe
- No nail polish
- No jewelry
- Bring equipment bag (that was previously provided)
- Well-groomed and ready to engage in professional behavior

#### Expected Behavior

- Arrive on time with pre-Assignment completed if applicable
- Treat the simulators as if they are real patients
- Wash hands and wear gloves when caring for simulators

- Handle equipment carefully
- Be respectful and polite to peers and instructor
- Put away any equipment and clean (if NECESSARY) THROW away trash
- Make all beds of patients upon leaving
- No food or drink in the lab (this includes water)
- No cell phone use in labs
- No drawing or marking on the simulators
- All spills are to be cleaned appropriately according to the MSDS

### Student Rights

- Practice in a safe judgment free environment
- Receive an orientation that includes: information about the simulator being used, the fidelity of the simulation, and Nursing skills necessary to be successful in the scenario
- Be informed of the objectives of the lesson
- Ask for help at any time (in a manner that will not interfere with the outcome of the simulation experience)
- Have adequate debriefing time to have an enhanced learning experience and create new knowledge
- Learn about the pathology behind the scenario before performing a simulation
- Ask for extra help or open lab time to practice skills
- Inform the instructor of any obstacles that would interfere with learning
- Participate in a simulation that is relevant to the chosen program or course

### Instructor Responsibilities

- Inform the simulation lab staff of any malfunctions, shortages, or other difficulties in the lab
- Provide an orientation in collaboration with the simulation staff to the students prior to conducting a simulation or informing the simulation lab coordinator of the need
- Provide a safe and effective learning environment for the students
- Ensure that all equipment and simulators are clean and put away after use
- Ensure students are adhering to the rules of the simulation lab
- Be properly trained on equipment and simulators before operating them
- Provide instruction that is relevant to the program or current course
- Ensure a debriefing process that is of appropriate time (at least half the time of the simulation experience or longer) and has appropriate discussion (most verbalization is from the students, not the instructor)

### Orientation Process

Students will receive an orientation in courses that require simulation if needed that includes information on:



- What is simulation?
- Purpose of simulation according to their program
- Rules and regulation for simulation
- Expectations and examples of scenarios and possible roles
- Overview of equipment and documentation equipment
- Overview of the simulator to be used in the simulation experience
- Explanation of orientation and debriefing process
- Explanation that the simulation will be recorded so that the data will be available for debriefing
- Explanation of how they will be assessed
- Time allowance for explanation to any questions or concerns
- They will then sign the orientation time sheet

The beginning of each simulation experience the students will be allowed 10 minutes for a brief overview of the patient and will sign the orientation time sheet and acknowledgement form

Roles will be assigned after the 10 minutes are completed and before the simulation experience will begin

### Debriefing Process

After the completion of a simulation scenario the students will have a reflective debriefing discussion that may be accompanied by a video of their performance.

The debriefing process should last at least the length or half as long as the simulation itself to allow for an effective reflection process

Instructors should use the structured guided reflection questions provided while/after the students view the video of their performance

The instructor should have a minimal role in the debriefing process, the students should lead the discussion

The instructor should maintain a safe and therapeutic learning environment during the debriefing process

Students should use this time to discuss: feelings during and after the simulation experience, what went well, what needs work, Nursing diagnoses, nursing interventions, and how this experience applies to their academics and Nursing practice

### Summary

The purpose of simulation is to develop skills, clinical judgment and reasoning to prepare for the care of “real” patients. Using simulators and simulation teaching techniques, faculty and the simulation operations team will create realistic patient care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life.

When participating in the simulations, your role is to assume all aspects of a practicing Nurse's professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave as if the gap did not exist and carry on with appropriate Nursing care, critical thinking, and judgement.

#### Instructor Responsibilities:

- Create goal-oriented, practical simulations based upon measurable learning objectives
- Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem
- Set and maintain a safe and engaging learning environment
- Provoke interesting and engaging discussions and foster reflective practice debriefing
- Identify performance gaps and helps close the gaps

#### Learner Responsibilities:

- Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills
- Maintain a genuine desire to learn even when the suspension of disbelief becomes difficult
- Treat the simulated patient with the same care and respect due an actual patient
- Request assistance when necessary
- Treat patient according to the scope of practice for your role
- Maintain academic integrity regarding simulation experiences

College of the Desert views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all students. The Disabled Students Programs and Services (DSPS) office is the office that collaborates with students with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534 or visit CSSC Room 101 for more information. Once registered with DSPS, students will be provided with an Authorized Academic Accommodations form that can be shared with faculty.

*We believe that everyone at College of the Desert is intelligent and well-prepared, cares about doing their best, wants to improve, and contributes to the learning community*

SECTION IV:  
PROGRAM ENTRANCE  
PROGRESSION  
AND  
COMPLETION

## Entrance

### Nursing Programs Application Process

Application to COD's Nursing programs are separate from application to the college. An application form is available during specific application periods and can be obtained from the school website, or from the School of Health Sciences & Education office located in the Barker Nursing Complex at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, 92260. Enrollment into the Nursing programs is limited. Detailed information regarding the Nursing programs, selection, and other important particulars is available on the School of Health Sciences & Education website. Any falsification of application information will result in immediate disqualification as a candidate for any Nursing programs.

### RN Program Acceptance

In accordance with legislation and Education Code, admission criteria to the ADN (RN) program follows a multi-criteria screening and ranking, approved by the California Chancellors Office. Applicants must meet all eligibility requirements (GPA of at least 2.5 in the prerequisite science courses and a TEAS score of 62% or higher) before being considered for the program.

### VN Program Acceptance

In accordance with legislation and Education Code, applications will be initially evaluated to determine eligibility based on completion of all prerequisite courses with a combined GPA OF 2.5, and the achievement of an overall GPA of 2.5 for all courses taken within the past 7 years.

Those applicants determined to meet baseline eligibility requirements will then go through the random selection process.

Applicants determined to be eligible, but not initially selected, will remain in consideration for selection according to their random selection ranking until all slots in the class offered have been confirmed as accepted.

### CNA Program Acceptance

The Nurse Assistant course is generally offered each fall and spring semester and currently has no separate application process for entry. Register as you would for any other class offered at COD. This is a 12-week program.

### Registration

Students must be registered for the Nursing course that they are attending. Students will not be allowed in theory or in the clinical area if they are not officially registered. Registration is done by the Nursing department once you have been accepted into the LVN or RN program.

### On-Boarding

On-boarding is the process of completing requirements to gain entrance into clinical facilities and clearance to work with patients and staff in those facilities during your program. We will assist you with this complex process, but it is ultimately up to each student to satisfactorily complete every requirement by deadlines set by the programs. Students must visit the "[Facilities Link](http://www.collegeofthedesert.edu/students/ap/hs/Pages/hospfaclinks.aspx)" <http://www.collegeofthedesert.edu/students/ap/hs/Pages/hospfaclinks.aspx> portion of the program

website and download and complete any form(s) for medical/security clearance required by the agency. Students may be assigned a date for on-boarding via e-mail. It is imperative students view their “MyCOD” e-mail. It is the student’s responsibility to be fully prepared and attend the on-boarding on the date assigned. Students will maintain a compliance folder that includes copies of all program requirement documents. Failure to do so will result in the student not being able to attend clinical and being dropped from the program. The Nursing Program Assistant will send you, via email, an application for your security clearance. Once cleared you will receive a copy in your email. You will then be responsible for paying the Bursars office any fees associated with the process. All on-boarding documents are required as part of your compliance folder. Deadlines for document submittal is set by the department and is not negotiable. Failure to comply with on-boarding requirements will result in dismissal from the program.

## Program Requirements

The requirements below are mandated by the health care agencies with which the program contracts for clinical placements. The information will be maintained in the individual student educational record and student compliance folder. It may be provided to a facility upon request from that facility.

Immunization and physical examination results may be shared among clinical facilities with a student signature to release records at no cost to the students.

Please note: It is the student's responsibility to retain original copies of all documentation in their own compliance folder for their use. The office in the Barker Nursing Complex will not make file copies of any documents submitted for the student's file. The BNC office will not fax, mail, or provide in any other way copies of immunization records, titers, TB skin tests, physical examinations, CPR cards, or any other information required for program entrance or progression.

### Basic Life Support (BLS) Certification

Certification is required prior to the first day of class. Students must provide a signed clear front and back copy of a current American Heart Association Health Care Provider card. The copy will be maintained in the student file. It is the student's responsibility to maintain current certification throughout the Nursing program. CPR card copies must be given to a primary full-time course faculty member before the start of the first clinical day.

### Nursing Photo ID Badges

Photo ID badges will be worn by all current Nursing students. Student ID badges will be updated each semester. ID badges are provided by the Nursing programs. Plastic protective holders and clips can be purchased at the COD bookstore. A copy of your photo will be added to your student file for identification purposes.

### Malpractice Insurance

College policy requires each student enrolled in health occupations programs with clinical components to purchase insurance coverage against liability for malpractice. The fee for this insurance is paid at the time of registration. \*\* No student will be allowed to care for clients without evidence of having purchased malpractice insurance. All students are to maintain malpractice insurance for each semester of the Nursing program.

Note: Effective summer 2006, due to state regulatory changes, the Board of Governor (BOG) Fee Waiver administered at COD will waive enrollment fees only. Payment of the Malpractice Insurance Fee and Student Health Fee (by the student) is mandatory.

### Social Security Number

While Social Security Numbers are not required to take Nursing coursework, the facilities used for clinical instruction do require them. Social Security Numbers are also required for Board

examinations at the completion of the various healthcare programs. If you do not have a Signed Social Security Number Identification card please contact the School of Health Sciences and Education office for further instruction.

## Background Checks

### Purpose

Standard HR 1.20 of the Joint Commission (TJC) requires hospitals to develop policies for staff, students and volunteers who provide care, treatment, and services. The hospital is required to verify qualifications which include, but are not limited to: certification, licensure or registration; education, experience and competency information on criminal background; and compliance with health screening requirements. College of the Desert is required to comply with licensing requirements and with policies of our partner agencies.

### Policy

Health Sciences programs and/or courses which include experience in the care of patients in health care settings are subject to hospital policies and requirements. In addition to current requirements of a physical, TB skin test, and specific immunizations, a clear criminal background check and drug screen is a condition for student participation in the clinical portion of the registered Nursing (RN), Vocational Nursing (VN) courses and certified nursing assistant (C.N.A) course. Students must attend both clinical and theory to progress in any of the Nursing programs. Students who do not have a clear criminal background check and drug screen cannot participate in the clinical setting and therefore will not be able to progress in the Nursing program. Students are advised that an acceptable background check done for the clinical facilities does not guarantee the background check conducted by State Boards of Nursing at the time of application for licensure will be found acceptable.

All Nursing students are required to complete a background check/drug screening prior to their first clinical rotation. The background check cost is assumed by the student. A new background check/drug screen will be required if the educational program is interrupted. Background check results with comments/findings will be shared with the Human Resources specialist at the student's assigned hospital or with the Director of Nursing. The background check done as a requirement for program or course participation in clinical learning cannot be used for licensure purposes. Background checks will include the following:

- Social Security number trace
- Sex offender database search
- Felony/Misdemeanor Conviction Search (all names/counties)
- DHHS/OIG Cumulative Sanction
- GSA Excluded Party/Disbarment List search

If you have a felony or a misdemeanor in your background, please see the Nursing counselor to discuss the impact on your Nursing career.

### Health Clearance

A Health Clearance is required by the clinical facilities prior to entering the clinical setting. The purpose of the Health Clearance is for a health care professional to determine if you are physically fit to withstand the physical and emotional demands of the Nursing program. The Health Clearance is based on job functions/physical requirements and reflects the Core Performance Standards. The facilities have different systems for “on-boarding,” it is the student’s responsibility to comply with the facility’s requirements. This information can be found by checking the Nursing department website/facilities link.

### Immunizations

The affiliation agreements with the clinical facilities further require that students be free of communicable disease. Student immunization status will be evaluated during the “on-boarding” period, at the clinical facility. Immunization guidelines are set by the Nursing program to meet all clinical site requirements.

### Urine Drug Screen

Local health care facilities require drug screening of their employees, volunteers, and students. It is the policy of the College of the Desert School of Health Sciences and Education to meet all clinical agency requirements as mandated by legal and accrediting bodies. Therefore, all enrolled Nursing program students are required to meet agency policy for negative 10-panel drug screen clearance. In addition to screening prior to the start of each clinical experience, students may be subject to testing for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

Inability to provide a clear urine drug screen will result in the student not being able to enter the clinical setting, clinical failure, and potential removal from the program.

## RN Progression and Completion

### RN Graduation Requirements:

Please refer to the [COD college catalog](#) for current graduation requirements.

## VN Progression and Completion

Please refer to the [COD college catalog](#) for current graduation requirements.

## CNA Progression and Completion

The course of study includes 63 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. The first 16 hours of class is mandatory. Students missing any portion of the first 16 hours of class will be dropped.



Electronically transmitted fingerprinting (LiveScan) is required for this course. If a history exists that has not been cleared with the California Department of Public Health, the student will not be able to continue in the class.

Students must provide a valid Social Security number as required by the California Department of Public Health, Licensing and Certification, Aide and Technician Certification Section (ATCS) under Health and Safety Code, Sections 1337 through 1338.5 and 1736.1-1736.6 in order to process requests for nurse assistant and home health aide certification.

Nurse Assistant certificates are locally approved and are NOT notated on the student's academic transcript in accordance with the State regulations.

## Graduation

All graduates of COD Nursing programs, regardless of the semester in which they finish, are eligible for an encouraged to attend the college commencement exercises at the end of the spring semester. The student should contact the Admissions and Records office for information on participation in college commencement exercises. The student will be asked to confirm participation in commencement exercises through their Application to Graduate.

### Information regarding the California State Board of Registered Nursing

The Registered Nursing program is accredited by the California State Board of Registered Nursing. Students have the right to contact the Board regarding program concerns, especially if the student feels these concerns have not been addressed by college faculty and administration after following correct procedures and processes. The [BRN](#) can be contacted at (916) 557-1213 or via the web at <https://www.rn.ca.gov/>.

### Information Regarding the Department of Public Health

The Certified Nursing Assistant Program is approved by The California Department of Public Health (CDPH). Students have the right to contact CDPH regarding program concerns. The [CDPH](#) can be reached at (916) 327 2445 or via the web at [www.cdph.ca.gov](http://www.cdph.ca.gov)

### Offences related to Licensure Issuance

Students submitting initial application to the Department of Health Services for this course will need to complete information disclosing any past criminal record. Electronically transmitted fingerprinting (LiveScan) is required for this course. If a history exists that has not been cleared with the California Department of Public Health, the student will not be able to continue in the class which in turn negates licensure.

### Information Regarding the Board of Vocational Nursing and Psychiatric Technicians

The Vocational Nursing program is approved by the State Board of Vocational Nurse and Psychiatric Technicians. Students have the right to contact the Board regarding program concerns, especially if the student believes these problems have not been addressed by college faculty and administration after being brought to their attention. The [BVNPT](#) can be contacted at (916) 263-7800 or via the web at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

### Offenses Related to Licensure Issuance

At the time you make application for licensure to the Board of Vocational Nurse and Psychiatric Technicians, you will complete an application that requires that you indicate whether you were ever licensed as a Registered Nurse or a Vocational Nurse in another state. You will also complete a "Record of Conviction" form.

The Record of Conviction form will ask the following questions.

"Have you ever been convicted of any offense, including traffic violations? You may exclude any traffic offense for which the only sentence imposed was a fine of less than \$500; any offense for which bail of less than \$500 was forfeited or any incident the records of which have been sealed under the Welfare & Institutions Code Section 781 or Penal Code Section 1203.45."

Remember you must include any offense for which you were:

- Imprisoned;
- Placed on probation or fined;
- Any offense which arose during your military services;
- Any offense in which the imposition of execution of sentence was suspended;
- Any offense in which an order of rehabilitation was entered;
- Any record of conviction which was expunged or a pardon granted.

If you answer YES, you must give all of the following details: Date of arrest; city and state where arrested; name and location of court where case was heard; details of the violation of which you were convicted; dates of imprisonment; dates of period of probation; conditions of probation; name and address of probation officer; and amount of fine paid.

### Evaluation of Transcripts

Degrees are not automatically awarded. Students must review their transcripts with the Nursing Counselor for completeness prior to their second year to assure all coursework requirements for graduation have been met.

### Application to Graduate

Once it is determined that a student is eligible for graduation, an "Application to Graduate" form may be obtained online under the Admissions and Records forms section of the student portal (My COD account). Please see the Schedule of Classes for deadlines. If you do not comply with the deadlines for "Application to Graduate", then your name cannot be submitted to the California State Boards to allow you to sit for the NCLEX® exam.

### Vocation Certificate of Achievement

A Vocational Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the

Admissions and Records Office at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed. Students must file an “Intent to Earn Certificate” in the Admissions and Records Office during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at College of the Desert. A minimum of a “C” average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor. In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional course work determined by the department advisor. See ‘Degree and Certificate Programs’ section in the current College of the Desert catalog for specific certificate requirements.

## California State Nursing Board Examinations

Graduates of the COD Nursing Programs are eligible to apply for the NCLEX Examination. Satisfactory completion of this examination results in licensure in the State of California.

There is an application fee to apply to the Boards of Nursing. There is also a registration fee to take the NCLEX. During the final semester of the program, students will meet with the Director of Nursing or designee at which time applications and information regarding filing dates and preparation for examination will be shared. The student will be responsible for completing application materials and the Director of Nursing will review, sign, and mail completed forms to the Nursing Boards after graduation.

## Pinning Ceremony

The Pinning ceremony dates back to the 1860s, when Florence Nightingale was awarded the Red Cross of St. George in recognition for her tireless service to the injured during the Crimean War. To share the honor, she in turn presented a medal of excellence to her brightest graduates.

The purpose of the pinning ceremony is to recognize Nursing students’ successful completion of the requirements which qualify an individual to apply for licensure as a Nurse. This is a COD Nursing Program activity. It is a culminating experience for Nursing students, their families and friends, Nursing faculty, school personnel, and community members. The ceremony is in addition to commencement exercises held every May. Students are encouraged to attend both the pinning and commencement ceremonies.

### Planning

The Director of the Nursing program shall be kept informed of all discussions and plans, either through formal meetings or written correspondence. Final approval is required by the Director of Nursing before proceeding with plans. The total ceremony time should not exceed 60 minutes from start to finish.

### Music

Music is played during processional and recessional. Music is selected by the class and is approved by faculty for professional/appropriate content for the occasion.

## Speakers

Speeches should not exceed 10 minutes.

## Printed Programs

The School of Health Sciences and Education will be responsible for formatting and printing the pinning ceremony program. The program will follow a standard format determined by the college.

## Decorations

Simplicity with decoration is encouraged. The class officers will be responsible for budgeting the cost of decorations as well as the decorating and taking down the day of the pinning ceremony. The primary decoration for the event is the graduate. Attendees come to honor the graduate, not to be wowed by decorations.

## Candles

The Nursing Department will provide the candle lamps to be used for the graduation ceremony. It is the responsibility of the class officers to ensure that all candle lamps are returned to the division office at the end of the ceremony.

## Fundraising

Fundraising and/or solicitation of funds from the community is not allowed.

## Cost

The COD Alumni Associate donates a fixed amount of money to underwrite the expenses of the event. The class officers will create a budget and determine how the money will be spent depending on the size of the class and funds available. Example: cost of pins, caps, decorations etc.

## Pins

The act of pinning the graduate Nurse symbolizes a commitment to the profession of Nursing. Each school of Nursing has a distinct and unique pin.

### *RN Pinning Ceremony Specifics*

- Event planning is done by the Student Nurse Association (SNA) with faculty oversight. Graduating students are welcome to participate in the planning through the SNA.
- The SNA is responsible for coordinating all student activities and serving as a liaison between the class and the assigned faculty.
- The pinning ceremonies are usually held near the last day of finals week in the mid-afternoon. Ceremonies are not held in the evening or on the weekend.
- The SNA may arrange for a photographer to be at the event to take the class pictures and portraits. Students are responsible for ordering and paying for their pictures.

### *RN Sample Program Format*

- Processional – Graduates march in
- Welcome – Director of Nursing
- Greeting – COD President
- Presentation of Pins – Faculty (chosen by program faculty)
- Student Speakers – Student(s) (chosen by program faculty)
- Lighting of Lamps – Faculty (chosen by program faculty)
- Nurses' Pledge – Faculty (chosen by program faculty)
- Passing of Lamp – Student from N3 and N4 (chosen by faculty)
- Recessional – Graduates march out

### *RN Pinning Dress Code*

- Uniforms will be professional, white Nursing attire and follow the division dress code.
- Students who choose to dress inappropriately may not participate in the ceremony.
- Women: No high heels, open-toed or athletic shoes allowed. Skirts/dresses must be no shorter than 1 inch above the knee and no longer than mid-calf. Socks may not be worn with dresses. White stockings must be worn with dresses. It is a COD Nursing Program tradition for the female students to wear caps with a black stripe. (Cost is approximately \$35.00 each, plus sales tax.) Hair will be contained and off the collar.
- Men: Option of white pants, white long sleeve shirt and white tie, white shoes, white belt and white socks, with white lab coat or white sport coat optional *OR* white Nursing uniform (pants & top), white shoes and socks, & optional white lab coat.

### *VN Pinning Ceremony Specifics*

- Event planning is done by the elected class officers. Class officers will be elected in the second semester of the program. Elections of officers and initial meeting with the faculty assistant will take place no later than the fifth week of the second semester of the program.
- The class officers are responsible for coordinating all student activities and serving as a liaison between the class and the faculty member.
- The COD Vocational Nursing pin is purchased at the campus bookstore. Cost of the basic pin is approximately \$65 and is determined by the current cost of silver.
- Photographs can be arranged on by the class.
- The ceremony is usually held the first week of semester following the completion of the program at the McCallum Theatre.
- Ceremonies are not held in the evening or on the weekend.

### *VN Sample Program Format*

- Processional- Graduates march in
- Welcome – Director of Nursing
- Greeting – COD President
- Student Speaker – voted on by class
- Guest/faculty speaker – voted on by class
- Presentation of Pins – voted on by class (faculty members)
- Lighting of the lamp – faculty member (voted on by class)
- Passing of the lamp – current class presents to incoming class
- Recessional – Graduates march out

### *VN Pinning Dress Code*

Uniforms will be professional, white, and follow the division dress code. Students who choose to dress inappropriately may not participate in the ceremony.

Women: No high heels, open-toed or athletic shoes allowed. Skirts/dresses must be no shorter than 1 inch above the knee and longer than mid-calf. Socks may not be worn with dresses. Stockings must be worn with dresses. It is a COD Nursing Program tradition for the female students to wear white caps (no stripes). Hair will be contained and off the collar.

Men: You have the option of white pants, white long sleeve shirt and white tie, white shoes, white belt and white socks, with a white lab coat or a white sport coat optional OR white Nursing uniform (pants and top), white shoes and socks, and an optional white lab coat.

SECTION V:  
PROGRAM  
DEFERMENT, EXIT,  
AND  
REINSTATMENT

## RN/VN Program Deferment Policy

A student who has been accepted for admission into the first semester of the RN or VN Nursing Program, may request a deferment of acceptance for one semester. Reasons for deferment requests are limited to the student being temporarily unable to meet the physical demands listed under the core performance standards in the college catalog.

It is the student's responsibility to notify the Nursing Office in writing of their intent to return the following semester no later than the last day of the application period for the following semester. Failure to do so will result in the student losing their deferment request and will necessitate their reapplying for entry into the Nursing Program. The student may be required to meet new standards of admission requirements.

A student who desires a one semester deferment must contact the Nursing Office by the due date specified in the acceptance packet.

The student must request and submit a Request for Deferment form to the Nursing Office with a statement from their healthcare provider as to their health status.

The student will be notified within one week following receipt of the deferment request of the Nursing Program's decision.

A deferment will not be granted if the student has attended the mandatory orientation or has started the class.

A request for deferment is not a guarantee that one will be granted. All requests are reviewed and evaluated on an individual basis.

## Program Exit

If the student exits before the end of the semester, it is the student's responsibility to officially withdraw from the course by contacting Admissions and Records. The student will then need to complete the two-step Exit Interview procedure, including meeting with the faculty member first and then follow through with an appointment with the Nursing Counselor or designee. All facility badges must be returned to faculty. A copy of the Exit Interview is included in the Appendices of this handbook.

## Program Reinstatement

A student has only one opportunity to be reinstated into the Nursing program. Reinstatement is required if a student failed the theory and/or clinical, and/or skills lab portion of the course. Because the size of each class is limited, reinstatement to the program is subject to available space. If there is no room in a clinical lab section, a student may have to wait until there is space available. Students who withdraw from the program due to severe medical circumstances and can provide substantial documentation verifying their reason for withdrawal, may upon vetted review by faculty, be permitted an additional withdrawal.



## Application for Reinstatement

- Any student seeking reinstatement must complete a “Request for Reinstatement” and submit to the Nursing office by hand or postal mail within the timeframes specified on the form. No email or faxed copies will be accepted. The “Request for Reinstatement” is available online.
- Requests for Reinstatement are void if a student did not complete an exit interview.
- A “Request for Reinstatement” is required each semester until reinstatement is granted.
- Reinstatement is defined as being accepted into the course following the semester that was last successfully completed.
- For students considered for reinstatement “Requests for Reinstatement” are first prioritized according to the process outlined in the next section. When more than one student in a priority group is seeking reinstatement to a semester, the requests are rank ordered by a random selection process utilizing the randomized number system to determine order of reinstatement within the priority.

## Program Reinstatement Prioritization

Students who are seeking reinstatement into the Nursing Program are placed according to the following criteria:

- All students who request reinstatement (at any level) are evaluated and placed by the faculty according to established student success criteria.
- All reinstated students are placed in the program on a space available basis.
- The random selection process will be utilized to determine reinstatement in the event there are multiple equally qualified candidates.
- Students who have not been reinstated into the program within two (2) years of the last successfully completed course will need to reapply to the program.
- Students reinstated into the program will be given a remediation plan to assist in their success. The remediation plan will be communicated to the student at least four (4) weeks prior to the start of the intended semester of reinstatement. Remediation plans may include meetings with the counselor, academic support specialist, simulation, and other activities deemed necessary by faculty.
- Qualified reinstatement is contingent upon completion of all parts of mandatory remediation plan.
- Reinstated students will be assigned to a clinical group by the faculty based on the program’s determination of best student success strategies.

## Semester Specific Reinstatement Policy

### *Nursing 001*

- A maximum of 10% of the total class may be composed of reinstated students. (This includes students who did not successfully pass N1).
- Students are assigned by faculty according to faculty established placement criteria.
- These spaces are available to Nursing 1 and Advanced Placement students who did not complete their respective semesters

### *Nursing 002-004 and VN 010-030*

- Space Available.
- Nursing Transfer, 30-unit option, and international students will be prioritized based on submitted documents.

## Ineligibility for Reinstatement

- A student has only one opportunity to be reinstated into the Nursing program.
- Students must exhaust reinstatement options before seeking another entry into the COD Nursing programs as a new student.
- A student who exits the program will be considered ineligible for reinstatement into the Nursing program for:
  - Unsafe clinical performance as determined by a faculty member based on the clinical evaluation tool.
  - Acts of dishonesty or unethical behavior
  - Violation of the Nursing programs professional conduct standards.
- Students who have not been reinstated into the program within two (2) years (i.e., four sequential semesters) of the last successfully completed course will need to reapply to the program.

## Criteria for Student Reinstatement Placement

Student: \_\_\_\_\_

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

Course student is requesting reinstatement to: \_\_\_\_\_ Academic Term student is requesting reinstatement to: \_\_\_\_\_

**Directions:** If the student qualifies for #1 or #2, stop at the bold line. If student does not qualify for #1 or #2, proceed to answer #3 through #10. For each numbered item, only one option should be chosen. (Ex: #3: choose a, b, OR c)

<u>Knowledge</u>		<u>Possible Points</u>	
1.	Students assigned an "incomplete" for a semester.	100	
2.	Student initiated, voluntary withdrawal, in good standing maintaining a minimum theory score of at least 75% and meeting all clinical objectives at time of withdrawal. If withdrawal is prior to sufficient evaluation, e.g., quiz or exam, then ending performance (theory percentage and clinical evaluations) from previous semester may be used. If student's score is in this category proceed to Skills below.	85	
3.	Not in good standing academically		
	a. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 75% but greater than 72%. OR-	15	
	b. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 72% but greater than 70%. OR-	10	
	c. Involuntary withdrawal related to unsatisfactory theory performance throughout or at end of course. Theory score less than 70%.	5	
4.	Received a passing grade (75% or >) on comprehensive exam	5	
5.	Completed all course work assigned to date	5	
6.	Eligible to take NCLEX upon graduation as evidenced by having completed all Associate Degree and program required courses, Nursing classes accepted. (Determined by Nursing Counselor upon review of transcripts.)	5	
<u>Skills</u>	7.		
	a. Completed clinical objectives without a PIP	10	
	b. Met clinical objectives after meeting criteria in PIP	5	
	c. Did not successfully meet all clinical objectives	0	
<u>Attitudes</u>			
8.	Professional Behaviors		
	a. No PIP or notification of unprofessional conduct	10	
	b. One PIP or notification for unprofessional conduct with sustained correction of issue	5	
	c. Two or more PIPs and/or notifications for unprofessional conduct	0	
9.	Attendance		
	a. No missed clinical or theory classes	10	
	b. Met min standard of program attendance policy	5	
10.	Takes initiative to use resources and followed up on faculty recommendations from PIPs / other at time of exit	5	
<u>Other</u>	<i>Only complete if student has not been reinstated in the next consecutive semester.</i>		
11.	Demonstrates evidence of remediation or correction of problem areas, e.g. taking a pharmacology class, dosage calculations, personal counseling, tutoring, etc.	5	
12.	Student was denied previous acceptance due to unavailability of space. Students will be given additional 5 pts for each semester denied.	5 per semester/ maximum 15	

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

SECTION VI:  
STUDENT RESOURCES

## Faculty and Staff Information

Name	Office	Phone Number
Courtney Doussett Interim Dean, Health Sciences and Education	BNC 2	760-568-3093
Carol Scobie, MSN, RN Director of Nursing and Allied Health	BNC 4	760-773-2579
Sarah Fry, MSN, RN Assistant Director & Department Chair RN Program	BNC 14	760-776-7225
Lisa Kinsey, MSN, RN Assistant Director & Department Chair VN Program	BNC 20	760-862-1357
Monica Camargo, MSN, RN	BNC 16	760-776-7343
Amy Hetherington, DNP, MSN, APRN, NP-BC	BNC 18	760-776-7292
Lonnie Mills, MSN, RN	BNC 15	760-565-4805
Toby Zucker, EdD, MSN, RN	BNC 17	760-776-7337
Ana Stockwell, MSW Nursing Counselor	BNC 12	760-776-7380
Lana Stephens, NP, MSN, RN Remediation Specialist	BNC 15	760-776-7215
Mark Demry HSED Administrative Assistant	BNC 3	760-568-3093
Korina Vargas Nursing Program Assistant	BNC 9	760-773-2579
Christina Briceno Nursing Lab Specialist	BNC 40	760-776-7289
Gabriela Rico Nursing Admissions Specialist	Admissions & Records	760-776-7400

## Clinical Facilities Information

Clinical Facility Name – Program/s Associated (RN/VN/CNA)	Phone Number
Desert Regional Medical Center RN/VN 1150 North Indian Canyon Drive, Palm Springs, CA 92262	760-323-6511
Eisenhower Medical Center & Urgent Care Facilities RN/VN 39-000 Bob Hope Drive, Rancho Mirage, CA 92270	760-340-3911
John F. Kennedy Memorial Hospital RN/VN 47-111 Monroe Avenue, Indio, CA 92201	760-347-6191
Alzheimer Coachella Valley 42-600 Cook Street Suite 134, Palm Desert, CA 92211	760-776-3100
Borrego Health/Centro Medico RN/VN 69175 Ramon Road, Cathedral City, CA 92234	760-321-6776
Country Villa Rancho Mirage Healthcare Center RN/VN 39950 Vista Del Sol, Rancho Mirage, CA 92270	760-340-0053

Clinical Facility Name – Program/s Associated (RN/VN/CNA)	Phone Number
Desert AIDS Project RN 1695 N. Sunrise Way, Palm Springs, CA 92262	760-323-2118
Desert Oasis Healthcare Home Health Services RN 265 N. El Cielo Road, Palm Springs, CA 92262	760-320-8814
Family Hospice Care RN 255 El Cielo Road, Palm Springs, CA 92262	760-674-3344
Indio Nursing and Rehabilitation VN/CNA 47763 Monroe Avenue, Indio, CA 92201	760-347-0750
Plastic Surgery Center RN 71-949 Highway 111, Suite 300, Rancho Mirage, CA 92270	760-568-2211
Kidney Institute of the Desert RN 81-715 Dr. Carreon Blvd., Suite B2, Indio, CA 92201	760-347-8181
Manor Care VN 74-350 Country Club Dr., Palm Desert, CA 92260	760-341-0261
Monterey Palms Healthcare and Rehabilitation Center VN 44610 Monterey Avenue, Palm Desert, CA 92260	760-773-5151
McCarthy Family Child Development Center (COD) RN 43500 Monterey Avenue, Palm Desert, CA 92260	760-862-1308
Rancho Mirage Healthcare VN/CNA 39950 Vista Del Sol, Rancho Mirage, CA 92270	760-340-0053
Telecare Riverside County Psychiatric Health Facility RN 47915 Oasis Avenue, Indio, CA 92201	760-863-8629
San Gorgonio Behavioral Health 1751 N. Sunrise Way, Suite G Palm Springs, CA	951-845-1121
Student Health Center, College of the Desert RN 43500 Monterey Avenue, Palm Desert, CA 92260	760-776-7211
California Nursing and Rehabilitation Center VN/CNA 2299 North Indian Canyon Drive, Palm Springs, CA 92262	760-325-2937
Vibra Rehabilitation Hospital of Rancho Mirage VN 70077 Ramon Rd, Rancho Mirage, CA 92270	760-895-6600

## Advisement

All services at COD are available to nursing students. The college catalogue has a list of services available. If you feel the need for personal, educational, or financial help, contact your instructor who can guide you to the proper offices on campus. For your convenience, as well as that of the faculty, appointments are encouraged. If you do not wish to share your problem with your instructor students may always contact the Nursing Counselor directly for a confidential conference.

## Nursing Skills Lab/Practice Lab

For additional practice time with skills, students may use the BNC skills lab as a practice lab and/or BNC 40 for learning resources equipment (including computers) once they have registered for the non-credit course HS-300. Students may not log in during scheduled theory, skills lab, clinical, or simulation times. The practice lab schedule is posted in and around the Barker Nursing Complex and on the Skills Lab Canvas page.

Students requiring faculty must have an appointment. Students must schedule specific appointment times with skills instructors to ensure practice occurs without delays. Students not having an appointment should never expect a faculty member to leave a student with an appointment to sign off a skill.

### Simulation Lab

The Simulation Lab is located in the Nursing Skills Lab, room BNC 38.

Simulation experiences are an integral part of the curriculum in the Nursing program. Simulation may be used as a part of the scheduled lab experience. Additionally, it may be used for testing or remediation, per the instructor's discretion.

### Computer Lab

The Nursing computer lab, BNC 40, is located in the Nursing building next to the Skills lab. The computer lab is open for nursing students to use while working on projects, while studying for the Nursing program, viewing assigned programs or accessing course Canvas sites. Occasional classes may be scheduled in the computer lab.

Inappropriate behavior in the computer lab is not allowed. Examples of inappropriate behavior include but are not limited to:

- Social Networking
- Checking personal e-mail
- Web 'surfing' unrelated to coursework
- Viewing unassigned "YouTube" videos
- Cell phone usage (should be set to silent or turned off)
- Sleeping
- Eating or Drinking (open containers)
- Being disrespectful

## Scholarship Criteria

Scholarship activities are integral to the progressive improvement of the discipline of Nursing. College of the Desert and the Nursing program have multiple scholarship opportunities available to qualified applicants to assist them in achieving their goals. Potential scholarship recipients are recommended by all faculty and the student success counselor. Scholarship applications are made available on an ongoing basis during the academic school year, and are awarded to students that meet the following criteria:

- Donor specific criteria
  - Qualifications, terms and conditions are established by the donor at time of scholarship development/inception and are non-negotiable.
- Professionalism
- Academic standing
- Community involvement
- Extracurricular Activities

- Collegiality
- Leadership
- In- class participation
- Role model
- Mentorship

## Student Success Services

To assist you in successfully completing the Nursing program, Student Success services include:

- Counseling
- Progress monitoring
- Supplemental instruction
- Tutoring
- Study services
- Financial aid resources
- Remediation/academic support

## Student Nurses' Association

The College of the Desert Student Nurses' Association (SNA) is a non-profit, student led organization, representing all Nursing students at College of the Desert. SNA's affiliation with the National Student Nurses' Association allows our members to benefit from leadership opportunities, scholarships, career information, and the privilege to give back to the community. SNA serves as the voice of the students, working together with faculty and staff to improve the standards of nursing education within the program.

SNA's previous philanthropic endeavors include participating in health fairs, an annual blood drive, and community health events. SNA promotes and encourages a collaborative partnerships with Nursing and related health organizations in the Coachella Valley.

All Nursing students are invited and encouraged to participate in SNA events. As per NSNA bylaws, all registered RN program students are SNA members. The SNA elects officers once per academic year in the fall and class representatives every semester. Officer role descriptions can be found on SNA Skills Lab Canvas page and in the SNA bylaws.

## Library Resources

Any librarian at the COD Library will help you. If you want more in-depth help, seek assistance from the Nursing program specialist; that librarian is identified on [Nursing-specific LibGuides](#) along with contact information. <http://library.collegeofthedesert.edu/nursing>



SECTION VII:

APPENDICES

## Appendix A

### Core Performance Standards

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the School of Health Sciences and Education include the following:

Physical Demands - Must be able to:

- Be on your feet 6 - 12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
- Lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed
- Physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms
- Maneuver in small spaces quickly and with ease
- Perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes; feel and compress tissues to assess for size, shape, texture, and temperature

Senses - Must be able to:

- Visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space
- Perform close and distinct visual activities involving persons and paperwork;
- Visually discriminate depth and color perception
- Identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones)
- Respond and react immediately to auditory instruction, requests, signals, and monitoring equipment
- Perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches)

Attitudes/Aptitudes - Must be able to:

- Perform mathematical calculation for medication preparation and administration in a timely manner
- Communicate effectively in English, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology
- Work and make competent/safe decisions in stressful environment

## Appendix B

### Nursing Programs Performance Improvement Plan (PIP)

Name: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

**Area of Concern:**

\_\_\_\_ Theory                      \_\_\_\_ Clinical                      Current Grade: \_\_\_\_\_

**Nature of Concern/Principle Violated:**

\_\_\_\_ Knowledge Deficit      \_\_\_\_ Time Management      \_\_\_\_ Interpersonal Concern      \_\_\_\_ Safety  
 \_\_\_\_ Skill Performance      \_\_\_\_ Communication      \_\_\_\_ Documentation      \_\_\_\_ Attendance  
 \_\_\_\_ Medication Concern      \_\_\_\_ Professional Behavior      \_\_\_\_ Application of Theory to Practice

Specific(s) of Concern:

**Supporting Documentation:**

College Catalog: \_\_\_\_\_ Course Syllabus: \_\_\_\_\_  
 Nursing Student Handbook: \_\_\_\_\_ Other: \_\_\_\_\_

Is Remediation Recommended?      \_\_\_\_ Yes      \_\_\_\_ No  
 (If "yes" complete the performance improvement plan. If "no" describe the consequences of this incident below)

Performance Improvement Plan to Include:      Completion Date: \_\_\_\_\_

**Required:**

\_\_\_\_ Meet with Course Instructor      \_\_\_\_ Nursing Programs Referral      \_\_\_\_ Meet with Academic Support  
 \_\_\_\_ Meet with Nursing Counselor      \_\_\_\_ Student Success Plan      \_\_\_\_ Other

**Suggested:**

\_\_\_\_ Reduce Work Hours      \_\_\_\_ Join Study Group      \_\_\_\_ Develop Concept Maps  
 \_\_\_\_ Make Flash Cards      \_\_\_\_ Engage in Self-Care Activities      \_\_\_\_ Employ Better Time Management

**By signing below, I agree to implement this PIP and abide by the plan of remediation by the above date. I understand that failure to successfully meet requirements of this PIP may result in failure of this Nursing course and inability to proceed in the Nursing program.**

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

## Appendix C Student Success Plan

Name: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

Please identify factors that have impacted your ability to be successful. For any checked areas please expand on what the issue is and describe the plan of action you will take to guide your future success.

Time Management       Work Schedule       Family/Personal Issues       Study Skills  
 Financial Issues       Communication Issues       Insufficient Skill Practice       Illness

What resources are you currently using?

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

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

## Appendix D Nursing Programs Referral

Date:	Date Due:
Instructor:	Skill
Student:	Semester:

Reason for referral:


Objectives to be met:	Date Me
1.	
2.	
3.	
4.	

Comments

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

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

Lab Instructor Signature: \_\_\_\_\_

## Appendix E

### Nursing Programs Confidentiality of Information

I understand and fully acknowledge the high degree of importance for exercising discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with College of the Desert and its clinical sites.

In the regular course of my studies I recognize that I have access to patient information, whether personal, medical, or otherwise. I also am fully cognizant that I am strictly forbidden to discuss, transmit, or narrate such confidential information in any form, except in the routine conduct of my specified job as a student in the Health Sciences Program.

In the regular course of my studies, I also recognize that I have access to medical records, computer software and related documentation, financial records, methods of operation and other information or documentation which constitutes or contains confidential or proprietary information. I also am fully aware that I cannot share or discuss with anyone such confidential or proprietary information, unless specifically asked to do so by my instructor, either during or after my course of study.

I have discussed with my instructor and fully acknowledge the high degree of importance for exercising, at all times, discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with the clinical sites during my enrollment in the Health Sciences Program.

I understand that failure to adhere to the above will constitute just cause for disciplinary action to include possible termination, without prior notice, from College of the Desert.

\_\_\_\_\_  
Print Full Name

SEMESTER 1: \_\_\_\_\_  
Signature Date

SEMESTER 2: \_\_\_\_\_  
Signature Date

SEMESTER 3: \_\_\_\_\_  
Signature Date

SEMESTER 4: \_\_\_\_\_  
Signature Date

Appendix F  
Request for Initial Program Deferment

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

Contact Phone Numbers: \_\_\_\_\_

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

Reason for Deferment:

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

---

**For Office Use Only**

Semester to be Deferred:    Fall                      Spring                      20\_\_\_\_

Supporting Healthcare Provider Documentation Attached                      Yes \_\_\_\_                      No \_\_\_\_

Deferment Granted: \_\_\_\_\_ Deferment Denied: \_\_\_\_\_

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

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

# Appendix G

## Request for Reinstatement

### SCHOOL OF HEALTH SCIENCES/ECE/PE/ATHLETICS

#### REQUEST FOR REINSTATEMENT

#### DEADLINES FOR REINSTATEMENT APPLICATIONS:

If you have been out for one semester or more, your reinstatement request must be received **by 5:00 p.m. on the last class day before Finals Week of the current semester.**

If you were a student during the current semester, your reinstatement request must be received **by 5:00 p.m. on the TUESDAY of Finals Week of the current semester.**

(Type or print clearly)

Dear Director of Nursing,

This is a request for reinstatement into:

(check one course)  N001  N002  N003A  N004  
 VN010  VN020  VN030

For the: (check one semester)  Fall  Spring  Summer (VN only) of \_\_\_\_\_ (year).

The last semester I participated in Nursing coursework at COD was:

(check one semester)  Fall  Spring  Summer of \_\_\_\_\_ (year) in the  
following class: (check one course)  N001  N002  N003A  N004  
 VN010  VN020  VN030

I have previously applied for reinstatement:  Yes  No

If yes, when? (check one)  Fall  Spring  Summer semester/session of \_\_\_\_\_ (year).

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I understand that reinstatement is subject to available space and my cumulative grade point average. I also understand that the prioritization of the reinstatement request is explained/defined in the Nursing Programs Student Handbook and a link to the most current policy is available on the College of the Desert website on the RN/VN Nursing Program page.

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

**Reinstatement Requests must be either hand-delivered or mailed to the nursing office and received by 5:00 p.m. on the appropriate deadline date. Faxed and emailed reinstatement requests will not be accepted. Students without processed reinstatement applications on file will not be considered.**

**It is suggested you keep a copy of this Reinstatement Request for your records.**

#### FOR OFFICE USE ONLY

Eligible for consideration: Yes No If ineligible, reason: \_\_\_\_\_

Semester requested: 1st 2nd 3rd 4th Priority: \_\_\_\_\_ RANDOM SELECTION # \_\_\_\_\_





## Appendix I

### Protocol for Injury/Pathogen Exposure for Students or Faculty

The following is the protocol for students or faculty who experience a needle-stick, mucous membrane exposure, or other method of blood-borne contamination.

**1. In the Off Campus Clinical Setting:**

- Notify supervisor/instructor
- Call Injury hotline 877-518-6702
  - College of the Desert Search Code RSR17
- Follow “Company Nurse” advise for medical treatment
- Notify employee health department of the hospital
- Call the COD Human Resources at (760) 773-2529 to report the exposure
- Notify the Director of the COD Nursing Program 760-776-7303
- Complete Incident report for COD
- Complete Incident report for the hospital
- Visit HR same day or next business day to fill out paperwork
- 

**2. On Campus (skills lab):**

**A. Minor Injury (broken skin, bruise, needle-stick from practice syringe)**

- Injury reported to the instructor
- First aid is performed as needed
- Instructor notifies HR
- Student reports to School Nurse at the Health Services Office
- Inform Nursing office via an incident report  
*\*\*\*If after hours, and the Health Service Office is closed, call Security @ 2111 and follow clinical setting process above.*

**B. Serious Injury requiring 911**

- Provide first aide and manage crowds
- Call 911
- Call security (2111)
- Call the school Nurse (7211)
- Notify the front office for the Director of Nursing
- Complete the incident Report
- Notify COD Human Resources within 24 hours

# IN CASE OF WORKPLACE INJURY:

*ACCION a seguir en caso de un accidente en el trabajo*



# 1-877-518-6702

**▶ AVAILABLE 24 HOURS A DAY**

- 1▶ Injured worker notifies supervisor.**  
*Empleado lesionado notifica a su supervisor.*
- 2▶ Supervisor / Injured worker immediately calls injury hotline.**  
*Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeras.*
- 3▶ Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**  
*Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.*

EMPLOYER NAME  
(NOMBRE DE COMPAÑIA)

SEARCH CODE  
(CÓDIGO DEL BÚSQUEDA)

College of the Desert

RSR17

### Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: [www.CompanyNurse.com](http://www.CompanyNurse.com)

# Appendix J Incident Report



## INCIDENT REPORT

INCIDENT REPORT NUMBER (ASSIGNED BY SECURITY): \_\_\_\_\_

DATE OF INCIDENT:

TIME OF INCIDENT:

TYPE OF INCIDENT:

LOCATION OF INCIDENT:

Describe in detail the nature of the incident. If additional space is required, please use an additional sheet of paper.

Name and Title of Person Preparing Report

Full Signature

Date

**AFTER COMPLETING FORM PLEASE ROUTE AS FOLLOWS:**

WHITE: SECURITY OFFICE

CANARY: DIVISION DEAN

PINK: FACULTY COPY

HR019July 2004

## Appendix K Personal Information Update Form



### PERSONAL INFORMATION UPDATE FORM

Use this form to submit a change in your name, home address, phone number, email address and emergency contact. You do not need to fill out every section of this form if it's not relevant to your change.

Please return this Personal Information Update Form to the Barker Nursing Complex office.

Please remember to update your yellow or blue personal information card in the BNC office, and inform Admissions & Records of any changes as well.

**Please print information on this form:**

Name Change	Previous Last Name      First Name	New Last Name      First Name
Address Change	New Home Address	
	New Mailing Address <i>(if different from home address)</i>	
	Address	
	City                      State      ZIP	City                      State      ZIP
Phone No. Change	Primary phone number	Secondary phone number
Email Address Change	Primary email address	Secondary email address
Emergency Contacts	Primary Emergency Contact	
	Last Name                      First Name	
	Relationship to Student	
	<input type="checkbox"/> Same Address/Phone as Student	
	Address	
	City                              State      ZIP	
	Phone Number	

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

## Appendix L Acknowledgement of Receipt

### COLLEGE OF THE DESERT

#### Health Sciences & Education, Nursing Programs

**STUDENT: YOU ARE REQUIRED TO HAVE A SIGNED COPY OF THIS FORM  
RETURNED TO YOUR INSTRUCTOR EACH SEMESTER.  
MAKE A COPY FOR YOUR PERSONAL FILES.**

The College of the Desert Nursing Program Handbook and the Course Syllabi are now online.  
**It is your responsibility to review these documents online and/or print them for your records.**

By signing below, I acknowledge that I have read and understand

- 1) The current semester's edition of the Handbook, and
- 2) The Course Syllabus for the course in which I am enrolled.

*If I am a continuing/returning student* {initial here: \_\_\_\_\_}, I acknowledge that I have read and understand the current semester's College of the Desert Nursing Program Handbook. I am aware of the changes made since the prior version.

**I agree to abide by the stated policies and procedures of the program.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Nursing Course (circle): N1 N2 N3 N4 VN 10 VN 20 VN 30

Please complete and sign this form and return it to your primary theory instructor at the beginning of each semester.

## Appendix M

### Policy for Granting Credit for Previous Education and Experience

#### General Policy

The general policy for College of the Desert Vocational Nursing Program is to provide all students be given credit for the Nursing knowledge and skills they have acquired through education and/or experience and be placed at a level that will assure successful attainment of educational goals.

#### Transfer Credit

Transfer credit shall be given for applicants with previous education from an accredited institution who have satisfactorily completed academic course work with a grade of “C” or better in a class and/or clinical laboratory within the last five (5) years. This includes the following courses:

- Armed services Nursing courses
- Licensed Psychiatric Technicians courses
- Vocational or Practical Nursing courses
- Registered Nursing courses
- Certified Nursing Assistant courses
- Other courses the school determines are equivalent to courses required for the Vocational Nursing program

#### CNA Credit

All course work from other Nursing programs will be granted credit on the basis of similarity to College of the Desert. A written examination and skills assessment may be required for the purpose of establishing the need for remediation.

All CNA’s are given the option to omit portions of the first four weeks of the first semester of the VN program by applying their 150 hours of transfer credit. Assessment of CNA students may be conducted to establish the necessity for remediation. All remediation will be completed prior to the first day of the semester.

#### Transfer Procedures

Students seeking transfer to College of the Desert Vocational Nursing Program will need to have all coursework evaluated by the Director of the Nursing program or a designee. The following needs to be submitted to the Director/designee prior to evaluation:

- Written letter requesting transfer
- Official transcripts from all schools attended
- Copies of course description and outline/syllabus from completed Vocational Nursing courses
- Copy of certificate/licensure as applicable

Evaluation of previous Nursing education will be based on a review of these materials. Comparison with the COD curriculum will be made. Each individual will be granted advanced placement according to the degree to which previous education compares with COD curriculum.

## Appendix M Continued

### Credit by Examination (Course Challenge)

For assessment of knowledge acquired through experience within the last five years, students shall be given credit upon completion of examination demonstrating proficiency in specific bodies of subject matter, relevant to the College of the Desert Nursing Program.

To be eligible for credit by examination, a student must:

- Be enrolled in at least one course at COD
- Have completed at least 12 units in residence
- Be in good standing, not on academic probation
- Have submitted transcripts of all previous course work
- Not have earned college credit in more advanced subject matter
- Not have received a letter grade in the course for which he/she is seeking credit by examination

Students seeking credit by examination must follow the process in the current COD catalog/class schedule.

### Assessment of Student Performance

- The student will receive a copy of the performance check list in the packet of objectives
- A performance evaluation will be scheduled the same day as the written challenge examination
- An instructor will assess the student in the performance of skills
- Performance will be on a pass/fail basis with a passing proficiency rate of 75% on each skill tested.
- Failure of performance component will result in specific remediation to be completed prior to the first day of the first semester. A second written/practical examination may be required.

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**I DO NOT WISH TO BE EVALUATED AND RECEIVE CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND/OR EXPERIENCE.**

\_\_\_\_\_  
Signature (please write legibly)

\_\_\_\_\_  
Date



## Simulation Fiction Contract

The purpose of simulation is to develop skills, clinical judgment and reasoning to prepare for the care of “real” patients. Using simulators and simulation teaching techniques, faculty and the simulation operations team will create realistic patient care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life.

When participating in the simulations, your role is to assume all aspects of a practicing Nurse’s professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave as if the gap did not exist and carry on with appropriate Nursing care, critical thinking, and judgement.

### **Instructor Responsibilities:**

- Create goal-oriented, practical simulations based upon measurable learning objectives
- Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem
- Set and maintain a safe and engaging learning environment
- Provoke interesting and engaging discussions and fosters reflective practice post session
- Identify performance gaps and helps close the gaps

### **Learner Responsibilities:**

- Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills
- Maintain a genuine desire to learn even when the suspension of disbelief become difficult
- Treat the simulated patient with the same care and respect due an actual patient
- Request assistance when necessary
- Treat patient according to the scope of practice for your role
- Maintain academic integrity regarding simulation experiences

College of the Desert views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all students. The Disabled Students Programs and Services (DSPS) office is the office that collaborates with students with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534 or visit CSSC Room 101 for more information. Once registered with DSPS, students will be provided with an Authorized Academic Accommodations form that can be shared with faculty.

*We believe that everyone at College of the Desert is intelligent and well-prepared, cares about doing their best, wants to improve, and contributes to the learning community*

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Learner’s Signature and Date

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Instructor Signature and Date