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PROGRAM OVERVIEW

Nursing Philosophy

The philosophy of the Imperial Valley College Nursing Program is congruent with the mission and goals of Imperial Valley College. The nursing faculty accepts, as major tenets, the identification, and awareness of the needs of the community, consideration for the cultural diversity of the population, acceptance of responsibility for providing the highest quality of instruction, and open access for all students. The design of the curriculum for the nursing program recognizes responsibility to student, community, college, and the profession of nursing.

The sensitivity of the faculty to the uniqueness of all students provides a framework for student learning throughout the nursing program. It is believed that students deserve the opportunity to achieve realistic educational goals consistent with society's postulates regarding upward educational mobility. Further, it is believed that upward educational mobility opportunities are in the best interest of nursing in the future.

It is the belief of the faculty that the practice of nursing is founded upon a broad base of theoretical and scientific knowledge. As a result of the faculty's belief, the curriculum is based on blended concepts, that integrate the frameworks of the Roy Adaptation Model, a systems approach, California Board of Registered Nursing Standards of Competent Performances and the Nursing Process as defined by NANDA in 1974 into a unifying curricula theme. The unifying theme is noted throughout the curriculum through the use of the nursing process and throughout the nurse’s role as communicator, provider of care and client teacher.

Support systems are recognized as an integral part of student advocacy. Educational opportunities, which focus on individual differences in learning needs, are inherent in the design of the curriculum. Linguistic obstacles to learning are accommodated both before the student enters the nursing program and while the student is meeting program requirements. Collaboration with college personnel involved with the reading and writing laboratory provides opportunities for student to strengthen skills in oral and written communication. Instructor-tutors assist all students, and specific learning activities are available for any student who indicates a need for additional assistance.

In addition, it is acknowledged that cognizance of the social support system of each student aids in achievement of academic success. Therefore, the faculty and student populations endorse accommodation of student needs.

Major concepts inherent in nursing practice are integrated throughout the curriculum. Multiple opportunities to practice the art of nursing, using a critical thinking approach, provides for the development of cognitive, technical, and interpersonal nursing practice. A wide range of dependent, independent and interdependent functions are shared with other disciplines resulting in collaboration which is directed toward the delivery of the supportive aspects of health care. Focus is on the judicious use of skills to meet requirements of individuals with common, well-defined health needs.

The associate degree-nursing faculty has adopted five separate statements, which deal with their philosophy of nursing: Philosophy of Man, Philosophy of Nursing as a whole, Philosophy of Health - Illness, Philosophy of Environment, and Philosophy of Nursing at Associate Degree Nursing at Imperial Valley College.

Philosophy of Man

Man is a unique individual and is in continuous interaction within the environment. Man adapts to the environment by attempting to maintain a state of homeostasis. As a dynamic individual, man is entitled to dignity and respect. Man has the freedom to choose, and therefore, is able to accept responsibility for the decisions made and to participate in decisions regarding the plan of care.

Philosophy of Nursing as a Whole

Nursing is a practice discipline. Facts and concepts are integrated from the natural, biological, physical and behavioral sciences. By applying these concepts with respect and dignity for all human beings,
nursing provides care and nurturance which focuses on human needs as they relate to the health-illness continuum. The goal of nursing is to promote the person’s adaptation, through health promotion and maintenance.

**Philosophy of Health and Illness**
Health is seen as the individual's bio-psycho-social, spiritual ability to function with and respond to an ever-changing environment. As a dynamic function, health demonstrates the individual's adaptive response to internal and external stresses and the capability to meet basic human needs. The associate degree nurse’s primary focus is the promotion of the person’s positive adaptation to actual or potential health problems.

**Philosophy of Environment**
The faculty at Imperial Valley College adopts as their philosophy of environment the assumptions of environment as defined by the Roy Adaptation Theory which states; “All conditions, circumstances, and influences that surround and affect the development and behavior of humans as adaptive systems, with particular consideration of person and earth resources” (Roy, 1999). In addition, the faculty support the premise that clients have the right to a safe health care environment.

**Philosophy of Associate Degree Nursing at Imperial Valley College**
Nursing education at Imperial Valley College is designed to prepare nurses who can function appropriately in acute and chronic health care facilities. The focus at the associate degree level is on developing knowledge, skill, and critical thinking processes needed for entry into practice. The nursing process is used to organize education and practice in a systematic manner so that problem solving and critical thinking skills become an integrated part of each nurse's background and ability. The nurse’s role as advocate, communicator, provider of care, educator, leader, and collaborator are promoted. Emphasis is placed on health teaching and health promotion as it relates to a variety of patient needs and practice settings.

The nursing faculty believes that the associate degree curriculum/program of learning based on the adaptation model of nursing helps the student to learn and apply the nursing process. Beginning with normal parameters and advancing to complex problems of adaptation help facilitate student learning.

Students who are preparing to become registered nurses continue to develop competence in providing supportive nursing care by acquiring additional knowledge and skill relative to the decision-making process. They use established criteria to plan patient care and utilize available resources to evaluate and reassess the effectiveness of the care given. They make independent adjustments in the plan of care according to established nursing protocols.

The faculty and students at Imperial Valley College strongly support the philosophical principles around which the curriculum has been developed.
Outcome Competencies

The graduate of Imperial Valley College's Associate Science Nursing Program shall consistently demonstrate the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process using a foundation of critical thinking, as follows:

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

7. Fosters communication and collaborative relationships with clients and with other professionals, disciplines, and community organizations in promoting healthcare access and maintenance

8. Practices as a conscientious professional who practices within the legal and ethical parameters of professional nursing and demonstrates a commitment to lifelong learning a part of the professional role

APPLICATION, SELECTION, ADMISSION, AND PLACEMENT

Application Process

I) Application Step #1
   A) Thoroughly read the Imperial Valley College Catalog, especially the sections dealing with matriculation services, academic regulations, graduation requirements, and the Associate Degree Nursing Program.
   B) Catalogs are available for student review online at www.imperial.edu under Catalog & Class Schedule, or in the Counseling Office and the Spencer Library Media Center.
   C) Apply to IVC and obtain a student identification number (G Number).

II) Application Step #2
   A) Make an appointment with the nursing counselor by calling (760) 355-6246. It is required that all Nursing majors meet with Nursing counselor, Stella Orfanos-Woo.
   B) Bring copies of ALL college transcripts to your appointment. The counselors will determine the status of non-nursing courses completed elsewhere.
   C) Matriculation testing should be taken as soon as possible, so that English and Math placements can be determined and that any suggested remediation can be completed prior to entry into the program.
   D) An Educational Plan and Major Sheet will be completed at this time.
   E) High School Students: It is very important that all high school students wishing to major in Nursing meet with the Nursing Counselors to develop an Educational Plan prior to enrolling in College courses.

III) Application Step #3
   A) Attend a nursing information session when available. Students will have an opportunity to ask questions about the program
   B) Information on the dates and times for these sessions will be posted on the Nursing website at www.imperial.edu

IV) Application Step #4
   A) When you are eligible and desire admission, complete an application form and turn it in to Nursing Division Office along with the required attachments listed below. Applications are available online and in the Nursing Division Office.
   B) Applications must be submitted by hand or mailed. Faxed or applications sent by email will not be accepted.
   C) Submitting an application does not require making an appointment with nursing staff.
   D) The required attachments include:
1) Unofficial set of all transcripts, including high school transcript or diploma or GED, and IVC WebSTAR transcript.

2) Copy of the major sheet as completed by your counselor or the IVC Nursing counselor.

3) Official transcripts are not required until acceptance to the program is determined.

4) Transcripts of courses taken at other colleges AFTER submitting an application should be sent directly to the IVC Admissions Office.

E) Deadlines: Applications will only be accepted during the following two applications periods:
1) April 1 through April 30 for Fall Admission
2) September 1 through September 30 for Spring Admission.
3) If the last date of the application period falls on a weekend, the following business day at 5:00 PM will serve as the deadline.
4) Students not accepted into the program will need to resubmit another application. Students are not placed on a wait list.

F) Alternates:
1) Should vacancies become available prior to the start of the term, space will be made available for those students chosen as alternates
2) Alternates will be selected from the remaining list of eligible students based on the stated selection criteria and the number of vacancies available.
3) If not admitted into that term, alternates will need to resubmit another application.

V) Application Step #5
A) The Nursing Selections Committee will evaluate applications to verify GPA and prerequisite courses.

VI) Application Step #6
A) Qualified applicants will be ranked by admission criteria and academic scores; 75% will be selected by ranking rank and 25% of qualified applicants will be selected by lottery.
B) Students will receive notification of selection within 4-8 weeks after the application deadline. The notification is not an ‘admission notice’, but only a ‘selection notice’ as an eligible candidate for the program. ‘Acceptance’ into the program is granted only after successful completion of the Test Essential for Academic Success (TEAS) exam.

VII) Application Step #7
A) Once the student receives notification of ‘eligibility’, an appointment must be made with the Nursing Learning Center and as defined in the TEAS section of the “Entry and Ongoing Requirements Policy” in this handbook.
B) Once the required score is met, the student will be ‘admitted’ to the Nursing Program.
C) After receiving notification of admission, students must accept or decline admission within 15 days. If a response is not received, that student will be replaced by a student on the alternate list.

Admission Criteria
I) Students will be admitted to the IVC Nursing Program from the applicant pool using the following admission criteria (effective Fall 2008):
A) Qualifying GPA of 2.5 in all degree applicable courses;
B) Reading & Composition (ENG 101 or higher) with a GPA of 2.0 or better;

C) Core science requirements in Anatomy, Physiology, and Microbiology (BIOL 200 and 202 or BIOL 204 and BIOL 206, and BIOL 220) with a GPA of 2.5 or higher. Applicants with more than one (1) repeat of science courses may have difficulty entering the program

D) Reading Competency Requirement - A successful score on the Accuplacer Test or ENGL 089 or higher with a grade of C or better.

E) Math Competency Requirement - A successful score on the Accuplacer Test or MATH 090 or higher with a grade of C or better.

F) Fulfillment of the TEAS (Test for Essential Academic Skills) Entrance Exam.

G) Be at least 18 years of age at the time of admission.

H) Be in adequate health to perform the duties of a nurse (see Nursing Program Minimum Safety, Mental and Physical Qualifications).

I) Completion of a background check and drug screen after acceptance to the program.

II) Transfer, re-entry and advance placement students will be required to meet the above course requirements and additional testing requirements for placement.

III) Prioritization for placement of applicants is based on the following:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Type of Student</th>
<th>Qualifier Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continuing Generic student</td>
<td>Good standing with no &quot;W&quot; or &quot;Ds&quot;</td>
</tr>
<tr>
<td>2</td>
<td>Continuing Generic student</td>
<td>Good standing with a &quot;W&quot; due to illness, financial hardship, personal necessity</td>
</tr>
<tr>
<td>3</td>
<td>Continuing Generic student</td>
<td>Received one (1) &quot;W&quot; or &quot;D&quot; in any nursing class while in the program and completed a personal remediation plan</td>
</tr>
<tr>
<td>4</td>
<td>VN to RN student</td>
<td>Completed NURS 204 and all admission criteria for program</td>
</tr>
<tr>
<td>5</td>
<td>Transfer student</td>
<td>Good standing in an accredited nursing program and did not receive any &quot;W&quot; or &quot;Ds&quot;</td>
</tr>
<tr>
<td>6</td>
<td>Transfer student</td>
<td>Good standing in an accredited program and received &quot;W&quot; due to illness, financial hardship, personal necessity</td>
</tr>
<tr>
<td>7</td>
<td>Transfer student</td>
<td>Received one (1) &quot;W&quot; or &quot;D&quot; while in an accredited program</td>
</tr>
<tr>
<td>8</td>
<td>VN to RN student</td>
<td>30 Unit Option</td>
</tr>
<tr>
<td>9</td>
<td>Foreign Nurses</td>
<td>In need of only 1 or 2 courses and meets program admission criteria and space is available</td>
</tr>
</tbody>
</table>

Blended Multi-criteria Screening and Selection Process

I) Students will be screened for admission according to the following process

A) Approximately 75% of qualified students will be selected by the ranking on Academic and Multi-criteria Screening Selection Rubric. (see next page)

1) Academic screening is used for all applicants.

2) Whenever the program exceeds its capacity, additional screening will include multi-criteria (Reference: Section 78261 of Educational Code).

   (a) Academic degrees, diplomas, or certificates relevant to nursing courses

   (b) Work or volunteer experience relevant to nursing courses.

   (c) Advanced proficiency in language other than English: both reading and writing
(d) Life experience pertinent to motivation and success in nursing courses

B) Approximately 25% of qualified students will be selected by lottery.

II) Academic and Multi-criteria Screening Selection Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max. Points</th>
<th>Range Possibility</th>
<th>Point Distribution</th>
<th>Student Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA (all transcripts - degree applicable)</td>
<td></td>
<td>GPA</td>
<td>Points</td>
<td>Points</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4.0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5-3.9</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.0-3.4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5-2.9</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;2.5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>English 101 (or avg. Eng courses 101 or above)</td>
<td></td>
<td>GPA</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4.0</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5-3.9</td>
<td>3</td>
<td></td>
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<tr>
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<td>3.0-3.4</td>
<td>2.5</td>
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<tr>
<td></td>
<td></td>
<td>2.5-2.9</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;2.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Core Sciences (within 7 years)</td>
<td></td>
<td>GPA</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4.0</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5-3.9</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.0-3.4</td>
<td>2.5</td>
<td></td>
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<td></td>
<td></td>
<td>2.5-2.9</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;2.5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Science Course Repeat any reason (W, D, or F)</td>
<td></td>
<td># Repeats</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>-3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If Nursing Program exceeds capacity the following additional criteria may apply*

| Relevant Work Experience Related to healthcare or nursing                | Work as     | Points |
|                                                                          | MSW         | 2      |
|                                                                          | LVN/EMTP    | 1      |
|                                                                          | Med. Asst.  | 1      |
|                                                                          | C.N.A       | 1      |
|                                                                          | EMT         | 1      |

| Relevant Degree or Certificate                                          | Degree      | Points |
|                                                                          | MS/MA/MPH   | 3      |
|                                                                          | BS/BA       | 2      |
|                                                                          | EMT-P       | 1      |

<table>
<thead>
<tr>
<th>Advanced Proficiency in language other than English; <em>i.e.</em> Spanish, Farsi, Chinese, Tagalog, Russian</th>
<th>Number other than English</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficient in reading &amp; writing</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Life Experiences; <em>i.e.</em> disabilities, 1st generation, need to work, fin. aid, personal situation, refugee or veteran</td>
<td>Pertinent Yes / No</td>
<td>Points</td>
</tr>
<tr>
<td>Dependent on each case</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Rubric Total 13 / 20
Special Circumstances for Placement – Advanced Placement

I) Students who have had previous nursing education or nursing work experience in the following areas will be considered for advanced placement on a case-by-case basis at the time the application is submitted:

A) Accredited registered nursing courses
B) Accredited vocational nursing or practical nursing courses
C) Armed services nursing courses

II) There are three (3) pathways to obtain advanced placement:

A) LVN to RN Advanced Placement Application Procedures:

1) Applications are accepted throughout the academic year and must include:
   (a) Completed Application
   (b) Copy of current California LVN license
   (c) Copy of current AHA Basic Life Support (BLS) card
   (d) Letter of recommendation from employer verifying LVN experience
   (e) Unofficial copies of all college transcripts, including IVC
   (f) Copy of Major Sheet from counselor
   (g) Disclaimer Form if applying for OPTION 2, 30-Unit Option (see next section)
   (h) Completion of IV Therapy

2) A background check and drug screen will be required after admission to the program. Students can obtain required documentation in the Nursing Division Office.

B) Credit/Challenge by Examination

1) Academic credit-by-examination may be obtained by those whose prior education and/or experience provides the knowledge and skills required to meet the objectives of one or more courses without a clinical component. The only exception to the clinical courses is for defined programs with specific guidelines on clinical practicums.

2) Students who believe they may be eligible for credit-by-examination should contact the Nursing Division Office for more information

3) For College policy regarding credit-by-examination, consult the “Credit by Examination” section of the IVC catalog – guidelines are provided below

C) College Transfer Student

1) This option is available to students who have been enrolled in an accredited RN Program within the past two (2) years

2) Courses will be considered for transfer depending on equivalency to the IVC nursing course

3) Students apply using the same procedures and deadlines as a generic first-time student, but must include copies of the course descriptions for each previous nursing course

4) Students will be informed in writing of the status of their application

Three (3) Options for LVNs Wishing to Advance to the RN Level.

I) All three options are open to students who have an active California LVN license

II) Admission to each level is based on space availability

III) OPTION 1 – LVN to Associate Degree RN requirements:

A) Prerequisite courses must be completed before applying to the program (see Prerequisite/Degree Course Grid below). Upon completion, students are eligible to receive an Associate of
Science Degree in Registered Nursing and take the RN licensure exam (NCLEX) as a graduate of IVC

B) Requirement: Degree courses must be completed at the time of graduation

1) An overall grade point average (GPA) of 2.5 or higher,
2) A 2.5 GPA or higher in the core Science courses, and
3) A 2.0 GPA or higher for English 101 or higher
4) See RN Nursing Program Prerequisite / Degree Course Grid below

<table>
<thead>
<tr>
<th>Prerequisite Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Reading &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>General Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 200 and</td>
<td>Human Anatomy &amp; Physiology, Part 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202, or</td>
<td>Human Anatomy &amp; Physiology, Part 2</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204 and</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 206</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 or</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Math Accuplacer Test</td>
<td>Math 090 (equivalent) or higher</td>
<td></td>
</tr>
<tr>
<td>English Accuplacer Test</td>
<td>English 089 or English 111 or higher</td>
<td></td>
</tr>
<tr>
<td>NURS 100 (new prerequisite)</td>
<td>Medication Mathematics</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions</td>
<td>As Required in College Catalog</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>As Required in College Catalog</td>
<td>3</td>
</tr>
<tr>
<td>PE 100</td>
<td>Lifetime Exercise Science</td>
<td>2</td>
</tr>
<tr>
<td>PE Elective</td>
<td>PE Activity Course</td>
<td>1</td>
</tr>
</tbody>
</table>

C) Option I students must meet with their counselor or the IVC Nursing Counselor, prior to submitting an application to the Nursing Program. You can reach the IVC Counseling Office at (760) 355-6246 for an appointment or contact Ms. Orfanos-Woo by email at stella.orfanos-woo@imperial.edu

D) If approved for admission, students must complete NURS 204 (Transition to A.S. Degree Nursing) before appropriate placement into the RN Program can be made

1) The course is geared to transition a current LVN to the RN student level and assist the instructor and Director to determine the student’s placement in the RN Program for optimal student success
2) ATI Tests during NURS 204 help determine placement:
   (a) 2 Assessment Tests (ATI) must be successfully completed at level 1 or above as determined by the ATI Scoring Grid.
   (i) OB/Maternal Child. If unsuccessful, the student must be placed in 2nd semester
(ii) Fundamentals. If unsuccessful, the student may be placed in 1st semester after review by the Student Progression Committee
(iii) Each ATI test may be taken twice to determine placement
(b) A fee will be charged for ATI materials and testing.
3) Medication Administration / Dose Calculation Exam during NURS 204 must be passed with a 92% score
E) A Skill Validation Test during NURS 204 must be taken to determine proficiency and general safety for basic principles of nursing practice
1) Testing may be in a simulated setting, laboratory check-off setting, or other format
2) If successful, the student may be placed in 1st, 2nd, or 3rd semester depending on other tests for the course, recommendations of the instructor(s), and/or director review
3) If unsuccessful, the student may start in 1st semester, after review by the Student Progression Committee and/or director
F) See VN to RN Semester Placement and Required Courses Grid

I) OPTION 2 – 30-Unit Option for LVN to RN
A) This option was established by the California Board of Registered Nursing for LVNs seeking to become eligible for a RN license in California.
1) Students are not eligible for a degree under this option and are considered non-graduates when applying for the licensure exam
2) This non-graduate status will not change
B) Disclaimer: Option 2 provides an RN license for the State of California, which may not be recognized in other states.
1) A specific form must be submitted with the nursing application.
C) The College acts as a facilitator
Twenty-two (22) nursing units must be completed
1) Eight (8) units of prerequisite courses in:
   (a) Human Physiology (4 units)
      (i) May take BIOL 206 at IVC to fulfill the physiology requirement, but cannot substitute with a human anatomy course
   (b) Microbiology (4 units)
      (i) May take BIOL 220 a 5-unit Microbiology course at IVC to fulfill the 4-unit requirement,
   (c) Core Science GPA of 2.5 or higher is required for admission
D) If approved for admission, it is highly recommended for the student to complete NURS 204 (Transition to A.S. Degree Nursing). See Option 1 above.
E) See VN to RN Semester Placement and Required Courses Grid

II) OPTION 3 – Generic Program
A) The LVN student may choose to enroll in the entire Registered Nursing curriculum.
B) Applicants are encouraged to consider Option I unless they have been away from nursing for a prolonged period and feel the need to consider this option
C) See VN to RN Semester Placement and Required Courses Grid
### VN to RN Semester Advanced Placement and Required Courses Grid

#### OPTION 1

If placed in 1st semester, refer to Option 3 Generic Program.

If placed in 2nd semester, the following nursing courses are required:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>NURS 125</td>
<td>Nursing Process &amp; Application II</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 121</td>
<td>Nursing Skills Lab II</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 123</td>
<td>Pharmacology Part II</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>11.0</td>
</tr>
<tr>
<td>Third</td>
<td>NURS 231</td>
<td>Nursing Process &amp; Application III</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 211</td>
<td>Nursing Skills Lab III</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 224</td>
<td>Psychiatric Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>NURS 225</td>
<td>Psychiatric Nursing Application</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>12.5</td>
</tr>
<tr>
<td>Fourth</td>
<td>NURS 241</td>
<td>Nursing Process &amp; Application IV</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 221</td>
<td>Nursing Skills Lab IV</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 230</td>
<td>Nursing Trends</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>10.5</td>
</tr>
</tbody>
</table>

If placed in 3rd semester, the following nursing courses are required:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third</td>
<td>NURS 231</td>
<td>Nursing Process &amp; Application III</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 211</td>
<td>Nursing Skills Lab III</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 224</td>
<td>Psychiatric Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>NURS 225</td>
<td>Psychiatric Nursing Application</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>12.5</td>
</tr>
<tr>
<td>Fourth</td>
<td>NURS 241</td>
<td>Nursing Process &amp; Application IV</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 221</td>
<td>Nursing Skills Lab IV</td>
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<tr>
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<td>NURS 230</td>
<td>Nursing Trends</td>
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</tr>
<tr>
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<td>Total Units:</td>
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</tr>
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</table>

#### OPTION 2 – 30 Unit Option

Placed in 3rd semester, the following nursing courses are required:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third</td>
<td>NURS 231</td>
<td>Nursing Process &amp; Application III</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>NURS 211</td>
<td>Nursing Skills Lab III</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 224</td>
<td>Psychiatric Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>NURS 225</td>
<td>Psychiatric Nursing Application</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
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</tr>
<tr>
<td>Fourth</td>
<td>NURS 241</td>
<td>Nursing Process &amp; Application IV</td>
<td>8.5</td>
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<tr>
<td></td>
<td>NURS 221</td>
<td>Nursing Skills Lab IV</td>
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<td></td>
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Total Nursing Units: 22

[Return to top](#)
OPTION 3 – Generic Program

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>NURS 100</td>
<td>Medication Mathematics (now prerequisite)</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>NURS 110</td>
<td>Nursing Process I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>NURS 111</td>
<td>Nursing Skills Laboratory I</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>NURS 112</td>
<td>Nursing Process Application I</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>NURS 113</td>
<td>Pharmacology Part I</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>11.5</td>
</tr>
<tr>
<td>Second</td>
<td>NURS 125</td>
<td>Nursing Process &amp; Application II</td>
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<td>NURS 221</td>
<td>Nursing Skills Lab IV</td>
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<td>NURS 230</td>
<td>Nursing Trends</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
<td>10.5</td>
</tr>
</tbody>
</table>

Additional Guidelines

Guidelines for Credit/Challenge by Examination: The student must:

I) Be enrolled in at least one regular graded class for the semester.
II) Have all transcripts from previously attended colleges and/or universities sent to the Admissions Office and the Division Office.
III) Obtain a petition for credit by challenge examination from the Admission and Records Office for each class to be challenged. **Classes with a clinical component cannot be challenged.** The only exception is for defined programs with specific guidelines on simulated/clinical practicums.
IV) File the completed petition for credit by challenge with the Admission and Records Office
   A) If the petition for a general education class is approved, the student will be given information regarding content, date of exam, and material available to assist in preparing for the examination.
   B) If petitioning for a nursing class, signatures of approval from the instructor(s) of the class you are challenging and the Division Chair (Director of Program) must be obtained in advance.  
      1) The student will be given information regarding content, date of exam, and materials available to assist in preparing for the challenge exam.
      2) The student may utilize the Nursing Learning Center to assist in preparation.
V) Successfully challenging a nursing class and meeting the general education requirements permits the student to enroll in the next nursing class according to sequence. Openings are limited to space available.
VI) Unsuccessfully challenging a class means that the applicant
   A) **Must** enroll in that class for credit and
B) May not petition to challenge that specific class again or any subsequent nursing class for credit.

VII) A maximum of 25 units may be used toward graduation through this process and no more than 15 units per semester will be authorized.

VIII) The fee is $20.00 per unit plus $10.00 for administrative costs for each exam administered.

IX) A student is not eligible for exemption by challenge examination when the official transcript shows an earned grade (including a failing grade) for that course.

Guidelines for Credit by Transfer

I) General Education Courses
   A) The Counseling Center will review transcripts and validate equivalency through course descriptions or other articulation arrangements.
   B) All general education credit by transfer is determined by the Counseling Center.
   C) Careful attention will be given to the extent to which the individual has completed course work in the following subjects:
      1) Anatomy/Physiology
      2) Nutrition
      3) Pharmacology
      4) Psychology and Growth and Development

II) Nursing Courses
   A) The Program Director will review transcripts from all previous nursing course work. Equivalency will be validated through course descriptions.
      1) In cases of minor differences, the applicant will be permitted to demonstrate cognitive and psychomotor competency through paper and pencil tests, psychomotor skills demonstration or other means of analysis.
      2) When questions arise, the applicant may be interviewed to assist in determining competency.
   B) The evaluation done by the Director will be submitted for approval to the faculty receiving the student.
      1) Transfer students may enter the nursing curriculum according to the faculty decision as soon as space is available.
      2) In case of multiple applicants, those with the earliest completion of materials date will be accepted first.

Minimum Safety, Mental & Physical Qualifications at Application Time

I) Qualifications, Abilities, Knowledge, & Skills Required in Nursing Practice
   A) Nursing employers (clinical sites) set up minimal physical and mental standards for employment as a nurse and for others providing care to patients. Qualifications may vary among employers.
B) The IVC Nursing Program wishes to assist the student in meeting all essential qualifications.
C) Students should assess their own capabilities for nursing prior to entering the program.

II) MINIMUM public safety requirements of students:
A) Fingerprint clearance prior to clinical experience and prior to licensing with State boards
B) Background clearance prior to clinical experience
C) Completion of mandated health screens

III) MINIMUM physical abilities/qualifications required of nursing students:
A) Frequently work in a standing position and frequent walking (8 to 12 hours)
B) Perform nursing duties up to an eight-hour clinical laboratory experience
C) Lift and transfer patients (adult and child) up to six inches from a stooped position, then push or pull the weight up to three feet
D) Lift and transfer patients (adult and child) from a stooped to an upright position and accomplish bed-to-chair and chair-to-bed transfers
E) Apply up to 10 pounds of pressure to a site of bleeding and for chest percussion in performing CPR which requires use of hands and arms
F) Respond and react immediately to auditory instructions, patient requests, and monitoring equipment
G) Perform exams with auscultation without auditory impediments
H) Move freely and maneuver in small spaces
I) Perform close and distant visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception
J) Sufficient fine motor skills and eye-hand coordination to use small instruments and equipment
K) Discriminate between sharp/dull and hot/cold using hands
L) Visually read calibrated scales of one-hundredth increments in not more than a three-inch space

IV) MINIMUM mental & emotional abilities/qualifications required of nursing students:
A) Ability to function under pressure and receive and respond to critique appropriately.
B) Ability to think critically, differentiate, and analyze
C) Ability to perform mathematical calculations in a timely manner
D) Ability to communicate effectively, orally, in writing, and on computer using appropriate grammar, vocabulary, and word usage
E) Ability to comprehend and carry out verbal and written directions
F) Develop the ability to analyze and respond to changes in the condition of a patient, changes in physician orders, or treatments/interventions in a timely manner
G) Develop the ability to make decisions with critical thinking skills
Non-Discrimination

I) Imperial Valley College Policy:
   A) Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.
   B) Limited English speaking students who are otherwise eligible will not be excluded from any vocational education program.
   C) See College Catalog for further information

II) IVC Nursing Program
   A) In carrying out the non-discrimination policy of the IVC Nursing Program with regard to students and applicants with disabilities, the Nursing Program will endeavor to make reasonable modifications and, otherwise, reasonably accommodate students and applicants with disabilities
      1) Students with disabilities should consider their ability to meet the above minimum qualifications with reasonable accommodation
      2) A team consisting of nursing faculty and nursing administration, with representation from outside the Nursing Program as appropriate, will evaluate any requests for accommodations
      3) Student may refer to Additional Resources section (Disabled Student Program and Services.)

Frequently Asked Questions About Application and Acceptance into Nursing Program

I) When is the best time to apply?
The best time to apply is when all prerequisite courses are completed and degree requirements are at least in progress. This gives the student more time to focus on nursing courses without scheduling additional classes that may interfere with the nursing schedule.

II) What forms do I turn in with the application?
Unofficial copies of all transcripts, college and high school level, including a copy of the IVC WebSTAR transcript, and a copy of the IVC Nursing Counselor’s major sheet. A copy of the high school diploma or GED is acceptable. No other documents are needed with the application.

III) Is it required that I meet with my counselor, or the IVC Nursing counselor before turning in an application?
Yes. You must submit a copy of the major sheet provided by the counselor when applying which confirms you understand the required courses for the program and degree.

IV) Do local students have priority in the program over students who apply from another area?
No. Applications are reviewed based on the admission criteria and contents of the applications.

V) Do you place students on a wait list?
No. All applications received for that semester are considered for the program.
VI) **What is the TEAS Exam?**

The TEAS (Test for Essential Academic Success) exam has been adopted by the California Community College Chancellor’s Office as an assessment tool for preparing nursing applicants in the areas of Math, Reading, English and Science. Applicants who have been found eligible for the program must take the test and pass each area with a 67% score to be admitted to the program. If the student does not pass, the student is allowed to continue taking the exam for up to one year until all areas are passed.

VII) **When will I be notified if I’ve been accepted?**

Students are notified 4-6 weeks after the deadline period of their eligibility for the program. Students are not accepted to the program until the TEAS exam requirement has been fulfilled.

VIII) **What if I am not accepted?**

Students who are not accepted into the semester for which they applied, can submit a new application for the following semester. The application is returned to the student who was not accepted.

IX) **What is the process for selecting students?**

A point system is used based on the criteria mentioned in this packet. The points issued are based on overall GPA, GPA in the core science courses, and GPA for English 101 and higher level.

X) **What are the estimated costs of the program?**

Students can expect to spend between $4,000 to $5,000 for the entire two-year program, which includes tuition and parking, textbooks, uniforms and supplies, assessment testing, insurance fees, licensure examinations, and graduation costs. One additional cost will be a lab materials fee which is planned to start in 2010. An estimated expense sheet is available from the Nursing Division Office. Students are advised to contact the IVC Financial Aid Office to apply for assistance and scholarships that may be available. For more information check the IVC website [www.imperial.edu](http://www.imperial.edu) under student services or call (760) 355-6266.

XI) **Still have questions?**

Contact the Nursing Division Office at 760-355-6348 or by email, [laura.hartsock@imperial.edu](mailto:laura.hartsock@imperial.edu)
PROMOTION, RETENTION, AND GRADING STANDARDS

Course Repeat and/or Re-entry Policy

I) General Nursing Education:

A) It is preferred that all general education be taken prior to the nursing courses

B) Courses which are prerequisite or co-requisite for nursing courses must be taken and successfully completed in the proper sequence as each builds on knowledge gained to ensure patient safety and quality of nursing care

II) Nursing Course Re-entry

A) Re-entry may be applicable, if the student:

1) Received a failing grade (less than a “C”) in any course in the Nursing Major, including Pharmacology and Skills Labs or other class designated in the schedule as NURS, or

2) Received a failing grade in any clinical performance, OR

3) Elected to receive a “W” (withdrawal) from any course in the Nursing Major for any reason. If the student left due to a documented serious illness/injury, or childbirth, please refer to the ‘Pregnancy Policy’ and/or the ‘Post-Surgery/Extended Illness Policy’

B) Limitations to Re-entry

1) Re-entry is neither automatic nor guaranteed and is subject to an individualized evaluation of the reason for exiting and current space available

2) A student’s Petition for Re-entry will be considered only one time throughout the Nursing Program’s curriculum. Special consideration may be given in extremely extraordinary circumstances

3) If a student is discharged from the Nursing Program for unprofessional conduct or a violation of legal or ethical standards set forth by the Nursing Program, then re-entry may not be possible

4) As patient safety is paramount, a student dismissed as a result of unsatisfactory clinical performance will require further consideration and re-entry may not be possible

5) Re-entry places the student into the specific course exited.

6) The student must re-enter within two semesters (one year) of the semester exited or re-apply for admission to the program as a new student in first semester. This is an issue of recency, not a guarantee of placement at time of petition.

C) Re-entry Process

1) The student must meet with the course instructor(s) to discuss strategies for future student success and possibility of re-entry

2) The instructor will submit documentation to the Division Office:

   (a) Teacher – Student Conference Form with exit discussion for the student file

   (b) Recommendations for student success strategies and re-entry for the Student Progression Committee and/or Director

3) The student must complete and submit a Petition for Re-entry form with:

   (a) Documentation of remediation (if necessary) based on the recommendations from the instructor / student exit discussion and other sources of counseling

   (b) Additional documentation as defined on the Petition for Re-entry form
(c) **Deadlines** | **Due** | ‘Desired’ Re-entry
---|---|---
(i) Exiting Fall | month of January | re-enter Spring
(ii) Exiting Spring | month of June | re-enter Fall
(iii) Exiting Summer | month of July | re-enter Winter
(iv) Exiting Winter | month of February | re-enter Summer

D) **Re-entry Approval Process**

1) **The Student Progression Committee (SPC) makes the final recommendation for acceptance or denial of the Petition for Re-entry**

   (a) The SPC will speak with the instructor(s) and review the instructor(s) recommendations and student remediation
   (b) The SPC reviews all Petitions for Re-entry and attachments
   (c) The SPC will review the student’s grades, prior progression through the Nursing Program, completed remediation documents, and other applicable information

2) **If the petition is accepted:**

   (a) The student’s name is placed on a re-entry list along with the date of the re-entry request and the course needed
   (b) As seats become available, (on a first come, first served basis) the Program Director via the Nursing Division Office notifies the student
   (c) If the student has been out of the program more than one semester or six months, the student must provide documentation of satisfactory physical, CPR certification, immunization status, TB clearance, liability insurance, background check, and drug screen - all expected elements for a new admission student
   (d) The student will participate in the Nursing Program under the rules and regulations written in the Nursing Student Handbook for the year of the re-entry

3) **If the petition is denied, the student will be informed of the options**

   (a) Option A: Re-apply to the RN Nursing Program at entry level, subject to all selection criteria
   (b) Option B: Apply to the Vocational Nursing Program at entry level, subject to all selection criteria
   (c) Option C: Seek admission in another program or another school
<table>
<thead>
<tr>
<th>Algorithm for Re-Entry into the Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsuccessful Completion of any Nursing Course ↓</td>
</tr>
<tr>
<td>Instructor and Student Exit Interview ↓</td>
</tr>
<tr>
<td>Instructor Documents Recommendations for Remediation ↓</td>
</tr>
<tr>
<td>Student Develops and Implements Student Success / Remediation Plan ↓</td>
</tr>
<tr>
<td>Student Submits Petition for Re-entry with Attachments and completes plan for SPC ↓</td>
</tr>
<tr>
<td>SPC Speaks with Instructor and Reviews Petition ↓</td>
</tr>
<tr>
<td>SPC recommends: Accept or Deny re-entry ↓</td>
</tr>
</tbody>
</table>

**If Accepted:**
- Student placed on ‘re-entry list’ ↓
- Space available: 1st come, 1st served ↓
- Student must be current with entry and ongoing requirements ↓
- Student re-enters program as directed ↓

**If Denied:**
- Student is informed ↓
- Option A: Re-apply to RN Nursing Program at entry level ↓
- Option B: Apply to VN Nursing Program at entry level ↓
- Option C: Seek admission in another program or another school ↓

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**Instructor Procedures for Student Withdrawal or Dismissal**

I) **Withdrawal or Dismissal:** due to Academic Failure or Personal Reasons

A) An appointment should be made for instructor(s) and student to discuss and confirm the withdrawal/dismissal
   1) The instructor(s) should provide guidance and discuss strategies for future student success including the possibility of re-entry
   2) The student should develop a remediation plan and consider the recommendations of the instructor(s)
   3) If the student does NOT meet with the instructor(s), the instructor(s) must then inform the Nursing Division Office staff and a letter will be sent to the student.

B) The instructor must complete and turn in a ‘Student Withdrawal Form’ to the Nursing Division Office staff any time there is a change in a student’s status in the program.

C) The student submits a ‘Petition to Re-enter Form’ to the Nursing Division Office staff along with a copy of the recommended remediation plan.
   1) The Nursing Division Office submits a copy of the plan to the Nursing Learning Center staff.
2) If a ‘Petition to Re-enter Form’ is NOT received by the office as per the dates specified, a delay in re-entry to the program may result.

3) The student is not required to meet with the Program Director at this time.

II) When Remediation is Completed:
   A) The student must submit documents to the Nursing Division Office staff for the Student Progression Committee (SPC) to review.
   B) The SPC will recommend progression based on adequate completion of the remediation plan, the instructor’s recommendation, additional documentation if required, space availability, and priority for admission list. A letter will then be sent to the student confirming space availability or the need to wait for space availability.
   C) Re-admission is based on space availability and is NOT guaranteed.

III) Advanced Placement/Transfer Students
   A) The same procedures apply for advanced placement and transfer student who withdraw or are dismissed from the program.
   B) These procedures do not apply to advanced placement students entering the program for the first time. See Advanced Placement information.

Improving Student Success and Remediation
I) The student is responsible for his/her own success
   A) The student should make an appointment with the instructor any time the grade average drops below 75% on course work or exams
   B) For re-entry into the course, the student will develop a Personal Improvement Plan/Remediation Plan and should ask for input from faculty and tutors
      1) Plan should include those areas identified as being deficient or an area of weakness and any potential strategies to improve
      2) The student should complete the plan

II) The student is responsible for taking timely action when unsuccessful
   A) If still unsuccessful, the student must make another appointment with the instructor to determine the best strategies for progression in the course and program
      1) Discussion should include consideration of ‘withdrawal’ from the program when appropriate
      2) If the drop date has passed, discussion should include options such as Petition to Re-enter or Re-application to the Nursing Program

Attendance
I) Student Attendance: Nursing Courses
   A) Students are responsible for complying with attendance & tardiness rules:
      1) As outlined in the Imperial Valley College Catalog AND
      2) Attendance is expected for all classes assignments
3) Instructors shall take attendance into account when computing grades.

4) Limit for absences by class:
   (a) No more than the number of class hours which the class meets per week
   (b) Example: the maximum for NURS 100 Med Math is 3 hours

B) Consequences of exceeding maximum allowable absences:
   1) The student must meet with the teaching team to discuss the situation
   2) The student may be considered for dismissal from the program
   3) If remediation is considered and is available for the particular objective, the student will be required to match those hours in excess of the maximum allowable hours with an appropriate type of assigned hours based upon the classroom objectives.

C) Tardiness
   1) Repeated tardiness is disruptive to the class and interferes with learning
   2) Arriving to class assignment after the scheduled start time is considered tardiness
   3) Tardiness three (3) times in any nursing class will be considered an absence and will count toward total absences for the class

II) Student Attendance: Clinical Experience and Campus Lab
   A) Clinical and Campus Lab time provides opportunities for students to demonstrate progress and to be evaluated for applied knowledge and patient safety.

   B) Student Absences - should be limited as outlined for Nursing Courses above with the additional guidelines listed below
      1) Attendance is required at all clinical / campus lab sessions.
         (a) Excessive absences may result in a student not meeting the clinical objectives and concurrent educational requirements, which in turn constitutes failure of the nursing course.
         (b) The instructor and/or the teaching team will evaluate any absence beyond one.
      2) If an absence is excused and unavoidable, and appropriate make up experiences are available, the instructor may work with the student to arrange a make-up experience.
         (a) The instructor’s decision may consider the student’s ability or opportunity to meet the objectives of the course
         (b) The instructor should stipulate the date of completion for make-up of equivalent clinical experience if it is available

   C) Student Tardiness – the student may be sent home or to the Nursing Learning Center. This will constitute a clinical absence. If tardy more than three times, it is an absence.

   D) Student Unpreparedness - if an instructor determines the student is unprepared for that day’s clinical assignment, the student may be sent home and this will be considered a clinical absence. This may also cause the entry of an unsatisfactory grade on the student’s Clinical Evaluation Performance Form and will reflect in the final grade. One example of unpreparedness is failure to follow the uniform policy in a clinical setting.

   E) Student Illness - If the student is unable to report to the laboratory facility where assigned, the student is responsible for notifying the clinical instructor and agency in accordance with the policies established during the facility orientation and by the instructor.
      1) Students are responsible for reporting any health condition that may interfere with his/her performance in the clinical practice area
         (a) For patient and staff safety, students should not come to clinical when sick
(b) The clinical instructor may send the ill student home and discuss clinical make-up at a later date if it is available.

(c) Continuance in the program will be based on:
   (i) Recommendations of the attending physician
   (ii) Number of absences needed to address health condition

F) Instructor Tardiness

1) If the clinical instructor is late, the students must make every reasonable effort to contact the clinical instructor as directed in the syllabus.
   (a) Students must not participate in patient care if the instructor is not present.
   (b) If the clinical instructor has not arrived within 30 minutes from the usual start of clinical time and cannot be reached, the students must:
      (i) Leave a message with the Nursing Division Office (760-355-6348)
      (ii) Write a list of the students who attended clinical
      (iii) Inform the clinical site personnel in charge
      (iv) Leave the clinical site

2) If the instructor will be late, but will be attending clinical, the students must remain at the clinical site, but may not participate in patient care until the instructor is present.

Standards for Grades and Grading

I) California Education Code Section 76224 (a) states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be a grade determined by the faculty member(s) of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

II) The teaching team will identify methods of evaluating student performance at the beginning of each course. These methods may include but are not limited to:
   A) Computer assisted instruction
   B) Simulated clinical experiences
   C) Objective quizzes and tests
   D) On-line proctored and non-proctored exams developed by ATI
   E) Critical skills performance as identified on the Weekly Student Clinical Performance Evaluation Form. Evaluation may be scheduled at the college laboratory and/or clinical facility utilized for laboratory experience
   F) Planned and incidental observation of nursing assessment, problem identification, care plan development, implementation and evaluation of nursing care
   G) Written assignments as stated in the course syllabus or discussed at the beginning of the course
   H) Self-evaluation of clinical performance based on competencies for the course
   I) Written or verbal feedback in student/instructor conferences and class participation
   J) Student presentations and/or collaborative learning assignments

III) Grading Standards: Nursing Program Overall

A) The Nursing Program complies with the Imperial Valley College grading policies in the current catalog and the ADSN Program grading policies.
B) Nursing course grades are based on the following scale (not rounded)

A = 92%-100%
B = 83%- 91%
C = 75%- 82%
D = 68%- 74%
F = Below 68%

C) Each semester of the nursing program includes at minimum a) theory course work, b) clinical experience course work, and c) nursing skills laboratory work as well as any required co-requisite courses.

1) Each of these areas must be passed with a 75% or better
2) Failure of any one part necessitates re-taking all three; i.e. theory, clinical, and skills to meet the Board of Nursing requirement for concurrent clinical and classroom study. (See policies related to re-entry)

D) Minimum course requirements for progression in the Nursing Program

1) Final Course Grades must be 75% (‘C’) or better, based on ALL the following:
   (a) All finals will be passed with a score of 75% or better
   (b) The theory portion must be passed with a score of 75% or better
      (i) Theory is weighted as 70% of the course (NURS 125, 231, & 241). Theory for NURS 110 and 224 are weighted as 100%.
      (ii) Theory grades include written assignments, presentations, quizzes, exams, and/or other written/oral assignments as directed by the instructor
   (c) The clinical portion must be passed with a score of 75% or better (satisfactory)
      (i) Clinical is weighted as 30% (NURS 125, 231, & 241). Theory for NURS 112 and 225 are weighted as 100%.
      (ii) Clinical grades include actual clinical experience, simulations, care plans, and/or other written/oral assignments as directed by the instructor
      (iii) Students determined as ‘unsafe’ in a clinical setting will not be allowed to progress
   (d) Other performance measures as specified by the instructor or course syllabus
   (e) No extra credit assignments or contracting for course grades is permitted.

E) Additional requirements for progression in the Nursing Program

1) Nursing attendance polices are applicable to theory, clinical, skills, and co-requisites courses.
2) Nursing policies related to ‘clinical unsatisfactory notices’ are applicable to all clinical courses.
3) A pharmacology calculation test must be passed with the equivalent of a 92% in every semester.
   (a) The score will not be counted in the course grade, as it is a pass/fail test.
   (b) If the student misses the pharmacology calculation test, this results in a failure on that specific test.
(c) The student will have three opportunities to pass this test.

IV) Grading Standards: Clinical Experience and Skills Laboratory

A) Clinical performance is determined throughout each clinical rotation by the clinical instructor based on a comprehensive evaluation of skills and applied theory.

B) The student is responsible for:
   1) Reviewing the clinical objectives and clinical outcomes in the syllabus and as directed.
   2) Following instructions regarding clinical evaluation.
   3) Providing self-evaluation of personal performance in a timely, thoughtful, and complete manner.
   4) Collaborating with the instructor when having difficulty meeting the clinical objectives.

C) Regarding Unsatisfactory Clinical Performance:
   1) The 1st "unsatisfactory" necessitates completing a Nursing Learning Center (NLC) Remediation Referral established by the instructor prior to the next clinical assignment.
      (a) NLC Remediation Referral may be designated as ‘immediate’.
      (b) If NLC Referral is immediate, the student must report directly to the NLC or be considered absent for that clinical day.
   2) The 2nd “unsatisfactory” necessitates completing a NLC Remediation Referral established by the instructor prior to the next clinical assignment and may be directed to meet with the Program Director to determine if other steps are needed in addition to the established tutoring.
   3) The 3rd "unsatisfactory" requires the student to meet with the teaching team for dismissal from the nursing course. No student shall receive three “unsatisfactories” in one day.

D) Guidelines for Grading Care Plan:
   1) If an unsatisfactory grade, the student is expected to correct the care plan within the designated timeframe and return it to the instructor.
   2) If a student fails to correct the care plan on time or if the returned care plan continues to be unsatisfactory or if the care plan is not submitted, it will be reflected as “unsatisfactory” performance.

E) Skills Competency Exams must be passed with a “satisfactory” score in order to progress to the next level.

V) Grading Standards: Pharmacology Calculation Exam

A) Because patient safety is the utmost priority, each student will be required to take and successfully demonstrate competence and pass a drug calculations exam each semester.

B) Minimum requirements:
   1) 10 - 25 questions / calculations appropriate to the level of each semester.
   2) Student must show their work.
   3) Pass with a score of 92% or higher. The score is not included in the grade point average for the course as it is a pass/fail assignment.
   4) Time limits assigned as appropriate to the number of questions.
5) Correct units must be stipulated to be scored correctly; i.e. mL/hr, mg, etc.

C) The student is allowed three (3) attempts to pass

1) Students who do not pass:
   (a) Must seek tutoring from faculty and/or math department and/or computerized software in Nursing Learning Center
   (b) Cannot administer any medication in a clinical setting, except under the direct supervision of the instructor. The student must ensure the 5 rights, verbalize drug action, nursing considerations, calculations, rates, relevant labs and correct administration.
   (c) If the student is unsuccessful on the 3rd attempt, the student cannot progress to the next nursing course (course failure).

2) Calculators
   (a) May or may not be allowed as stipulated by the instructor
   (b) If allowed, only simple function calculators may be used. No cell phones, no palm pilots, and no advanced calculators can be used.

VI) Grading Standards: ‘Incompletes’

A) An “Incomplete” grade may be recorded due to an unforeseen emergency or extremely unusual circumstance.
   1) The student must contact the lead instructor and/or teaching team AND complete the College’s form for an ‘Incomplete Grade’
   2) Student must submit a plan for completion of course requirements with an acceptable deadline for review by the lead instructor and/or teaching team
   3) The instructor must complete/submit the proper form for an ‘Incomplete Grade’
   4) If the ‘Incomplete’ is not completed within the designated time period, the instructor will record failing grade.
   5) An ‘Incomplete’ cannot be granted because the student is failing the course

Assessment Testing (ATI) Processes and Grading

I) **Purpose:** Tests from Assessment Technologies, Inc. (ATI) are designed to evaluate knowledge level and application of theory level as students progress throughout the program

A) Computerized comprehensive tests are given prior to the completion of nursing courses and/or semesters to compare student progress to other students at a national level

B) The Content Mastery Series is designed to assess student knowledge and decision-making skills in six areas: Critical Thinking, Fundamentals, Maternity, Pediatrics, Medical-Surgical/Geriatrics, and Mental Health

C) A Comprehensive Predictor exam is given prior to exiting the program to determine the student readiness for National Certification and Licensing Examination (NCLEX)

II) **Testing Sequence**

A) First Semester:
   1) **Critical Thinking Entrance Exam:** Assessment of ability to use the phases of the critical thinking process
2) **Fundamentals of Nursing**: Assessment of the student’s basic comprehension and mastery of the fundamental principles in nursing

B) **Second Semester**:

1) **Maternal Newborn Care**: Assessment of women’s health care, physiological and psychological changes in pregnancy; normal and complicated antepartum, intrapartum and postpartum care; normal and complicated newborn care, pharmacologic interventions, nutritional care, and cultural considerations

2) **Pharmacology of Nursing Practice**: Assessment covering dosage and fluid calculations, interactions, administration, and general pharmacological principles. May be given in 3rd Semester; check with the instructor.

C) **Third Semester**:

1) **Nursing Care of Children**: Assessment includes bodily systems, growth and development, pharmacotherapeutics, fluid, electrolytes, and nutritional care of the child

2) **Pharmacology of Nursing Practice**: Assessment covering dosage and fluid calculations, interactions, administration, and general pharmacological principles

3) **Mental Health**: Assessment covers various mental health disorders, therapeutic milieu, stress, and crisis management, and issues related to special populations

D) **Fourth Semester**:

1) **Medical-Surgical Nursing**: Assessment covers bodily systems, pharmacology, fluids, electrolytes, nutritional care, communication techniques and cultural considerations

2) **Leadership in Nursing**: Assessment of decision-making, management skills, safety, planning, supervision, counseling, delegation, collaboration, and identification of client and staff needs

3) **NCLEX RN Comprehensive Predictor**: Comprehensive assessment across the lifespan medical-surgical, mental health, pediatric, maternal-newborn, leadership, management, pharmacology, community health nursing, growth and development, cultural considerations, therapeutic relationships, and nursing process

4) **Critical Thinking Exit**: Measures changes in each student's critical thinking ability

E) **Fourth Semester and Post Graduation**

1) **Virtual ATI**: Computerized process whereby the graduates prepare for the NCLEX examination through individualized on-line testing, guided study plan, and email with an on-line ATI instructor. A ‘gmail’ account/address is required

III) **Testing Fees**

A) Fees are due at the time of registration

1) Fees must be paid directly to ATI by the first week of each semester

2) Check with the Division Office for current cost (subject to change)

B) Fees are not refundable and are not carried into the next semester. All students owe the fee regardless of status in the program; i.e. even if withdraw or failure.

IV) **Scheduling and Preparation**

A) ATI exams are scheduled by the instructor and dates are given to you in class

B) Secured exams are taken online in the Nursing Computer Lab
C) Students with a documented disability must inform the instructor early in the semester and may make other arrangements.

D) Proctored exams cannot be taken until the student submits a non-proctored exam with a score of 90% or higher.

E) Review modules for each test along with applicable DVDs will be available once fee is paid.

V) ATI Exam Sequence, Equivalency, and Scoring

A) Each ATI exam provides the student with an ATI Proficiency Level and an ‘Individual Score’

B) The following exams are equal to a course assignment as determined by the individual faculty member. For exams graded using ATI Proficiency Levels, the grid below will determine the student’s ATI grade. The instructor will determine which exams will use the grid for grading and this will be explained during the class orientation session.

1) 1st Semester  RN Fundamentals
2) 2nd Semester  RN Maternal-Newborn
3) 3rd Semester  RN Nursing Care of Children
   RN Pharmacology of Nursing Practice – (may be given in 2nd)
   RN Mental Health Nursing
4) 4th Semester  RN Medical-Surgical
   RN Comprehensive Predictor - cut score defined by instructor
   Critical Thinking Exit

<table>
<thead>
<tr>
<th>ATM Levels / Scoring Grid</th>
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<tbody>
<tr>
<td><strong>Level of 1st ATI Exam</strong></td>
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<tr>
<td>Level 3</td>
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</table>
| Level 2                   | 83%                  | Optional   | a) Remain at Level 2 = 83%
|                          |                      |            | b) Level 3 = increase score to 88% |
| Level 1                   | 75%                  | Optional   | a) Remain at Level 1 = 75%
|                          |                      |            | b) Level 2 = increase score to 80%
|                          |                      |            | c) Level 3 = increase score to 85% |
| Below Level 1             | 0%                   | Required   | a) Remain < Level 1 = keep the highest adjusted individual score
|                          |                      |            | b) Level 1, 2, 3 = increase score to 75% |

VI) ATI Remediation and Retakes

A) ATI Exams may be re-taken one time and at least one week must pass before the retake.

B) Potential for increasing the initial score is noted in the ATI Level / Scoring Grid.

C) The student is responsible for developing a personal remediation plan. Remediation should begin as soon as possible.
D) In developing a personal remediation plan, the student should reflect and consider possible reasons for low score and methods to improve study habits, test taking strategies, time management, and retention of knowledge.

E) Suggested Remediation Tips

1) Use the “Topics to Review” section from the Individual Performance Profile, look up each area in the appropriate ATI book(s) and DVD(s).

2) Outline the nursing process (assessment, diagnosis, goals, and interventions) to follow when caring for a specific identified disease process or situation.

3) Complete a non-proctored ATI test with a score of 100%.

Standards for Written Work

I) Style and Format

A) American Psychological Association (APA) format will be use for all written/typed work except for care plan.

B) All submitted work must be neat and legible.

II) Late Work

A) Assigned written work is due on dates specified by the instructor.

1) Must be submitted before class or clinical begins.

2) Partially completed work is not acceptable.

3) Late submittals may have total points deducted as follows:

   a) 10% for each day late; e.g. 3 days late means 30% deducted from the score achieved.

   b) 10% deduction if late over a two day weekend.

   c) For assignments graded S/U, a “U” will be given for late work.

B) If events occur which prevent timely submittal, special permission may be requested of the instructor before the due date stating the reason for the extension request and the amount of time requested.

C) If the student is unable to come to class the day work is due, it is the student’s responsibility to contact the instructor, according to that instructor’s manner of communication, and make arrangements for submission of the work.

D) Late pass-fail papers may not be accepted.

E) The individual instructor may provide for other means of handling late papers and this will be clarified during orientation to the specific class.

DISMISSAL, DISCIPLINE, STUDENT CONDUCT, AND GRIEVANCE

Multiple Guides to Student Conduct and Discipline

I) The Profession of Nursing is held to high standards of conduct, ethics, and safety.

A) Nursing students are expected to comply with all College Standards of Conduct as well as Nursing Program Standards. See College Catalog and/or website for IVC Standards.
B) Nursing students are expected to comply with all guidelines listed or referred to in this Handbook

Dismissal and Student Discipline

I) Reasons for Dismissal from the Nursing Program
   A) Academic Failure: The student fails to achieve the minimum passing scores required for 1 nursing course in any semester. See Promotion, Retention, and Grading Standards
   B) Unethical or Unprofessional Behavior: The student fails to comply with the ANA Code of Ethics in a clinical or community setting. See ANA Code.
   C) Breach of College Student Code of Conduct. See College Catalog or website
   D) Attendance Withdrawal: The student fails to attend the first meeting of a class or absences have exceeded the number of class hours, which the class meets per week. See section on Attendance and College Catalog or website

II) Disciplinary Action
   A) Violations of these rules are subject to the disciplinary actions outlined in the College Catalog, on the College website, and/or in the Student Affairs Office
   B) Violation of these rules are also subject to the disciplinary actions of the Nursing Program up to and including dismissal from the Nursing Program
   C) A Teacher-Student Conference Form should be completed by the instructor for all conferences including dismissal. See Course Repeat and/or Re-entry Policy

III) Due Process for Disciplinary Procedures
   A) Due process, appeals process, and other procedures regarding discipline can be found in the College Catalog, on the College website, and/or in the Student Affairs Office
   B) Applicable Policies include: AP 5500 Standards of Conduct, AP 5520 Student Disciplinary Procedures and AP 5530 Student Rights and Grievances

IV) Student’s Complaint Policy
   A) Procedures for addressing an unfairness in areas such as assignment of grades, deviation from course content, access to classes, or refusal of instructor to confer with a student can be found in the College Catalog, on the College website, and/or in the Student Affairs Office
   B) Samples of applicable forms are found in Forms, Samples, and Guides section of this Handbook.

Safe and Effective Nursing Practice in Clinical and Campus Settings

I) Safe and Effective Nursing Practice in a Clinical Setting is defined as:
   A) Ability to demonstrate knowledge about patient's/client's health status
   B) Ability to observe, report and record signs and symptoms
   C) Ability to accurately interpret, report and record changes in patient's condition and quality of nursing care
   D) Demonstrating through overt and covert acts, assurance of the delivery of quality nursing care
   E) Ability to set priorities and carry through with appropriate nursing interventions

Top
F) Ability to evaluate and make substantive judgments relative to the quality of nursing care

G) Ability to calculate and administer drugs safely, including documentation of administration

H) Demonstrating responsibilities for safeguarding the patient/client's right to privacy by judiciously protecting information of a confidential nature

I) Demonstrating knowledge of and compliance with the National Patient Safety Goals

II) Unsafe and Ineffective Behaviors (considered unacceptable) include, but are not limited to:

A) Academic Fraud / Dishonesty
   1) Cheating – giving, receiving, using or attempting to use unauthorized materials, information, study aids, computer/technology-related information, or other people for course work or exams
   2) Plagiarism - representing the words, data, works, ideas, computer program/output, internet/website content, or anything not generated in an authorized fashion, as one's own
      (a) Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor, NLC tutor, English department, or Library staff
   3) Fabrication (false data) - presenting as genuine any invented or falsified citation or material; i.e. falsifying vital signs or altering the medical record
   4) Misrepresentation (intentional deception) - falsifying, altering, or miss-stating the contents of documents or other materials related to academic matters (schedules, prerequisites, transcripts, etc)

B) Other Unacceptable Behavior
   1) Disrespect, disruptive, or violent behavior of any kind
   2) Abusive or profane language or behavior used with the intent to malign, harm, or discredit another
   3) Use of, or impairment by, chemicals or alcohol (legal or otherwise)
   4) Gossip
   5) Chronic tardiness, chronic absences, and inattention to make up requirements
   6) Being unprepared for class
   7) Giving false information related to absences and tardiness

C) The nursing faculty reserves the right to refuse the opportunity for a student to care for patients
   1) If the student's health interferes with performance, or
   2) If the student gives evidence of unsafe and/or ineffective nursing practice unprofessional behavior

D) A student may not render care
   1) When under the influence of prescribed or over-the-counter medication, which may affect judgment
   2) If the student imbibes in/or is under the influence of alcohol or illicit drugs

E) A student who is deemed to demonstrate unsafe practice, will fail the course and be dropped from all clinical courses enrolled in at the time and further progression in the nursing major
must be evaluated

F) Safety and Clinical Implications

1) Since the faculty-student ratio in the clinical area ranges from 1:10 to 1:12, it is impossible for a faculty member to be present continually and observe every situation

2) It is imperative that each student assumes personal responsibility to be prepared for each clinical practice experience
   
   (a) Check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition and report to the instructor and staff when leaving the clinical area to ensure continuity of care for patients
   
   (b) Students who come unprepared for clinical may be sent to the Nursing Learning Center for practice and remediation before they are allowed to return to the clinical site. This will count as a clinical absence.

Ethical Standards and the ANA Code

To healthcare professionals, ethics pertains to questions about what is right or what ought to be done in situations involving moral decisions relating to patients. Nursing students at IVC are expected to comply with the ANA Code of Ethics for Nurses; a limited version is found below.

American Nurses' Association Code of Ethics for Nurses (2005, ANA, Inc.)

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession
- It is the profession’s non-negotiable ethical standard
- It is an expression of nursing’s own understanding of its commitment to society

Provisions:

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

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

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

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

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

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

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

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

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

**Alcohol and Drug Abuse Policy**

I) **Explanatory Statements**

A) Ethanol (alcohol) is a direct multi-system toxin, a central nervous system depressant and a psycho-tropic drug with the ability to affect mood, behavior, judgment, concentration, fine motor skills, and consciousness

B) Many drugs, legal and illegal, have the potential to become multi-system toxins and central nervous system or mind-altering with the ability to affect mood, behavior judgment, concentration, fine motor skills and consciousness

C) Being under the influence of alcohol and/or drugs or abusing the use of alcohol or drugs is not acceptable

II) **Procedure for Student Suspected of Being Under the Influence of Alcohol or Drugs or Their Abuse**

A) The instructor will approach the student suspected of being under the influence of drugs or alcohol or their abuse, in a non-judgmental, firm, consistent, accepting, and reasonable manner

B) The instructor will follow the guidelines for managing the nursing student suspected of alcohol or drugs as outlined below

1) Recognize a student at risk by:

   (a) Odor of alcohol on breath or about person
   (b) Behavior such as slurred speech, poor coordination, impaired judgment, decreased level of consciousness, or unusual behavior that may be boisterous, combative, argumentative, or inappropriate

2) Immediate action to be taken by instructor and counselor:

   (a) Notify the ADRN Director
   (b) In clinical setting, the student will not be allowed to do patient care
   (c) In classroom setting, the student who displays disruptive behavior will be dismissed from class and/or directed to the Student Health Center for an appropriate referral

3) Intermediate action:

   (a) The student must meet with faculty team members to discuss the situation
   (b) A plan of action will be designed to assist the student toward rehabilitation

4) Long term action and consequences:

   (a) The student may be dismissed from the nursing class and program
   (b) The student can apply for readmission only after
      (i) Completing a formal plan of action developed by the faculty team members and/or a professional/licensed alcohol and drug program
      (ii) A minimum of six (6) months probationary delay
      (iii) Having a written confirmation of successful completion of a rehabilitation program

See also: [http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf](http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf)
California Board of Nursing (BRN) Discipline

I) Nursing Students
   A) Are not disciplined by the BRN
   B) The BRN’s professional conduct, ethical, or other guidelines may influence the decisions made by the Nursing Program
   C) See also the California Board of Registered Nursing’s Recommended Guidelines for Disciplinary Orders and Conditions of Probation
      http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf

GRADUATION, PETITIONING IVC, PINNING & PETITIONING THE BRN

Graduation

I) Graduation requirements for an Associate Degree at IVC are listed in the College Catalog. It is the student’s responsibility to file a petition for graduation.

II) Early in the 4th semester, every student must petition to be considered a graduate of IVC. The only exception is the 30-unit Option student who will be a non-degree/non-graduate.
   A) Petition applications are available at the Admissions and Records Office
   B) The Student Counselor must sign the petition form before submitting to Admissions & Records department
   C) Petition must be submitted by the fourth week into each semester

III) All fees owed to IVC must be paid before the Admissions and Records Office will release transcripts to the Board of Nursing

Pinning

I) The IVC Nursing Program pin is awarded at a pinning ceremony to all students who successfully complete the requirements of the Nursing Program
   A) Participation is optional, but recommended
   B) Each student is responsible for ordering and purchasing the pin. Those pins not claimed will be available in the Division Office
   C) Early in the 4th semester, the exiting class will select two (2) representatives to serve on a Pinning Committee along with at least one faculty representative, and the divisional administrative assistant to coordinate the ceremony.

II) Financing the Pinning Ceremony is the responsibility of the graduating class

Board of Registered Nursing Application

I) By the 6th week of the semester, information is distributed to students to begin the process of applying for the BRN licensure exam.

II) The cost for applying is $75.00 with no interim permit and $105 with permit. Additional costs include: Livescan fingerprints and one photo.

III) Applications are collected by the Nursing Office prior to graduation and sent to the BRN. It is the responsibility of the student to make sure the application is complete before being submitted.
GENERAL PROGRAM POLICIES

Course of Nursing Studies, Degree, and Support Courses

I) Course of Study

A) Below, in the grid, is a listing of the Course of Study that must be completed with grades of C or better to progress to the next level

B) Students must fulfill program and degree requirements to be eligible to take the NCLEX RN as a graduate of IVC.

C) Upon successful completion of the nursing courses and degree requirements, students are eligible to
   1) Obtain an Associate of Science Degree in Registered Nursing
   2) Take the National Council Licensure Examination (NCLEX) for RNs

D) Students requiring a full-time load of 12 units per semester will need to register for additional courses. NURS 089, Individual Studies, is a 1.0 unit course open to students. The course can be taken up to six (6) units

<table>
<thead>
<tr>
<th>Course of Study Grid</th>
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</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Course ID</td>
<td>Title</td>
</tr>
<tr>
<td>First</td>
<td>NURS 100</td>
<td>Medication Mathematics (now prerequisite)</td>
</tr>
<tr>
<td></td>
<td>NURS 110</td>
<td>Nursing Process I</td>
</tr>
<tr>
<td></td>
<td>NURS 111</td>
<td>Nursing Skills Lab I</td>
</tr>
<tr>
<td></td>
<td>NURS 112</td>
<td>Nursing Process Application I</td>
</tr>
<tr>
<td></td>
<td>NURS 113</td>
<td>Pharmacology I</td>
</tr>
<tr>
<td></td>
<td>SOC 101 or ANTH 102</td>
<td>Introduction to Sociology or (recommend as prerequisite)</td>
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<tr>
<td></td>
<td></td>
<td>Cultural Anthropology (recommend as prerequisite)</td>
</tr>
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<td></td>
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<td>Total Units:</td>
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<tr>
<td>Second</td>
<td>NURS 123</td>
<td>Pharmacology II</td>
</tr>
<tr>
<td></td>
<td>NURS 125</td>
<td>Nursing Process &amp; Application II</td>
</tr>
<tr>
<td></td>
<td>NURS 121</td>
<td>Nursing Skills Lab II</td>
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<td>Third</td>
<td>NURS 231</td>
<td>Nursing Process &amp; Application III</td>
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<td></td>
<td>NURS 211</td>
<td>Nursing Skills Lab III</td>
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<td></td>
<td>NURS 224</td>
<td>Psychiatric Nursing</td>
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<td></td>
<td>NURS 225</td>
<td>Psychiatric Nursing Application</td>
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<td>Fourth</td>
<td>NURS 241</td>
<td>Nursing Process &amp; Application IV</td>
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<td></td>
<td>NURS 221</td>
<td>Nursing Skills Lab IV</td>
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<td></td>
<td>NURS 230</td>
<td>Nursing Trends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Units:</td>
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</table>

II) Degree and Support Courses

A) Prospective students are strongly encouraged to take all courses listed in the associate degree nursing major prior to entering the nursing program to permit a greater focus on the core nursing courses

1) PSY 101 Introduction to Psychology

2) SOC 101 or ANTH 102 Intro. Sociology or Cultural Anthropology
3) SPCH 100  
   Oral Communication
4) American Institutions  
   Degree Requirement – see catalog
5) Humanities Elective  
   Degree Requirement – see catalog
6) PE 100  
   Lifetime Exercise Science
7) One-Unit PE Activity  
   Degree Requirement – see catalog
8) NURS 100  
   Medication Mathematics

B) Students who have completed all Associate Degree general education requirements and Associate Degree nursing requirements may wish to take the following recommended courses:
   1) PSY 204  
      Develop. Psychology: Conception to Death
   2) AHP 100  
      Medical Terminology
   3) VN 214  
      Basic Arrhythmia Recognition
   4) NURS 126  
      Physical Assessment

C) Students may also wish to take the following additional requirements to transfer to San Diego State University for a Bachelor’s of Science in Nursing degree:
   1) Critical Thinking Course  
      ENG 111, ENG 201, PHIL 106, or SPCH 180
   2) CHEM 160  
      Integrated Chemistry
   3) MATH 119 or MATH 120  
      Introductory Statistics with Applications
   4) POLS 102  
      American Government and Politics
   5) HIST 120 or HIST 121  
      United States History
   6) PSY 204  
      Developmental Psychology: Conception to Death

Entry and Ongoing Requirements

I) TEAS Exam (After Selection and Before Admission to Program )
   A) Purpose: All prospective nursing students for California nursing programs must pass a general knowledge entrance exam prior to starting the nursing program
   B) The Test of Essential Academic Skills (TEAS) has been approved by the State Chancellors Office as scholastic aptitude assessment in the aggregated areas of Math, Reading, English, and Science
      1) The Math subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ratio/proportion.
      2) Reading covers paragraph comprehension, passage comprehension, and inferences/conclusions.
      3) The English subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling.
      4) The Science portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science to be the entrance exam
   C) After being informed of admission to the program, the student must schedule an exam
appointment at the IVC Nursing Learning Center (760) 355-6530 or other designated testing site

D) Scoring Requirements & Remediation Options

1) The student must pass all four (4) aggregated areas with a score of 67% or higher
2) If unsuccessful on the 1st attempt (<67%):
   (a) The TEAS exam may be repeated once per semester
   (b) Remediation must be completed before retaking the TEAS
   (c) Remediation must be completed within 1 year
3) If unsuccessful on the 2nd attempt, the student must wait to repeat the TEAS the following semester
4) If unsuccessful after two (2) semesters, the student must re-apply to the Nursing Program
5) Remediation
   (a) For scores between 45% and 66%, self remediation is an option
   (b) For scores less than 45%, the student must complete one of the following
      (i) Option 1: pass course with a grade of “C” or higher
         ● Math – Math 88 or Math 89
         ● English/Reading - English 90
      (ii) Option 2: pass TEAS review course.

E) The TEAS is approximately 3-3.5 hours long and does not have regency requirements

F) Study guide and practice exam materials can be purchased through the Assessment Technologies Inc. website at http://www.atitesting.com

II) Background Checks and Drug Screening (At time of Admission and On-going)

A) After acceptance into the Nursing Program, the student is required to undergo a background check and a urine drug screening test before starting any courses
   1) Failure to comply will result in dismissal from the Nursing Program
   2) The cost of the background check and drug screen are assumed by the student. The minimum fee is $65.00

B) If the student does not pass the background check, the student may not be permitted to practice in any clinical site until the issue is cleared. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure

C) Re-entry students out of the program 1 semester or 6 months must repeat the background and drug check

D) To obtain more information on completing the background check, the student may logon to the American Databank or San Diego Nursing Service Education websites at www.americandatabank.com or www.sdnsebackground.com/

III) Prior Convictions/Misdemeanors (At time of Admission and On-going)

A) Students who are known to be actively involved in child, spouse, or elder abuse, or involved with drugs, will not be admitted to the program
   1) Students in the program who are found to be involved with the above face dismissal from the program
   2) In the State of California, a convicted child abuser will never be allowed to obtain an
RN license. Students who have concerns about these circumstances should contact the CA Board of Registered Nursing at (916) 322-3350 before starting the program

B) Students who have been convicted of a misdemeanor or felony are required to disclose this information on their application to take the RN licensure exam

1) A conviction may affect eligibility to take the RN licensure exam
2) Students can log on to the Board’s website at www.rn.ca.gov or call (916) 322-3350 for more information about this and other areas of licensure.

IV) Cardio-Pulmonary Resuscitation Requirements (At Time of Admission & On-going)

A) Students are required to have and maintain a current American Heart Association Basic Life Support (BLS) Health Care Providers card to practice in any clinical site

1) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure
2) It is the student’s responsibility to maintain certification and submit copies of CPR renewals to the Divisional Office

B) CPR classes are offered at local American Heart Association (AHA) training centers in the Valley; fees are required. Only AHA classes are accepted

C) On-line CPR classes are acceptable if the course has an on-line portion and a skills validation portion at an authorized American Heart Association Training Center

V) Malpractice Insurance (At Time of Admission and On-going)

A) Each student is required to have current malpractice insurance. Information regarding this may be obtained through the Nursing Division

1) It is the student’s responsibility to submit copies of malpractice insurance proof and renewals throughout the Nursing Program
2) The student cannot practice in any clinical setting without current malpractice insurance coverage
3) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure
4) The minimum coverage for professional liability is $1,000,000/occurrence and $3,000,000/general aggregate
5) See handout on estimated costs

VI) Health and Safety (At Time of Admission and On-going)

A) The student is required to submit documentation of all required health elements on admission and/or annually as defined below in order to practice in any clinical site

1) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure

B) Immunizations and Vaccinations

1) Polio, measles, mumps, rubella, diphtheria, tetanus, hepatitis B, and varicella titer (documentation due at time of admission)
2) TB clearance (documentation due annually)
   (a) Negative chest x-ray or TB Questionnaire (bi-annually) OR
   (b) PPD skin test (annually)
(c) Per Centers for Disease Control guidelines: PPD is considered safe and valid throughout pregnancy

3) Influenza vaccination (documentation due annually in the fall)

4) Students may schedule with IVC Student Health Center

C) Refusal of: Immunizations, Vaccinations, Titers and/or TB requirements

1) Waiver/Refusal Forms must be completed noting rationale for refusal

2) The student must indicate that he/she understands the Nursing Program will make reasonable efforts to secure alternative clinical experiences, but these experiences may not be available

3) Lack of available concurrent clinical experiences may result in dismissal from the Nursing Program as the student may be unable to complete clinical requirements

D) General Health Requirements: Students must be in adequate health to perform the duties of a nurse and meet the minimum physical, mental and emotional abilities noted on page 18.

1) Physical exam (documentation due on admission to the Nursing Program)
   (a) A physical exam is acceptable within 6 months
   (b) Students may schedule a physical at the IVC Student Health Center
       (i) Forms are available in the Nursing Division

2) Pregnancy / antepartum / postpartum
   (a) Student must submit a written physician clearance to the Nursing Division within the 1st trimester
   (b) Student must notify clinical instructor(s) as soon as pregnancy is determined
   (c) Student may continue in Nursing Program as long as able to safely meet the weekly lab/clinical objectives and attendance record is satisfactory
   (d) Student must submit a written physician clearance prior to returning to any clinical setting during her immediate postpartum period

3) Surgery / Extended Illness
   (a) Student must submit a written physician clearance to the Nursing Office
   (b) Student may continue in Nursing Program as long as able to safely meet the weekly lab/clinical objectives and attendance record is satisfactory
       (i) Attendance policies will apply unless judged inappropriate to an individual case after review by the Student Progression Committee
       (ii) See also Leave of Absence Policy in College Catalog, if necessary

4) Reporting Injury or Exposure to Infection or Communicable Disease
   (a) Student must report any clinical or classroom injuries and or exposures to infection/communicable disease immediately
       (i) Most are covered by the College/Program’s Workman’s Compensation
       (ii) The instructor should notify the clinical facility and the Imperial Valley College Human Resource Department so that policies related to injury and exposure can be activated

5) Requests for Accommodations to Health Related Issues
   (a) The student shall submit information defined above and as pertinent to the case to the Division Office
   (b) A team consisting of nursing faculty and nursing administration, with representation from outside the Nursing Program as appropriate, will evaluate the
requests for accommodations and feasibility within the Nursing Program

VII) **Personal Information and Emergency Contract Numbers (Admission and On-going)**

A) Students are required to submit changes of personal information; i.e. name, address, etc to the Nursing Division Office, Admissions, and Instructors.

B) Students are responsible for having and maintaining an up-to-date phone number and emergency contact number for the Nursing Division Office and Admission Office.

C) Students are responsible for having and maintaining an email address and providing any subsequent changes to the Nursing Division Office and instructors. A ‘gmail’ address will be required in 4th semester.

VIII) **Maintaining LVN License for VN to RN Students (Admission and On-going)**

A) Each LVN to RN student is responsible for providing and maintaining a current LVN license as requirement for attending clinical. Failure to do so will count as a clinical absence (see Attendance policies).

B) Each LVN to RN student must have both LVN and Student RN malpractice coverage. Typically the dual coverage is available on the same policy.

**Student Responsibilities and General Policies**

I) Students are responsible for knowing and abiding by all applicable:

A) Laws: Local, state, and federal laws

B) Policies, Standards, and Codes of Conduct: IVC Nursing Program, and each clinical experience site

C) Rules, Regulations, Philosophies, and Codes of Ethics: IVC Nursing Program, each clinical experience site, California Board of Nursing, and the American Nurses Association

II) **Transportation**

A) Students shall arrange for/provide their own reliable transportation to and from IVC and all clinical facilities

1) It is virtually impossible to attend the Nursing Program without the use of an automobile

2) Carpools may be used, but clinical assignments cannot be arranged to accommodate carpools

III) **Textbooks and Class Assignments**

A) Student shall acquire required textbooks before or during the first week of the course

B) Student shall complete all class assignments in a timely manner

IV) **Electronic Aids**

A) Students shall set all cell phones and pagers to “vibrate only” mode. If expecting an emergency message, discuss the issue with the instructor prior to class

B) Students cannot use or refer to cell phones, pagers, or equivalent during any class or test or in the Nursing Learning Center.

C) Tape recorders, I-pods, or equivalent can be used only with the approval of the instructor

V) **Skill Preparedness**
A) Students are expected to perform only the care and skills for which they have been prepared
   1) If assigned to an unfamiliar activity, the students must bring the areas of care or skill for
      which they were not formally prepared or supervised to the attention of the instructor or
      preceptor
   2) Performing a skill for which the student is not prepared will result in a clinical
      unsatisfactory
B) No nursing care may be provided at the time of pre-clinical preparation

VI) Standard Precautions
A) An annual validation of comprehension (or at time of re-admission to the program) is
   required of each student in 1st and 3rd Semester. Your instructor will direct you in the
   Standard Precautions review and quiz prior to first clinical day.

II) HIPAA & Information Security in All Clinical and Simulated Settings Requirements
A) All students must comply with HIPAA, other applicable regulations, and patient
   safety/privacy in all clinical or simulated settings and when filming or photographing.
B) Each student in 1st and 3rd Semester must complete the UCSD HIPAA tutorial, or as directed
   by the instructor, prior to first clinical day
   1) Locate and open: ‘HIPAA Privacy – Education for Healthcare Providers’
      (https://health.ucsd.edu/compliance/hipaa_educ_UCSD_Prov_Module_FinalV2.pdf)
   2) Complete the self study and questions
   3) Print: ‘certificate’, sign, and submit to Nursing Office
C) Additional HIPAA Requirements
   1) Discussion of patient problems in public places such as cafeterias or elevators is
      inappropriate and will result in disciplinary action
   2) Electronic Aids: cameras and cell phones are not to be used in any patient area
   3) Students will sign a Confidentiality Form
D) Filming or photographing in a clinical or simulated setting shall be limited to educational,
   instructional, and promotional purposes.
   1) Any filming or photographing the must have prior authorization.
      (a) Clinical settings require authorization by the facility, instructor, patient, and/or
          student as appropriate.
      (b) Simulated settings require authorization of the instructor and the instructor or
          designee to be present.
   2) Viewing and release of all filming and photographing shall be limited to approved
      media and defined settings.
      (a) Social media or networking are not acceptable nor approved for viewing or
          release unless prior authorization granted by the program director and all
          participants have signed a release.
      (b) Instructor guided viewing in a classroom or online setting is acceptable
   3) Any unauthorized release of filming/photographing in a clinical or simulated setting is
      prohibited and subject to disciplinary action including dismissal from the program.

VII) Work Schedules and Child Care
A) The Nursing Program requires a great commitment of time and energy on the part of the student

B) If a student finds it necessary to work while in the Nursing Program, the student must arrange the work schedule so there are no conflicts or interference with the Nursing Program.

C) Work hours should not be scheduled immediately prior to the clinical experience

D) Before the semester begins, the student is advised to arrange alternative for child care during periods of illness

VIII) Computer Codes:

A) All computer codes issued to each student by each clinical site are confidential

B) Students may not use their employee codes while acting as a nursing student, unless mandated by the clinical site policy

C) Misuse of computer codes, may result in dismissal from the Nursing Program

IX) Confidentiality of Student Information and Grades

A) In accordance with college policy, no information can be released via the phone or in person except with the permission of the student.

B) This includes disclosure of information to student’s parents, spouses, family members, employers, etc.

C) Campus security may be contacted for students with specific confidentiality and safety concerns.

Nursing Student Uniform (Dress) Code

I) Compliance with Uniform Code

A) Student dress must conform to the uniform code of the IVC Nursing Program, San Diego Nursing Service and Education Consortium, and all clinical experience sites

B) Any student who does not conform to uniform regulations will be instructed to leave the facility, return appropriately attired, and recognize the incident will constitute an absence for the number of hours missed

II) Uniform Requirements

A) Uniforms must be worn whenever picking up assignments, all clinical experiences, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed

B) The official uniform may be purchased from locally from Phoenix Uniforms located at 935 North Imperial Avenue in El Centro. (760) 353-9482. http://www.uniforms911.com or through http://www.Landau.com

1) The required shirt in standard white (Men #7489 and Women #8219) is a v-neck scrub top.

2) The required pant in true red (#8362 or 8321) is a scrub pant with an option for elastic or drawstring waist.

3) A white lab jacket is optional and is available through Phoenix Uniforms. The prior uniform zip-front top may be used as a lab jacket only until fall 2010

4) The nursing patch is to be worn on the left sleeve, ~ 3 inches from the shoulder seam

(a) 1st semester – 1 stripe is to be worn on the right sleeve, ~ 3 inches from the
shoulder seam. One free patch at orientation. Additional patches and stripes can be purchased.

(b) Stripes for 2nd, 3rd, and 4th semesters will follow the 1st one as above

5) Additional uniform comments:
   (a) Only a white undershirt or white turtleneck is acceptable under the shirt; no colors or prints.
   (b) Shirt and pant must be professional and allow movement during nursing duties
   (c) Tailoring services available to fit your body build or other needs are available at Phoenix Uniforms.

6) Shoes & Hosiery
   (a) Shoes must be clean, all white, low top, closed-toe and heel, preferably rubber-soled and must be in good repair
      (i) Clog/mule like shoes with a strap may be permitted
      (ii) If white leather, must be polished or shined
      (iii) Shoe laces must be clean
   (b) Hosiery must be lightweight white cotton socks or white or tan hosiery, free of holes or runs. Plain untrimmed white ankle socks may be worn with hosiery

III) Accessories
   A) Required: The official IVC Nursing Student Identification Badge must be worn whenever in uniform or in any other area as directed or assigned by the instructor
   B) Required: Stethoscope, watch with second hand, pen with black or blue ink, pencil, notepad, penlight, bandage scissors, calculator and Kelly forceps
   C) Jewelry: Only a wristwatch and one small post earring in each ear lobe may be worn; if married, a plain wedding band
      1) No other jewelry is allowed
      2) Piercings of any other visible body part or mouth/oral (except ears) are not acceptable and must be removed while in any clinical site, in nursing check offs, and in simulation areas

IV) Professional Appearance and Behavior
   A) Professional attire, attitudes, and behavior are expected in the clinical setting and whenever representing the Nursing Program.
   B) Fingernails must be short, neatly trimmed, no artificial nails or extenders. Polish must be colorless and intact
   C) Hair must be clean, neat, and professional
      1) Styled and restrained; i.e. if hair is long, it must be pulled back, braided, or pulled away from the collar with an inconspicuous holder
      2) Hair should not come in contact with any patient or the front of the uniform
   D) Cosmetics must be applied lightly. Avoid all perfumes, body sprays/splashes, hair spray, after shave, etc.
   E) Chewing gum is prohibited in all clinical sites, lab, and simulation areas
F) Tattoos must **not** be visible and must be covered with the uniform

V) **Exceptions**

A) The uniform for NURS 225 Psychiatric Nursing Application may be different than above. Your instructors will give you instructions as to the specifics.

B) For a few other clinical experiences where uniforms are not required, the student must wear professional full length pants (no jeans), knee-length skirt/dress, closed-toe shoes, and a lab coat with the official IVC RN/VN patch and stripe. No t-shirts are allowed.

C) The uniform is not required for lecture classes

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**Procedure for the CNA (NATAP) State Exam**

I) **Nurse Assistant Training and Assessment Program**

A) RN nursing students are eligible to take the C.N.A. State exam (NATAP) upon successfully completing NURS 110, 111, and 112 as they fulfill California Department of Health Services’ requirements of 50 hours of theory and 100 hours of clinical

B) Approval must be obtained from the Nursing Program Director

C) Applications and exam information is obtained from the Regional Testing Center website at [www.regionaltestingcenter.org](http://www.regionaltestingcenter.org)

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**CLINICAL EXPERIENCE EXPECTATIONS AND GUIDES**

**Clinical Experience Requirements**

I) **Students’ clinical placement**

A) Assignments are based on educational need, not on geographic proximity to home or work or desired class hours

1) Students with specific requests may submit a letter to the lead instructor and/or teaching team describing the circumstances

2) Every effort will be made to avoid

   a) Placement of student in the same facility/clinical area in which they are currently employed

   b) Placement with family members in the same Nursing Program and/or in clinical areas where family members are employed

II) **The student is responsible for**

A) Informing the instructor if clinical assignment places the student in a clinical facility with family members or in an area they are employed

B) Notifying the clinical instructor prior to performing a procedure or a treatment unless otherwise arranged with the clinical instructor

1) If a student performs a procedure or treatment without prior approval of the instructor, depending on the incident, it may constitute grounds for dismissal from the program.

2) In all cases, the incident will be brought to the teaching team for resolution

C) Being hygienic, appropriately dressed and/or equipped by:
1) Meeting the Student Nursing Uniform Code
2) Complying with agency uniform policies when appropriate
3) Wearing a picture ID name tag in all clinical areas which includes:
   (a) Student's First Name
   (b) Imperial Valley College ADSN Student
4) Having appropriate equipment; i.e. bandage scissors, a watch with a second hand, a black ballpoint pen, stethoscope, penlight calculator, Kelly forceps

D) Being aware, complying with regulatory and maintaining program requirements
   (a) All elements outlined in Entry and Ongoing Requirements
   (b) ‘Fit testing’ for personal protective equipment in clinical settings as applicable
   (c) Statutory and regulatory requirements related to college, clinical sites, and nursing program

III) The student is expected
   A) To have some degree of flexibility in clinical assignments
      1) Clinical facilities may not be available during assigned clinical hours
      2) Selected experiences may require student availability at other than regularly scheduled times
   B) To be aware of issues related to communicable diseases
      1) Clinical experiences and patient assignments may include patients with communicable diseases such as AIDS, MRSA, hepatitis, etc
      2) Every student is responsible for annual review and application of Standard Precautions (See General Student Responsibilities and General Policies)
      3) Every student must maintain current immunizations. (See Entry and On-going Requirements)

IV) Referrals to Nursing Learning Center
   A) Instructors refer students to the Nursing Learning Center for practice if the instructor feels the student needs assistance with skills/procedures
   B) Referral must be completed within the designated time frame or return to the clinical setting may be denied

Preparation Expectations for Clinical Experience

I) Prep Lab:
   A) Receive patient assignment and objectives for clinical for that week.
   B) Review chart
      1) History and Physical
      2) Consultations
      3) Results of diagnostic studies
      4) Vital Signs (graphic if applicable)
      5) Nurses' notes of previous day and admission nursing notes
C)  Review Medication Administration Record (MAR)
   1)  Compare MAR to Physician Orders
   2)  Be prepared with medication information and/or ‘Med Cards’ as directed
      (a)  Name (generic and trade), classification, and drug category
      (b)  Action and uses (why given- specific to patient condition / diagnoses)
      (c)  Route and dosages
      (d)  Side effects, toxic signs, precautions and contraindications
      (e)  Nursing implications
      (f)  For all IV solution, additives, and medications
         (i)  Describe why the patient has this ordered.
         (ii)  Explain flow rate in ‘cc/hour’ and ‘gtt/minute’ or rate for IV push meds
D)  If the patient is scheduled for diagnostic studies, the student should know:
   1)  What studies are ordered
   2)  Why the studies are being done
   3)  What is involved in doing the studies and
   4)  What are the nursing implications for each study

II)  Meet the Patient
   1)  Introduce yourself as the student who will provide care
   2)  Assess the general condition of the patient (not a head to toe assessment)
   3)  Identify any equipment in the patient room and its use

Protocols for Pre-Conference and Post-Conference
I)  Pre-Conference:
   A)  Provide a care plan or pre-assignment as designated on the morning of the first clinical day
       and/or as directed by the instructor (see ‘Guideline for Care Plans’)
       1)  Prioritize what nursing interventions you will carry out
       2)  Identify what patient needs should be watched (monitored) signs/symptoms, vital signs,
           or other changes
   B)  Submit medication cards on first clinical day or alternative as directed
II)  Post-Conference
   A)  There will be a minimum of one post-conference held per clinical week
       1)  Attendance at post-conference is mandatory and punctuality is expected
       2)  Post-conference activities will be related to the clinical objectives and assigned patient
           cases
   B)  Students should be prepared
       1)  To discuss all aspects of care of their assigned patients, according to the student’s level
           of learning
           (a)  Biological, physiological, social development, growth and development and
               cultural information
(b) Nursing care and patient goals which corresponds to the case
(c) Medications and treatments

C) Students are encouraged to share their concerns and frustrations regarding their clinical experience

D) The instructor's role is to:
   1) Facilitate the discussions
   2) Relate discussed information to current classroom (theory) content to expand the students' knowledge base

E) Flexibility in post-conference will allow for participation in appropriate in-services provided by nursing, ancillary and medical staff at the hospital locations

NURSING LEGAL AND ETHICAL HIGHLIGHTS

Scope of Regulation  http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf

Excerpt from Business and Professions Code, Division 2, Chapter 6, Article 2 § 2725. Legislative intent; Practice of nursing defined

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

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

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

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

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

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

Excerpt From California Code of Regulations Title 16 - Chapter 14 1443.5.

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

1. Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team

2. Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures

3. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family, and teaches the client and family how to care for the client's health needs

4. Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates

5. Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed

6. Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided

Authority Cited: Business and Professions Code, Section 2715.
Reference: Business and Professions Code, Section 2725 and 2761 (effective 7/17/85).

RESOURCES
National Council of State Boards of Nursing (NCSBN) & California Board of Nursing (BRN)

I) National Council of State Boards of Nursing
   A) The NCSBN website provides information on the National Council Licensure Examination (NCLEX), see https://www.ncsbn.org/index.htm
   B) For further information visit: http://www.learningext.com/products/review/reviewfaq.asp

II) California Department of Consumer Affairs: State Board of Nursing (BRN)
   A) The profession of nursing and its practice is dynamic, therefore the nursing student is expected to access/refer to the BRN website for information frequently during the nursing program, prior to graduation, prior to applying for NCLEX, etc.
      1) BRN website: (http://www.rn.ca.gov/)
      2) It is the responsibility of the student to know and
(a) Meet the degree requirements (or VN to RN 30 unit option) prior to taking the examination
(b) Supply all required documents, if applicable, explaining prior convictions, disciplinary action, attestations of rehabilitation
(c) Request official transcripts from the nursing school

B) The BRN website provides information on

1) The Application for Licensure by Examination process (all new graduates) (http://www.rn.ca.gov/applicants/lic-exam.shtml)
   (a) Fingerprinting requirements using either the Live Scan process or the Applicant Fingerprint Card (Hard Card) process
   (b) Submittal of appropriate non-refundable fees; e.g. Application Fee

2) Student Nurse Workers (http://www.rn.ca.gov/pdfs/regulations/npr-b-15.pdf)

3) Regulations (http://rn.ca.gov/regulations/index.shtml)
   (a) What’s New: http://www.rn.ca.gov/whatsnew.shtml#survey
   (b) Abuse Reporting Requirements: http://www.rn.ca.gov/pdfs/regulations/npr-i-23.pdf
   (c) Good Samaritan: http://www.rn.ca.gov/pdfs/regulations/npr-i-03.pdf

4) Complaint Process (http://rn.ca.gov/enforcement/complaint.shtml)

5) Diversion Program (http://rn.ca.gov/diversion/index.shtml)

6) Disciplinary Actions
   (a) Recommended Guidelines for Disciplinary Actions and Conditions of Probation http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf

7) Policy on Denial of Licensure (http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf)

8) Scope of Practice
   (a) Frequently Asked Questions (FAQ): http://www.rn.ca.gov/pdfs/regulations/npr-b-44.pdf
   (b) The Practice of Nursing Defined: http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf

C) Application Process

1) Applicants must take the NCLEX-RN, if they have never taken and passed, or been licensed as a registered nurse in another state

2) All applicants must have completed an educational program meeting all California requirements and submitted all required information / documents

D) Student Nurse Worker

1) May not perform nursing functions beyond the level of a nursing assistant unless enrolled in a BRN approved student-worker course developed through collaboration of a Board approved nursing program and the healthcare facility employing the student.

2) The practice of nursing means those functions, including basic health care, which
   (a) Assist people to cope with difficulties in daily living (may be performed by nurse assistants)
   (b) Associated with actual or potential health or illness problems or treatments (may be performed by nurse assistants)
(c) Require a substantial amount of scientific knowledge or technical skill (may not be performed by nursing assistants)

E) BRN Regulations
1) The Nursing Practice Act (NPA) is the body of California law that defines the scope of practice and responsibilities for RNs.
2) The Nursing Practice Act is located in the California Business and Professions Code starting with Section 2700.
3) Regulations which specify the implementation of the Nurse Practice Act and the law appear in the California Code of Regulations (Title 16 & Title 22)

F) The Complaint Process
1) BRN regulates the practice of RNs in order to protect the public health, safety and welfare of patients by ensuring that RNs are competent and safe to practice
2) The Nursing Practice Act (in California Business and Professions Code) is the body of the law that authorizes the Board to accomplish this

G) The Diversion Program
1) The BRN Diversion Program is a rehabilitation program for nurses whose practice may be impaired due to chemical dependency and/or mental illness

H) BRN Disciplinary Actions and Reinstatements
1) Pursuant to Business and Professions Code Section 2750, the BRN has authority to discipline a RN for violation of the Nursing Practice Act
2) The disciplinary penalty is determined based on a number of factors including but not limited to: severity and recency of offense, rehabilitation evidence, current ability to practice safely, mitigating factors, and past disciplinary history

I) BRN Policy Statement on Denial of Licensure
1) The BRN protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code.
   (a) The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties
   (b) A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444)
2) The Board may deny licensure on the basis of:
   (a) Conviction of crime substantially related to the practice of nursing.
   (b) Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another
   (c) Any act which is grounds for revocation of a license
   (d) Making a false statement on the application for license
   (e) Breach of examination security
3) If a student in the IVC Nursing Program has been convicted of a misdemeanor or felony crime, or had a license disciplined, he/she is urged to meet with the Program Director for confidential advisement and planning for licensure application

J) Scope of Practice
1) Even our state legislature recognizes that nursing is a dynamic field and our practice is continually evolving with increasing complexity and sophistication in our nursing interventions, therefore be sure to read those sections outlined above and in http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf

**Philosophy of the Nursing Learning Center**

The Nursing Learning Center will function within the philosophies and objectives of the programs/courses of the Division of Nursing Education and Health Technologies. The Center and the Instructor/Tutors will be under the direction of the Director of the Division. The Nursing Learning Center was established with the belief that:

1. Learning is an independent activity and must involve responsibility for oneself
2. Students represent diversity in background and learning capability
3. The Center will provide the student with the opportunity to work at one's own pace and to repeat a learning experience as necessary to promote greater transfer of learning and more self confidence
4. The student must have the liberty to make mistakes and repeat an exercise or activity as needed
5. Tutorial help is presented in an informal manner either in small groups or in a one-to-one manner
6. The instructor/tutor is responsible for creating the learning environment which should be one that allows student involvement
7. Students must be prepared to learn and behave in an ethical and professional manner
8. Audio-visual methods and Computer Adaptive Instruction (C.A.I.), tutorial help may uniquely prepare the student for the clinical setting
9. The NLC provides a structured framework in which students may study and/or review classroom materials
10. The Instructor/Tutor will provide a variety of opportunities for individual students or small groups of students to review classroom materials or clinical skills
11. Students will seek assistance as needed to increase theory and clinical proficiency
12. Students may as needed, be referred to the NLC by their instructor for assistance in theory, clinical knowledge, skill, and remediation prior to re-entry

Reference materials are available in the NLC. However, many more nursing journals and reference materials are available at the Spencer Library/Media Center.

Equipment is available for students to practice clinical skills. Instructor/Tutors are there to assist students to improve clinical performance.

It is hoped that students and instructors will use the NLC to its fullest capacity. It is designed to provide an area where students can study, practice, and have expert assistance in whatever area they may need help. It also provides instructional design consultation for nursing instructors.

Hours of Operation: Monday through Friday from 8 a.m. - 12:00 p.m. and 1:00 - 5:00 p.m.

The area is small so students are asked to work as quietly as possible. No food or drinks is allowed in NLC.

**Independent Study Course - Syllabus for NURS 089 (Nursing Learning Center)**

One (1) Unit per semester for a maximum of 6 credits – 54 hours of study per unit during a semester to
receive credit. This is a credit/non-credit class.

This lab course falls under the Division of Nursing Education and Health Technologies and is staffed by Nursing Instructor/Tutors who are licensed professional RNs, and a Microcomputer Lab Technician. This course requires enrollment in the RN, LVN, RN Advance Placement, and/or any of the Allied Health programs. This includes Nurse Assistant, Medical Assistant, Home Health Aide, Pharmacy Technician, EMT, Paramedic, and Fire Technology. Enrollment also includes students who are re-entering the program and are completing remediation packets as required by their instructors, and graduates of the Nursing Program or graduates from international programs who are studying for the licensure exams (NCLEX) and need further preparation.

This is an Individual Studies Course and is self-paced. It is designed to help the student review concepts and practice skills learned in the required nursing and allied health courses, under the supervision and guidance of the Nursing Learning Center Instructor/Tutors as needed. The goal of NURS 089 is for the student to become more proficient in their nursing/allied health preparation by addressing specific problem areas or weaknesses in their studies. Although the Nursing Instructor/Tutors and Microcomputer Lab Assistant are available to assist, many assignments are done by the students on their own.

The student is responsible for logging in and out using the Timekeeper Computer when they use the Learning Center or Computer Lab. Students must be registered in the course before logging in. The hours recorded by Timekeeper will be used to determine if the student has completed the required 36 hours per semester to receive credit for the class. (This averages about 2-3 hours per week for the semester.)

Students can check out books from the Nursing Learning Center Library for three days only; the tutor must assist the students with book check out. The audio-visual materials, reference only books and computer programs are NOT available for check out and must only be used in the NLC.

Normal hours are from 8:00 am to 5:00 pm, Monday through Friday during Fall and Spring semesters. Lab hours vary during Winter and Summer session, but a schedule is posted throughout the year. The Nursing Learning Center and Computer Lab make every effort to be open during hours that fit program requirements.

NURS 089 is subject to the same deadlines for registration, adding and dropping the class as any other IVC course.

In the Nursing Learning Center, the instructor/tutor is responsible for creating a learning environment where the student can study and review classroom materials and clinical skills, the student is responsible for using the instructor/tutors’ assistance, educational material and equipment to facilitate their own learning. The course objectives are considered complete if the students have improved in those areas of weakness identified at the beginning of the course.

A textbook is not required for this lab course.

Disabled Student Programs and Services (DSP&S)

The DSP&S department provides services for students who have learning and/or physical disabilities. Learning disabilities may include; attention deficit disorder, attention deficit and hyperactivity disorder, severe anxiety disorder, dyslexia, etc.

Accommodations for disabilities cannot be made unless the student has a documented disability and a plan for accommodation. See also college policy AP 5140 Disabled Student Programs and Services

Below is an Example of What May be Asked by the Board of Registered Nursing Regarding Your Disabilities

This form is to be completed by a professional evaluator as described at the end of this form. An original submission of this form by an evaluator is optional. However, if this form is not used, all of the information requested must be provided on original letterhead stationery of the evaluator or the request for accommodation(s) will be incomplete and will not be processed.
Describe the candidate’s diagnosis or type of disability (e.g., physical, mental, learning), DSM code, if applicable, date of assessment, the tests used to assess the disability and a summary of the interpretation of the test results.

Describe the nature and extent of the disability (e.g., hearing impaired, diabetic, dyslexia; severe, moderate, mild), how the disability is a limitation of a major life activity that makes achievement difficult, requires special education or services, or affects social activities or interactions, and if the disability will change in any way over time. In the case of a learning disability, include specifics as to the area of the disability (e.g., visual speed, processing, memory, comprehension, etc.).

What is the effect of the disability on the candidate’s ability to perform under standard testing conditions given the format as outlined at the bottom of this form?

What is the recommended accommodation(s) and how does the accommodation(s) relate to the candidate’s disability given the format of the examination? The request must be specific (e.g., if additional time is needed, indicate how much and whether it should be taken over a one or two day period).

Describe the credentials, education and experience which qualify you, the evaluator, to make the determination of the disability and the recommended accommodation. (See below for description of a qualified evaluator.)

Description of a Qualified Evaluator
The Nursing Program will accept evaluations from qualified evaluators. A qualified evaluator cannot be the spouse of the candidate nor related to the candidate. The evaluator must have sufficient experience to be considered qualified to evaluate the existence of and proposed accommodations needed for specific learning disabilities. Guidelines for a qualified evaluator are listed below:

(a) For purposes of physical or mental disabilities, not including learning disabilities, the evaluator is a licensed physician or psychologist with expertise in the area of the disability.

(b) In the case of learning disabilities, a qualified evaluator is one of the following:
   A licensed psychologist or physician who has experience working with adults with learning disabilities and who has training in all of the areas described below
   OR
   Another professional who possesses a master’s or doctorate degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling and who has training and experience in all of the areas described below:
   • Assessing intellectual ability level and interpreting tests of such ability.
   • Screening for cultural, emotional and motivational factors.
   • Assessing achievement level.
   • Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing and mathematics.

Spencer Library and Learning Resource Center
The library and learning resource offer students access to professional journal, reference books, and library resources. A librarian is available for assistance with research. A tutoring center offers short classes to assist students with study habits. See Library webpage

Student Portal
The Student Portal offers students access to multiple interactive links within this campus and our community. https://my.imperial.edu/

COMMITTEES
Advisory Committee
I) Purpose
A) To serve as a forum for discussion of community, educational, and industry institutional concerns that impact the profession and specifically the education of new nurses.

II) Membership
A) Division Administrative Assistant
B) Representatives from at least 3 local healthcare agencies
C) RN Faculty (RN Instructors or RN Tutors)
D) 1-2 Student Representatives
E) Alumni
F) Director and Assistant Nursing Director

III) Procedure:
A) Membership of the Advisory Committee shall meet at least semi-annually or more frequently if requested
B) Final plans will be presented to the Director of the Program

Selection Committee
I) Purpose
A) To provide a thorough multidisciplinary review of all applications and make a final recommendation for placement in the Nursing Program and identify any potential strategies for student success to the Nursing Director

II) Membership
A) Nursing Counselor (2)
B) Director of Nursing
C) Assistant Director of Nursing
D) Division Administrative Assistant

II) Procedure:
A) Membership of the Selection Committee shall meet no less than twice a year (October and May) to review all completed applications and make final recommendations for placement.
B) Selections are based on admission criteria and a point system. See Admission Criteria and Selection Rubric.

Student Progression Committee (SPC)
I) Purpose
A) To provide a thorough multidisciplinary review of all Petitions for Re-entry into the Nursing Program and make a final recommendation for placement and strategies for student success to the Nursing Director

II) Membership
C) Nursing Counselor
D) Division Administrative Assistant
E) RN Faculty from the Nursing Learning Center
F) Faculty, within or outside of the Nursing Program – with RN license
G) Course Instructor
H) Director or Assistant Director of the Nursing Program

III) Procedure:
A) Membership of the SPC shall meet on an as-needed basis to review all Petitions for Re-entry and to make final recommendations as to the student’s re-entry and placement status.

Pinning Committee
I) Purpose
A) To plan and coordinate activities related to the graduation from the Nursing Program and Imperial Valley College

II) Membership
A) Division Administrative Assistant or Secretary
B) 2 Representatives from the graduating class
C) 1-2 RN Faculty representatives (RN Instructors or RN Tutors)

III) Procedure:
A) Membership of the Pinning committee shall meet on a routine basis beginning 4 months prior to graduation date
B) Final plans to be presented to the Director of the Program

National Student Nurses Association (NSNA)
I) Purpose
A) To increase participation in the National Student Nurses Association, IVC Student club and to provide a mechanism for nursing students to participate in decision making processes

II) Procedure:
A) The members at large will elect the President, Vice President, Secretary, and Treasurer. Each class level will hold own meetings, with the elected representatives, one of will attend the NSNA executive meeting. In addition, each class level will to elect a student representative to attend division meetings held once a month and faculty team meetings whenever scheduled.

III) Officers: The Executive Body of the club will consist of the following:
A) President
B) Vice President
C) Secretary
D) Treasurer
E) First Semester Representative*
F) Second Semester Representative*
G) Third Semester Representative*
H) Fourth Semester Representative*
*Class representatives will meet monthly as the director’s council and attend division meetings.

IV) **Club Advisor:**

   A) The club will have an advisor and will report all activities, minutes, fundraising efforts, etc. to the advisor.

V) **Fundraising:**

   A) All fundraising will be conducted as a group, with each class level working as a team. For example, if the club as a whole decides to have a car wash. Semesters 1 and 2 may wash cars in El Centro while semesters 3 and 4 wash cars in Brawley.

   B) Fundraising activities must follow Imperial Valley College guidelines.

VI) **Conferences:**

   A) Each class will elect representatives to attend the NSNA conference. All conference attendees must carry a 2.5 grade point average and be enrolled in the program. The conference attendees must also obtain a written recommendation from one of his/her present instructors verifying that the student is in good standing. This will also apply to all club officers.
FORMS, SAMPLES, & GUIDELINES

OPTION 2 – 30 UNIT OPTION LVN TO RN ADVANCED PLACEMENT DISCLAIMER FORM

By signing below, I acknowledge that I have been advised of the following possible ramifications in selecting the 30-Unit Option, Option 2, as a route to advance to RN:

☐ Licensure as an RN is for California only, and the license may not be recognized in other states.

☐ If I take the NCLEX RN exam as a 30-Unit Option student, I will be considered a non-graduate with the BRN for the duration of my license.

☐ Upon completing this option, I will not be granted an A.S. degree in Registered Nursing.

☐ I understand that IVC is only the facilitator of the minimum requirements needed to apply for the NCLEX RN exam.

☐ A degree may be obtained at a later time.

☐ I understand that employment may be limited. Some agencies require an Associate of Science degree in Nursing for employment.

☐ I understand that it is uncertain if a Bachelor of Science Program will accept this option for admission.

☐ I understand that space in the RN program may be limited and have reviewed the Prioritization Section in the Student Nursing Handbook.

☐ I understand the NURS 204 Transition to A.S. Degree Nursing course is highly recommended.

Refer to ‘Special Circumstances for Placement’ section of the Nursing Handbook for more information. The Handbook is distributed to nursing students and can be found online at www.imperial.edu - For Students - Student Links – Nursing Education & Health Technologies.

________________________________________
Student Print Name

_________________________ _________________________
Student Signature Date

Top
# TEACHER - STUDENT CONFERENCE FORM

Student: ____________________________ Date: __________________

Assigned Hospital/Clinical Site: ________________ Block # ________________

Topic of Conference: ______________________________________________________

Initiated by: ________________________________

Items Discussed and Goal(s) to be Attained:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Plan Adopted:

- [ ] Routine Conference
- [ ] Special Conference
- [ ] Deficiency notice issued ________________
- [ ] Appointment w/ Director
- [ ] To have further evaluation by __________
- [ ] Other
- [ ] Recommend Probation*
- [ ] Recommend Dismissal*

*Need faculty majority approval

Signatures:

___________________________________________ Date

Student

___________________________________________ Date

Instructor

Associate Dean of Nursing / Director’s Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___________________________________________ Date

Signature Associate Dean of Nursing / Director’s
STUDENT COMPLAINT FORM

Please print or type on this form and return it to (check one)

☐ Academic Matter  ☐ Submit to V.P. for Academic Services
☐ Non-Academic Matter  ☐ Submit to Associate Dean of Student Affairs

Name: ___________________________ Student I.D.#: ___________________________

Address: ___________________________ City: _______________ State: _____ Zip: ______

Telephone #(__________) Residential Telephone #(__________) Work or Other

1. My complaint is about: (Please circle only one.)
   ☐ Faculty  ☐ Classified Staff  ☐ Department Chairperson
   ☐ Another student  ☐ Administrator  ☐ Other (please specify)

2. Name of person, college program, etc. ________________________________

3. Have you discussed this with the person involved?  ☐ Yes  ☐ No

4. Statement of allegation/complaint: (Attach additional sheets if necessary)
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. Date allegation/complaint occurred: ________________________________

6. What resolution(s) do you propose?
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

I certify that the above information is correct.

___________________ ____________________
Signature of Complainant / Date Signature of District Person Receiving Complaint / Date

FOR OFFICE USE ONLY

☐ Yes  ☐ No  Date Resolved: ______________

Date Referred: ________________ Request for Hearing:  ☐ Yes  ☐ No

Signature: ___________________________ Date: ___________________________

Top
REQUEST FOR A HEARING FORM

Please print or type this form and return it to (check one)

☐ Academic Matter          ☐ Submit to V.P. for Academic Services
☐ Non-Academic Matter      ☐ Submit to Associate Dean of Student Affairs

Name: ______________________  Student I.D.#: ______________________

Address: ____________________  City: __________  State: __________  Zip: ______

Telephone #(____)             Telephone #(____)
[Residential]                  [Work or Other]

Person(s) making decision giving rise to complaint:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date of alleged act or circumstances which led to the complaint: __________________________

Nature of decision giving rise to complaint. (Provide complete details and dates. Attach any materials you want to support your grievance).
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Resolution sought:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please attach a copy of the written response to complaint made by the Vice President of Academic Services or the Vice President of Student Affairs or the Associate Dean of Student Affairs.

I certify that the above information is correct.

______________________________________________  __________________________
Signature of Complainant                      Date

______________________________________________  __________________________
Signature of District Person Receiving Complaint  Date
**STUDENT WITHDRAWAL OR FAILURE FORM**  
(faculty form)

Complete the following for any student who withdraws, drops, or fails your class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date Drop. or Did not Pass</th>
<th>Reason</th>
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<tbody>
<tr>
<td>NURS 100</td>
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<td>NURS 110</td>
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<td>NURS 111</td>
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<td>NURS 230</td>
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<td>NURS 241</td>
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</table>

**Policy:**
1) Students must meet with their instructors to discuss strategies for success in the future and remediation.
2) The student was informed of or given the following.
   A) The student was counseled regarding a remediation plan
   B) The student must develop and implement a remediation plan
   C) The student was given a ‘Petition to Re-enter’ Form
   D) The student was made aware of the Re-entry Policy

---------------------------------------------
Instructor’s Signature                          Date  
---------------------------------------------
PETITION TO RE-ENTER FORM

___ I am requesting to re-enter in the [ ] 1st semester, [ ] 2nd semester, [ ] 3rd semester, [ ] 4th semester in [ ] Fall [ ] Spring in ________ Yr

Circle course(s) re-entering

<table>
<thead>
<tr>
<th>RN Semester 1:</th>
<th>RN Semester 2:</th>
<th>RN Semester 3:</th>
<th>RN Semester 4:</th>
<th>Support Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 110</td>
<td>NURS 125</td>
<td>NURS 231</td>
<td>NURS 241</td>
<td>NURS 089</td>
</tr>
<tr>
<td>NURS 111</td>
<td>NURS 121</td>
<td>NURS 211</td>
<td>NURS 221</td>
<td>PD 120</td>
</tr>
<tr>
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<td>NURS 123</td>
<td>NURS 224</td>
<td>NURS 230</td>
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<tr>
<td>NURS 113</td>
<td></td>
<td>NURS 225</td>
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<table>
<thead>
<tr>
<th>VN Sem. 1:</th>
<th>VN Semester 2:</th>
<th>VN Semester 3:</th>
<th>Support Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 110</td>
<td>VN 122</td>
<td>VN 130</td>
<td>NURS 089</td>
</tr>
<tr>
<td>VN 112</td>
<td>VN 124</td>
<td>VN 132</td>
<td>PD 120</td>
</tr>
<tr>
<td>VN 114</td>
<td>VN 120</td>
<td></td>
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<tr>
<td>VN 116</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

___ I have met with course instructor(s) to discuss any recommendations or strategies for my success

___ I have developed and began implementing a remediation plan and will enroll in NURS 089

___ I have read and understand the Re-entry Policy

___ My ‘Petition to Re-enter’ will be reviewed by the Student Progression Committee (SPC). The SPC will recommend acceptance or denial for re-entry to the Program Director

___ I acknowledge that this is my only opportunity for re-entry and any subsequent withdrawals or course failures will stop my progression and will require a new application to the 1st semester of the Nursing Program

___ I have an appointment to meet with the Program Director.

Additional Comments:

__________________________________________________________________________

Student Signature ___________________________ Date ________________

Printed Name

Top
TRANSFER STUDENT APPLICATION CHECK LIST

Request for transfer:
_____ I wish to be considered as a Transfer Applicant for the IVC RN Nursing Program in _____ semester
in _____ year

_____ I assume responsibility for providing the information requested below and understand that failure
to complete this process automatically disqualifies me.

Date: ____________  Student’s Signature: ________________________________________________________________

Submit the following to the Nursing Division Office:
☐ Application for the RN Program.
☐ Official transcripts and grades of all college work completed.
☐ Copies of course outlines and syllabi from all completed nursing courses
☐ Verification Form signed by the previous Director of Nurses or Dean
☐ Letter to the IVC Director of Nurses requesting transfer and acceptance into program. Include your
  name, address, phone number, and email or other contact information.

List all colleges attended:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Mail or hand deliver all information to:
  Imperial Valley College
  Nursing and Allied Health Division
  P.O. Box 158
  Imperial, CA 92251

Please call the Nursing Division Office at 760.355.6348 for further information if necessary.
TRANSFER STUDENT VERIFICATION FORM

This form is required of any student from another nursing program seeking transfer status to the IVC Nursing Program.

<table>
<thead>
<tr>
<th>Name(s) of Student:</th>
<th>Also known as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>And Address:</td>
</tr>
<tr>
<td>Name of Previous Institution Attended:</td>
<td></td>
</tr>
<tr>
<td>Type of Program Attended:</td>
<td></td>
</tr>
<tr>
<td>Dates of Enrollment:</td>
<td></td>
</tr>
</tbody>
</table>

Please check all applicable areas and attach additional information if needed:

1. ___ I withdrew from the following nursing courses: ________________________________.
2. ___ I was dropped from the following nursing courses: ____________________________.
3. ___ I was not successful in completing the following nursing courses: ____________.
4. ___ I am eligible for re-entry in my former nursing program. ____ Yes ____ No
5. ___ I am in good standing in my former nursing program. ____ Yes ____ No

Date:__________ Student’s Signature:__________________________________________

Former Nursing Program Director or Dean to complete:

Name of Program Director or Dean: ____________________________________________

□ I verify that the above information is correct. If the information is not correct, please indicate so below.

□ This student’s performance in clinical rotations was deemed safe and satisfactory.

If the information above is not correct or if there were any issues in regards to safety or if you feel the need to comment, please indicate below or contact the IVC Nursing Program Director at 760-355-6347.

__________________________________________________________________________

Date:_____________ Signature:______________________________________________

7/09
IVC NURSING STUDENT HANDBOOK SIGN OFF SHEET (STUDENT COPY)

By signing below, I acknowledge that I have read and understand this IVC Nursing Student Handbook, that I am accountable for adhering to its polices and other content, and that I acknowledge this handbook contains information pertinent to the nursing program.

____________________________________  ______________________
Signed                                   Date

____________________________________  ______________________
Print Name                                Class/Semester

STUDENT HANDBOOK SIGN OFF SHEET (INSTRUCTOR COPY)

By signing below, I acknowledge that I have read and understand this IVC Nursing Student Handbook, that I am accountable for adhering to its polices and other content, and that I acknowledge this handbook contains information pertinent to the nursing program.

____________________________________  ______________________
Signed                                   Date

____________________________________  ______________________
Print Name                                Class/Semester