

**NAPA VALLEY COLLEGE**

**LVN PROGRAM**



**STUDENT HANDBOOK**

**2021-2022**

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## WELCOME!!!

We sincerely hope that you will have a rewarding and enriching experience as a student in the Vocational Nursing Program at Napa Valley College.

In any organization composed of large numbers of people, it is essential to identify individual roles, responsibilities, and expectations. This handbook, required by the California State Board of Vocational Nursing has been developed to inform students of policies, regulations, and student expectations of the Napa Valley College Vocational Nursing Program. Through better understanding of working relationships, we are sure your educational experience will be enhanced.

Ultimate legal responsibility and authority rest with the administrative staff and their decisions, but we welcome constructive suggestions, new ideas, and encourage student involvement.

***Please be advised that there are circumstances beyond our control, as we have all been reminded of since February 2020, with the Covid-19 pandemic as well as local fires and other disasters. The Napa Valley College Nursing Program will do all that it can to provide a safe environment in which to learn the knowledge, skills and attitudes required of nurses, while also meeting all of the California Board of Vocational Nursing requirements so you can test for state licensure. NVC and all nursing programs are dependent on local health care facilities and organizations to meet the concurrent clinical and theory requirements. The NVC VN program works closely with these organizations to be able to balance the need for nursing education and the patient health and care of the community. Recently there have been times state- wide when these organizations have declined access to pre-licensure nursing students to their clinical facilities. Some schools have had to take breaks and alter their curriculum, calendars, and clinical plans and some have even had to close. Thus far, NVC Nursing programs have been able to maintain adequate clinical opportunity through planning and alternative modalities and have worked with the Boards of Nursing to meet required objectives. But we need you to be aware that it requires great flexibility on the part of the school and the students, and that we do not have control over community responses to disaster.***

We will do our utmost to ensure your experience will be a most comprehensive and professional vocational nursing program. We will provide the theoretical basis and clinical training needed to pass the licensing exam, with your responsibility to study and meet the objectives set by the program and approved by the Board of Vocational Nursing. Our goal is to educate safe, competent, critical thinking, and caring nurses.

We look forward to an exciting and productive three semesters with you.

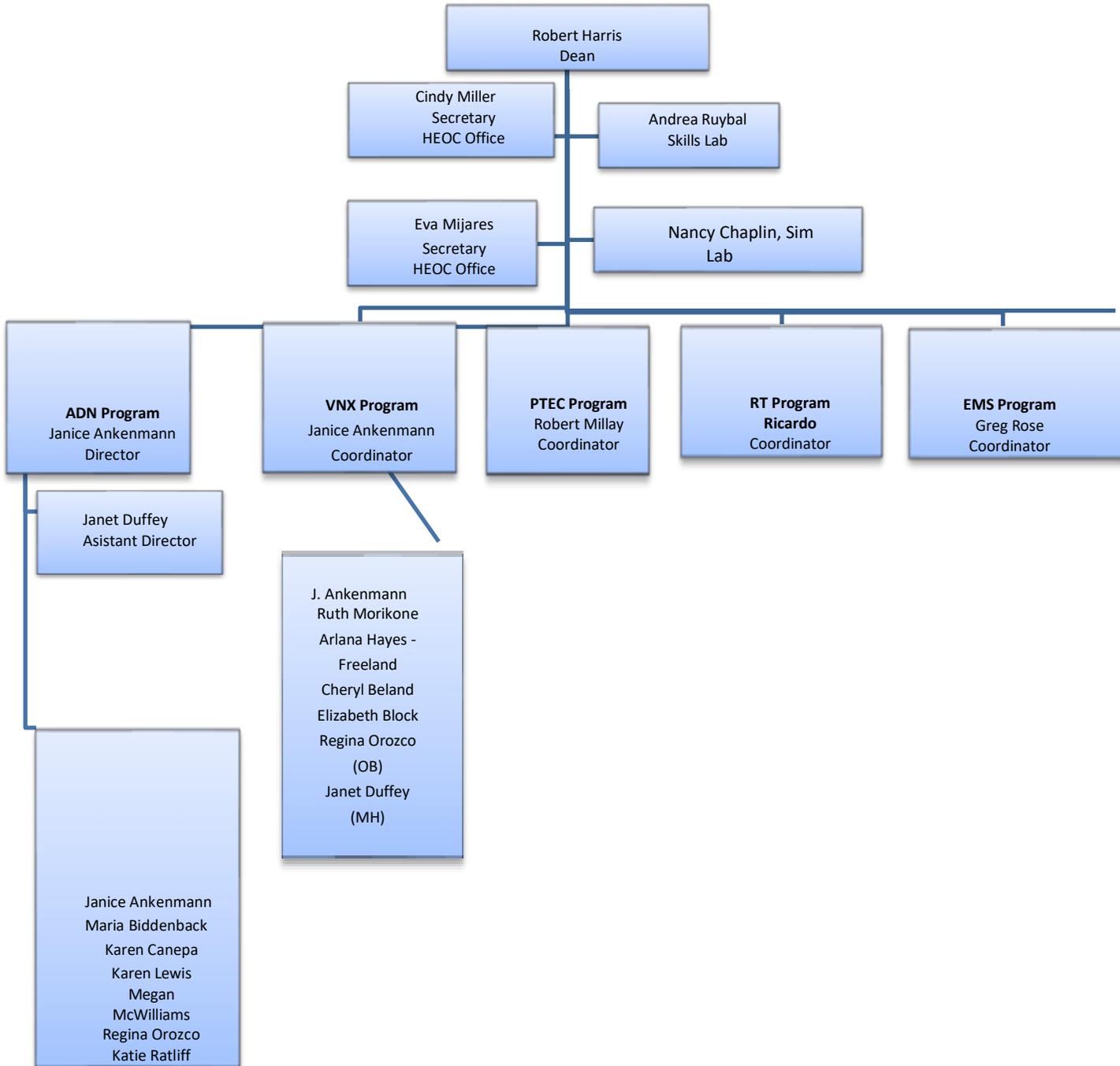
Sincerely,

The Vocational Nursing Faculty

## PEOPLE TO MEET

President of College	Dr. Ronald Kraft Administration Building
Vice President, Instruction and Student Services	Dr. Eric Shearer Administration Building
Vice President of Student Services	Oscar De Haro Administration Building
Dean of Health Occupations	Robert Harris Health Occupations, Kinesiology, Athletics, Health & Dance, Criminal Justice HEOC, Bldg. 800, Room 810 707-256-7655
Coordinator, Vocational Nursing	Janice Ankenmann, RN, MSN, CCRN, FNP-C Room 804 C 707-256-7620
Instructors of Vocational Nursing	Janice Ankenmann, RN, MSN, CCRN, FNP-C Ruth Morikone, RN, CCRN, BSN Arlana Hayes, RN, BSN Cheryl Beland, RN BSN Elizabeth Block, RN BSN Room 804 C 707-256-7620
HEOC Office Staff	Cindy Miller/ Eva Mijares HEOC Front Office, Room 810 256-7602
HEOC Skills Lab	Andrea Ruybal, RN, BS Room 814 B 707-256-7607
Simulation Lab	Nancy Chaplin, RN, BSN Sim Coordinator 707-945-0323

# Health Occupations 2021 Organizational Chart



**Napa Valley College  
Vocational Nursing Program**

**INTRODUCTION TO VOCATIONAL NURSING CURRICULUM**

Our curriculum is developed with the use of objectives. The purpose of using objectives is to let the student know what information and nursing skills the faculty considers being most essential in preparing the student to be a safe and competent vocational nurse. The great advantage to the student is that the "guessing factor" is eliminated - "What's going to be on the test???" This test is on the objectives! That means if the student prepares him/herself well, understands and knows the content of each objective, there will be no problem in passing the test. **But remember, it is the student's responsibility to prepare to meet the objectives.**

Theory objectives are designed to prepare the student with background knowledge in order to successfully accomplish clinical objectives. The student must pass theory objective testing before being checked off in clinical objective skills.

**NOTE:**

1. **All objectives refer to a patient of any age, in or out of the hospital setting.**
2. **You may expect to be tested on the rationale for your chosen nursing actions or plans. Some objectives ask you to state your rationale (why), others do not.**
3. **Nursing interventions, nursing actions, and nursing measures are used interchangeably and can be understood to have the same meaning.**
4. **All objectives that ask for signs and symptoms or clinical manifestations may be tested for all three.**
5. **Occasionally the instructor may elect to add, revise or delete an objective, and will notify you of such in class.**
6. **All clinical objectives and materials related to clinical experiences such as orientation to specific clinical areas are printed separate from theory objectives. Prepare a notebook or binder for this material and always have all clinical objectives and care plans for your current patient with you when in the clinical areas. All clinical objectives, including the list of required care plans, must be met before graduation unless otherwise indicated by program coordinator.**

**THEORETICAL FRAMEWORK**

The Vocational Nursing Program at Napa Valley College is presently being taught according to anatomical systems and specialty areas in nursing. The program begins with fundamentals of nursing, asepsis, ethics, legalities, physical assessment and the nursing process. Systems are introduced with simple anatomy, physiology and related medical terminology. Simple abnormalities and related nursing activities, such as patient teaching, professionalism, and therapeutic communication, to name a few, are incorporated. Finally, more complex pathology is introduced, and students learn more intricate nursing responsibilities inclusive of critical thinking, leadership, management, to name a few. Preventative medicine and nursing care in many outpatient settings have been included in the curriculum.

In this traditional framework, diverse systems are linked together by ongoing incorporation of modern nursing concepts. The hazards of immobility, threats to body image, rest/sleep disorders, pain perception, cultural considerations, critical thinking, the aging process, death and dying (including Kubler-Ross' stages of grief) are ongoing threads of our curriculum, tied in as each system is taught. We are continually working with the nursing process. Our program's goal, as stated in our philosophy, is to prepare safe and empathetic nurses who will act as the patients' advocates. This curriculum is the vehicle we use to accomplish this.

# Napa Valley College Vocational Nursing Program

## **PHILOSOPHY**

As instructors in the Vocational Nursing Program, we believe that:

Our students come from varied backgrounds and skill levels. All are provided with tools and opportunities to learn, grow, and achieve. All are directed toward becoming safe practitioners. The student learns to do basic physical and sociological assessments, and to plan care according to patient needs and patient desires. The student is taught to research and to have adequate background data before taking any action. Students are always accountable for their actions and independence is granted according to their capabilities. The classroom is considered a "community" where concern for one another, the college, and the profession as a whole are encouraged.

Students learn that human beings are constantly changing, that they are striving to meet human needs, and are shaped by society, culture and personal values. The student nurse recognizes that health and illness hold different meanings to different people, and that people are constantly moving on the health-illness continuum. The vocational nursing student needs familiarity with man's basic human needs, normal and abnormal physiology, physical growth and development, and the stages of emotional development.

The student knows that when needs are unmet, or when abnormalities in growth, development, or physiology occur, that stress develops. The instructors assist the student nurse to develop skills that will allow him/her to identify physical or emotional stresses. The student uses the nursing process in planning care. He/she gathers data, defines problems, assists the patient in generating alternatives, and provides evidence-based teaching information to assist the patient/family in choosing a plan. The Vocational nurse works in conjunction with a registered nurse and/or physician who analyzes the data collected and evaluates the plan of care. Assessment and reassessment are ongoing.

Learning to give safe and empathetic nursing care to the patient and family, and to act as the patient's advocate, remains our goal for our students. The student remains responsible to the patient, the school, the training facility, and to vocational nursing, and at the end of the program is prepared to serve and enrich the community.

## **MISSION STATEMENT**

The purpose of the VN Program is to educate students to be safe, competent, critical thinking and caring vocational nurses by meeting the BVNPT requirements, to pass the NCLEX-VN exam, and to be active members of the health care team.

## **NURSING ADVISORY COMMITTEE**

The purpose of the Vocational Nursing Advisory Committee is to provide communication between education and practice. It provides an opportunity to review how the college is meeting the needs of the community and to keep the community informed about our program.

## **PROGRAM OUTCOMES /STUDENT LEARNING OBJECTIVES**

- 1. Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.**
- 2. Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and Vocational Nurse Practice Standards.**
- 3. Collaborate with individuals, families, groups, and the health care team using therapeutic communication.**
- 4. Utilize theory and evidence-based knowledge for decision making to guide nursing practice.**
- 5. Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.**
- 6. Demonstrate consistent commitment to professional growth and self-development.**

**Napa Valley College**  
**Vocational Nursing Program**

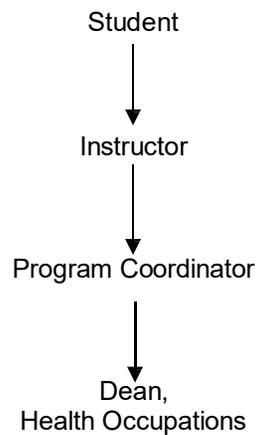
**EXPECTATIONS OF NURSING STUDENTS**

Commitment to a profession entails responsibilities as well as rights. The following identifies the student responsibilities expected in the Napa Valley College VN program. Included are professional responsibilities for accountable practice and service to others, based on codes of ethics, as well as responsibilities for being an active participant in the learning process and accepting one's role as a learner. Clinical evaluations will be based on application of knowledge from previous and concurrent courses and behaviors including, but not limited to, those listed below. Final program evaluations will also reflect these behaviors.

- 1) Attend class and clinical when scheduled. For your health and for safety reasons, be well rested and have slept at least six hours prior to class/ clinical.
- 2) Make arrangements for applicable, prompt makeup work following any absence.
- 3) Be punctual for scheduled classes/clinical and in submitting written assignments.
- 4) Prepare in advance for clinical and class assignments.
- 5) Classroom behavior will be that which is conducive to learning for all students:
  - a) no personal conversations during class.
  - b) cell phones and beepers are to be turned off (no noise).
  - c) calculators will be used during class and testing only at the discretion of faculty (there may be times when you can only use NVC provided calculators, calculators on phones are not acceptable).
- 6) Assume responsibility for your own learning and development by:
  - a) monitoring your own progress in meeting class and clinical objectives and developing approaches to improve performance.
  - b) accepting constructive criticism and supervision by others, utilizing suggestions for growth.
  - c) preparing your own project papers and other written assignments (see Academic Honesty Policy).
  - d) using appropriate resources and references to increase knowledge and/or improve performance.
  - e) seek out needed learning experiences.
  - f) share experiences and actively participate in class and small group discussion.
  - g) Notify instructors of pertinent needs and keeps them updated with any issues.
- 7) Accept accountability for own judgments and actions (omissions and commissions).
- 8) Support actions and judgments with sound principles from nursing and the natural and behavioral sciences. Resources should be from current (within five years) professional journals, texts, sites.
- 9) Act to safeguard the patient:
  - a) knowing limitations and seeking instructor assistance when unsure of self.
  - b) admitting mistakes with appropriate follow-through.
  - c) arranging for patient needs to be met before leaving the unit for breaks, lunch, etc.
  - d) using nursing principles when providing patient care.
  - e) being knowledgeable at the appropriate level about care of assigned patients (i.e., medications, treatments, diagnostic tests, pathophysiology, psychopathology, and social dynamics).
- 10) Complete assigned nursing care, including documentation and report, as designated by instructor and within clinical hours.
- 11) Protect the patients' right to privacy by recognizing that patient information is strictly confidential and privileged (HIPPA training required).
- 12) Provide services with respect for human dignity and the uniqueness of the patient regardless of social or economic status, personal attributes, ethnicity, or nature of health problems.
- 13) Adhere to Napa Valley College policies, LVN Handbook, and agency policies and procedures/routines.
- 14) Evaluate and modify communication methods and personal behavior which interferes with assuming a professional role:
  - a) Conduct therapeutic relationships with patients.
  - b) Exercise informed judgment.
  - c) Listen effectively and be courteous when others are speaking.
  - d) Express ideas clearly, accurately (both in writing and verbally), and concisely incorporating appropriate medical terminology.
  - e) Be tactful and in control of self when communicating with others.
  - f) Demonstrate poise and appropriate body language.
  - g) Put patient needs before those of self.
  - h) Offer assistance to others rather than waiting to be asked.

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Vocational Nursing Program**

- 15) In a timely manner, follow appropriate channels (chain of command) to resolve concerns such as testing and evaluation procedures, classroom activities, clinical environment, or unethical/incompetent practices of peers/staff:



**PARKING AND TRANSPORTATION POLICY**

- 1) Students will purchase parking permits for parking on college campus. Failure to do so or submitting checks that “bounce” are reasons for the college to drop you off the registration list.
- 2) Students will park in specified areas at various clinical facilities. Your instructors must have an updated list of your car license plate numbers for parking permits at the hospitals. Please keep these numbers current and notify your instructor if you change vehicles during the program.
- 3) You must have reliable individual transportation. Your car must be kept in good working order, and/or your ride to clinical must be responsible. Absences due to transportation problems are not excusable.

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**Vocational Nursing Program**

**INTRODUCTION TO VOCATIONAL NURSING PROGRAM INFORMATION**

To enter the program, you must:

Complete the Prerequisite courses:

- College coursework must have been taken **within 5 years of the start of the program.**
  - o ENGL 120 or equivalent with a “C” or better.
  - o MATH 93- Applied Algebra (or Statistics) or equivalent with a “C” or better.
  - o HEOC 100 Anatomy and Physiology (with a “C” or better). Consider taking the Anatomy and Physiology for ADN if you plan to further your nursing career.
  - o HEOC 101 Pharmacology (with a “C” or better)
  - o HEOC 172 Basic Nutrition (with a “C” or better)
  - o PSYC 125 Human Development (with a “C” or better)

**PLEASE NOTE: As of Spring 2023, HEOC 172 and PSYC 125 will be required as Pre-requisites- as posted 1/30/2020.**

- Be a **currently** certified Nurse’s Aide (CNA). The information and form for CNA is found at [www.cdph.ca.gov](http://www.cdph.ca.gov). This site can also refer you to schools in the area that teach classes and offer clinical requirements for CNA certification.
- Submit to Admissions and Records your Official Transcripts (unopened) of high school graduation or its equivalent (GED, CHSPE) and, if applicable, college courses.
  - o All Foreign Transcripts must be evaluated by an International Evaluation Service prior to submission of program application; this service must provide Napa Valley College with certification of high school graduation, and a course-by-course evaluation of any college/university work completed in a foreign country.

**When accepted you must have:**

- **Current CPR Certification:** The only acceptable certification is the American Heart Association Healthcare Provider or Professional Rescuer.

• **Health Physical and Immunizations**

A complete current physical is required prior to the start of the program. In addition to the physical, students will need the following testing/immunizations:

- o Tuberculosis (TB) PPD (Mantoux) Test – Mantoux test is a 2 step PPD 1 week apart. Students who have no record of Negative PPD testing and are not TB carriers must do Mantoux. If students have record of positive PPD they must provide a chest X-Ray showing 2 views with no abnormalities and so an annual symptom review (this can be done at the student health center or your private physician office).
- o Chicken Pox (Varicella) –positive titer
- o Measles, Mumps, Rubella (MMR) –positive titer or vaccine (series of two immunizations)
- o Hepatitis B –positive titer or vaccine (series of three immunizations, must have 2 doses before starting clinical rotation)
  
- o Tetanus/Diphtheria/ Pertussis – within 8 years of start of program

All nursing students who have or are about to have patient contact are urged to have nationally- recommended immunizations because of high risk in clinical practice. Please see the Health Occupations Health and Safety webpage at <http://www.napavalley.edu/academics/HealthOccupations/Pagers/HealthandSafetyRequirements.aspx>

STUDENTS WHO ELECT NOT TO TAKE THE STRONGLY RECOMMENDED IMMUNIZATIONS DESCRIBED ABOVE ARE REQUIRED TO SIGN A WAIVER PRIOR TO CLINICAL ASSIGNMENT. Please be aware that the college requirement may be superseded by the clinical sites, for example, waivers may be accepted by NVC but not by the clinical sites. If you are not accepted by the clinical site, then you will be unable to attend clinical and will therefore not meet clinical objectives nor the “concurrent theory and clinical experience” required to pass the class. This program is not required to seek a clinical site for students not meeting our usual clinical affiliations.

## Napa Valley College Vocational Nursing Program

- All students will be subject to a criminal background check and drug screening as required by our clinical sites which must be completed prior to February 27, 2021, if **a student does not meet hospital security standards based on their background check or drug screen, the student will be ineligible for the program and will be notified of such as soon as possible.**
  
- Due to the fact that during your clinical rotations you will be practicing in off-campus clinical settings, it is especially important that you are aware of professional expectations. You will be expected to follow standards while participating in the Vocational Nursing Program including professional appearance, attitude, language, and behavior.

### **HEALTH CONCERNS RELATED TO STUDENT WELFARE:**

1. **SURGERY OR INJURY:** The student who has had surgery or an injury must have a release from his or her physician allowing him or her to return to clinical practice without physical limitation. The physician's written release is to be presented to the instructor prior to being permitted to attend clinical.
  
2. **MENTAL AND EMOTIONAL HEALTH:** Psychological as well as physical health is essential to meet the demands of a nursing program. Faculty assists students to succeed with care and concern. Napa College has a counseling department with qualified and caring counselors to guide the student in problems the student feels are beyond his/her skills to handle.
  
3. **PREGNANCY:** A nursing student may continue in the program during pregnancy only with the written permission of her physician. For the safety of the student, as soon as pregnancy is confirmed, the physician's release document must be presented to the instructor and will be placed in the student file.
  
4. **NEEDLESTICKS OR BLOOD EXPOSURE:** Must be reported immediately to the clinical instructor and person in charge. The student will need to be seen by a caregiver and determination made regarding first aide. Appropriate paperwork will need to be completed and can be obtained from the HEOC secretary (or if at a clinical site, must also complete the facility incident report).

### **GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOLISM, DRUG ABUSE AND EMOTIONAL ILLNESS**

Students who evidence signs and symptoms of emotional illness, alcoholism and/or drug abuse which impairs their ability to perform safely will not be allowed to continue in the program. Faculty has the responsibility and authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting and classroom.

Recognizing that these are diseases and should be treated as such, it is the student's responsibility to voluntarily seek diagnosis and treatment. Instructors and college counselors will assist in making appropriate referrals.

Students can be readmitted through the usual admitting process following evidence of successful completion of therapy.

NOTE: If the above diseases are not treated successfully, they may lead to disciplinary action and prevent licensure to practice nursing as a licensed nurse.

**Napa Valley College  
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**NATIONAL STUDENT NURSES' ASSOCIATION INC.**

**CODE OF ACADEMIC AND CLINICAL CONDUCT**

**PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us.

The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

**A CODE FOR NURSING  
STUDENTS**

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

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

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

## Napa Valley College Vocational Nursing Program

### **PROGRAM COSTS**

There will be costs for books, uniforms, ID badges, stethoscope, trips, nursing journals, conventions, application fees, standardized testing, school pin, and graduation expenses. You are encouraged to start saving early in the school year so that graduation costs will not be a hardship. Seek information from the financial counselors on campus for information on financial aid, if needed.

### **FACULTY MEETINGS**

Instructor faculty meetings will take place on a regular basis. Issues, which the class club wishes to put on the faculty meeting agenda, are welcome. The student representative may be invited to attend a portion of the faculty meeting to present issues of concern.

### **CLINICAL ASSIGNMENTS**

Clinical assignments are made each day. Please realize that flexibility is essential to gaining a good learning opportunity. **All Health Occupations students are expected to do evening assignments, as well as day assignments as assigned, due to the large number of nursing students and limited space in the local hospitals.**

### **GRADUATION/PINNING**

This is a time of celebration of your completion of the Vocational Nursing Program. Traditional school pins and lamps will be ordered by the class, announcements and a pinning ceremony will be arranged by the class by way of elected class officers and faculty advisor. Students indicate their transition from student to professional nurse by being pinned in full uniform, which includes white uniform and shoes. All class decisions regarding pinning as well as written materials must be approved by program coordinator.

### **THE STUDENT NURSES CLUB**

The Nursing Club exists to raise money for events such as field trips, community service donations, and pinning ceremonies. \*\*Officers are elected by a majority vote of the class. Officers usually include president, vice president, secretary, treasurer and pinning committee chairman. Participation in the college associated student body is required. Often the class agrees on monthly dues to be collected and/or fund-raising projects that all class members need to participate in.

\*\*Nomination of officers is done by the class and submitted for approval to the faculty. All officers must maintain a class average of B or better with minimal absences from clinical and theory and maintain a satisfactory clinical performance. These elections will occur during the middle of the first semester, as directed by the faculty.

There are other clubs on campus that students may wish to join. Please check the Associated Student Body (ASB).

There is an honor society on campus. Sigma Theta Tau welcomes nursing students who maintain an "A" average.

**Napa Valley College  
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**POLICIES REGARDING THE UNIFORM DRESS CODE**

The following guidelines are based on the principles of standard precautions and are specified for the purpose of asepsis and safety. We are required to abide by the agencies policies regarding appearance and behavior.

**Hygiene**

Meticulous grooming and daily personal and oral hygiene are essential due to close proximity to patients and others. Odors of any kind may be offensive to patients. Products with odors must be avoided when in class, lab and when working with patients, i.e., perfumes, tobacco, strong hair spray, aftershave, laundry soap, dryer sheets, etc.

**Hair**

Hair must be clean and controlled. Hair that is shoulder length or longer must be secured at the neck or worn up. Our hospitals require that hair be in “naturalistic” colors. Anyone requiring a head/ hair covering when in uniform must meet with the program coordinator to discuss rationale and options for approval.

Men’s facial hair and those students with eyelash extensions must be clean, neat, trimmed, natural in appearance and worn in such a manner that it will not obstruct nursing activities.

**Nails/Make-up**

Make-up is to be natural and subtle; nails must be kept clean, short (no longer than 1/8 inch from the fingertip) and manicured. Light or natural polish is permitted. No artificial or long nails are permitted, nor are gel products due to potential for infection transmission.

**Body Art**

If tattoos, piercings, etc., are visible while the student is in uniform, they must be removed or covered. **No** tattoos or piercings may be visible (including tongue piercings).

**Gum/Smoking**

Gum is not to be chewed in clinical. Smoking is strictly limited to permitted areas only. Consider use of nicotine gum during clinical breaks as the smell of cigarette smoke can be offensive to patients and co-workers.

**Jewelry**

When in uniform, a plain wedding band, wristwatch, and a single small earring post per ear lobe may be worn. No dangling or loop earrings are permitted. In order to wear any other visible jewelry, the student must petition the program coordinator for permission. The student is responsible for the loss or damage of jewelry and other personal possessions.

**Photo Identification**

A photo identification name tag is required when the student is wearing the uniform, lab coat, hospital scrub uniform and when attending clinical preparation and practice experiences. Students will be notified by the instructor when the photo identification name tag is not required and/or if the photo identification name tag is required to be worn with street clothes. Photo ID badge holders are to be plain and uniform.

The photo identification nametag will be purchased through the Business Office at Napa Valley College. Lost photo identification must be reordered and replaced within one week. The photo identification nametag includes the first and last name of the student with an option of middle initial. This photo ID will also serve as your student ID.

You may be provided with an additional badge from the clinical facility. This is to be worn only in that particular facility and must be returned to the faculty when no longer assigned to that facility.

**Uniform**

Students are expected to dress in uniform in all clinical settings, unless otherwise notified by the instructor.

## Napa Valley College Vocational Nursing Program

### **Shoes**

Shoes are to be leather, all white, polished, supportive and safe, with closed heels and toes. Long white or teal socks or stockings are worn with the pants uniform. NO high tops, canvas sneakers or clogs are permitted.

Students will need a ballpoint pen with black ink, a watch with a second hand, bandage scissors, stethoscope, pen light, Kelly clamp and a pocket calculator.

Students employed by health-care agencies may not wear the student nursing uniform or name badge at work.

Please avoid wearing the uniform in public settings (restaurants, etc.)

### **Clinical Preparation Attire**

Attire for students going to agencies to prepare prior to clinical experiences will be professional and appropriate.

The nursing student uniform with name pin and patch **OR** the lab jacket with name pin and patch will be worn over dresses and slacks. No jeans, stretch pants, shorts, or bare midriffs.

### **Clinical Orientations**

All our facilities have different record systems and policies regarding student nurses. Therefore, it is required that all students be oriented by Agency Staff according to their facility's requirements. In order to reduce the time and redundancies of some mandated orientation requirements, Napa Valley College subscribes to an on-line orientation system called Health Stream ([www.healthstream.com](http://www.healthstream.com).) All students must complete three courses (rapid regulatory I & II, and HIPPA) on-line at 100% mastery. Proof of completion should be sent to [cmiller@napavalley.edu](mailto:cmiller@napavalley.edu) annually (usually January/ February of each year). Students are responsible for paying for these tests annually.

## **POLICIES REGARDING ATTENDANCE**

### **Attendance/ Punctuality**

Students enrolled in the Licensed Vocational Nursing Program are required to follow the Napa Valley College attendance policy, which stresses regular attendance in all classes.

"Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class."

The California Board of Vocational Nurses and Psychiatric Technicians (BVNPT) has established a minimum number of class and clinical hour requirements for all approved vocational nursing programs in California. **The students must meet all theory and clinical objectives offered during these hours in order to qualify to take the State Board examination for licensing.** Excessive absences may result in failure to meet clinical, or theory objectives and the student will be notified by the instructor when this is an issue (see remediation policy and plan).

1. All students are required to notify their instructor **prior** to absences or tardiness from a scheduled experience, giving the reason for it. This includes both class and clinical.
  - A. Illness. Absence because of illness is sometimes necessary and students are urged to remain at home and seek medical attention, if necessary, in order to protect themselves, classmates and patients.
  - B. A written statement from a physician releasing the student to return to clinical area is required if the student is absent for three or more consecutive days, or when absences have been excessive or at the request of program coordinator.

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- C. Reporting absences or tardiness. **The student is personally responsible for notifying the instructor of impending tardiness or absences.** (The student must call his/her assigned instructor/ assigned area at least 30 minutes prior to start of clinical day.) Student must continue to do so daily for as many days as absence is necessary. Be sure to get the name of the person taking your message. You must call in for both clinical and classroom absences.
2. Attendance records are kept by each instructor and student. Each student's written evaluation will include absences and tardiness for each rotation.
  3. Students are required to meet all objectives of each semester before enrolling in the next semester. Those missed must be completed through scheduled make-up time. (See Make-up time policy.) All excessive clinical absences will be made-up in a designated clinical promptly, **when available**, as arranged by the instructor.

\*Therefore, it is expected **that students will be present and on time for all classes**, including lectures, tests, seminars, college laboratory sessions as well as clinical and community experiences. Students are responsible for notifying their instructor before **any** expected absence or tardiness for all courses.

### **Lecture Absence**

Any student missing more than one day during any course or any student who is consistently late will meet with the faculty member teaching the course to review progress and identify any missed work that needs to be completed. Instructors/program coordinator may assign a written assignment, class presentation and/or attendance at another class, etc. for make-up.

### **Clinical or college laboratory absence/tardiness**

Any student missing clinical or college laboratory time during a course, or any student who is consistently late will meet with the clinical instructor and will be required to make up the hours by the agreed upon date, **when and if available**. Failure to make up the hours can result in an incomplete grade and/ or failure for the course. Clinical absences and tardiness will be recorded on the student's clinical evaluation form. **Clinical make-up will not be offered for those who opt "to take a day off" for non-emergent or non-medical reasons (as per the program coordinator).**

For unavoidable clinical absences or lateness, follow the directions for notification of your instructor from the course syllabus or direction from instructor at Orientation.

**Students may not leave a clinical facility except for an emergency situation and must FIRST have the clinical instructor's permission to leave.**

The instructor/ program coordinator will determine the appropriate make-up assignment, related written work or presentation needed to meet clinical objectives.

## Make-up Time Policy

### **All objectives must be completed in order to graduate from the program.**

1. Clinical make-up: All clinical absences will be made-up in a designated clinical area before the end of the semester to progress to the next semester. The student will receive an "Incomplete" for the semester until the time is completed.
2. On the day of clinical absence, the student will contact clinical instructor regarding objectives missed and arrange for make-up time as necessary or needed.
3. Clinical make-up time can be done only in the clinical area when an instructor is present to supervise learning experience. Students cannot make-up time on weekends, holidays, etc. unless an instructor is present. available.

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4. On a designated form for make-up time, the instructor will list clinical objectives to be completed. Student and instructor will agree on date and method of completion of objectives. (Indicated on designated form.)  
Examples:
1. Nursing Skills Lab
  2. Simulation Lab
  3. Additional time in Clinical Area
  4. Reports on patient care issues
5. Procedure:
- a. Student will contract with instructor the objectives to be completed, how they will be completed and when. The student will write this information on the green "Make-up Time Sheet".
  - b. Students must have approval for any make-up time and cannot hand in any work that has not been pre-approved.
  - c. Upon completion of contract, the student will return the green "Make-up Time Sheet" to the instructor with whom contract was made.
  - d. Any requested written reports must be typed on 8 ½ by 11" white paper. Name must be on all pages of paper. All professional resources must be listed and correctly cited.
  - e. Computer keyboarding skills are expected. Classes are offered by the college.
  - f. If student has contracted to practice procedures in Campus Lab:

Make out green "Make-up Time Sheet" including:

1. Procedure practiced
  2. Amount of time spent
  3. Have sheet signed by Campus Lab Supervisor.
- g. Written work will be returned to student after instructor approval. All make-up papers must be kept by students until program completion.

**MAKE-UP TIME SHEET**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ Date(s)  
 Absent \_\_\_\_\_ Course \_\_\_\_\_ Clinical  
 Hours \_\_\_\_\_ Date to be Completed \_\_\_\_\_ Theory  
 Hours \_\_\_\_\_ Time Made Up In \_\_\_\_\_

	SIM Lab	Outside Activity	HEOC Lab	Clinical Area
Clinical Objectives--List as stated:				
Theory Objectives:				

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Instructor's Signature

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**THEORY OBJECTIVES**

**Make-up Time Policy**

1. Completion of theory objectives can be accomplished in a variety of ways. Some of the activities that your instructor might suggest are:
  - a. Symposia/workshops
  - b. Oral presentation
  - c. Writing and reporting on journal articles
  - d. Assigned computer case scenarios and testing
  - e. Skills lab or sim lab assignments
  - f. Approved volunteer activities
  - g. Verbal and/or written class presentation on an assigned topic
  - h. assigned virtual simulation assignment or case studies

2. PROCEDURE:

Theory make-up is required. It is the student's responsibility to contact instructors in writing to request theory make-up, indicating dates and classes missed. (Use green "Make-up Time Sheet" from Health Occupations office to request theory make-up.)

**MAKE-UP TESTS**

1. If a student is absent from class and misses a test, it will be made up as scheduled by faculty/instructors. Please note this may include a different version testing the same content----so may be fill in the blank, essay, verbal or other format. The test should be completed prior to the next scheduled class.

**POLICIES RELATED TO THEORY AND CLINICAL**

**CELL PHONES**

Cell phones must be turned off or on "silent" settings during classes and in clinical settings. If you must answer a call or enter a text message you will have to leave class, and you may not be permitted to return until the next class break. Phones must be stored away (in purse or backpack during testing sessions).

**OTHER PERSONAL EFFECTS**

For safety reasons, please bring only what can fit under your chair to class, and what you can carry in your pockets to clinical. Leave book bags, etc., in your cars (not visible) when possible.

**THEORY AND CLINICAL LEARNING OPPORTUNITIES**

**THEORY**

All courses provide theory and clinical concurrently as required by the BVNPT.

**LAB/CLINICAL**

Includes campus skills lab, the simulation lab or assigned experience in hospitals, clinics or other areas where health-care is observed or practiced. All students are expected to initiate a review session in the lab to practice skills not recently performed, so that they demonstrate taking responsibility for being prepared and competent. There are 'open

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hours' available in the Skills Lab and Sim Center. Check Calendars and sign in and out whenever you go to practice in a lab. Field trips may be required. Cost of trips and clinical assignments may include bridge tolls, parking, and food, which are the responsibility of the students.

### **TRAVEL**

The assigned clinical experience may involve traveling up to 70 miles or more from the NVC campus. Students are responsible to have their own reliable transportation. Carpooling is encouraged, but clinical assignments cannot be made based on carpooling preferences.

### **GROUP ASSIGNMENTS**

Students are assigned to clinical groups and the groups rotate through a variety of health-care agencies. Students may be assigned to different groups each semester. All students will be rotated today and evening shifts and will work with a variety of faculty.

The faculty makes the student assignments according to identified individual learning needs, required clinical experiences, and available clinical opportunity.

### **CLINICAL PROGRESS FOLDER**

Written assignments for clinical will be maintained in a folder for submission to clinical instructor on a bi-weekly basis. This will be maintained in cumulative fashion throughout the program.

### **EVENING AND WEEKEND CLINICALS**

Students may be assigned evening clinicals and other learning experiences at times throughout the program. Shifts will range from 5 – 12.5 hrs/ day.

### **COMMUNITY SERVICE**

Community service is an integral part of the health-care profession. Therefore, students will participate in community service activities as required learning experiences when available.

## **STANDARDIZED MASTERY TESTS**

### **STANDARDIZED EXAMS**

Required standardized tests will be administered throughout the program in order for students to measure their academic achievement against national standards, as well as practice for the NCLEX-VN exam. The cost of these tests is the responsibility of the student. The fees for the testing will be paid online before the required test. Some semesters require more testing than others.

These exams will be taken on computers, and all will provide individual feedback. Faculty will select the Standardized testing company each year and may change companies as needed.

## **POLICY REQUIREMENTS FOR PASSING NURSING COURSES**

**To successfully complete the Vocational Nursing Program, the student must have:**

- a) A cumulative average on all tests of a grade of C (75%). There is no rounding up of scores.**

\*Please note, each Standardized Mastery test count for part of the semester grade.

Points will be earned as follows:

score 800- 849 points-- earns 10 /40 points  
score 850- 899 points-- earns 20/40 points  
score 900-950 points – earns 30/40 points  
score 951 points or more earns 40/40 points

- 2) A satisfactory final summative clinical performance evaluation.**
- 3) Meet all attendance requirements.**

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- 4) **Successfully complete the required number of Nursing Care Plans and other written assignments on time.**

**THEORY GRADE**

The student must achieve 75% or better (as noted above) on theory tests in each nursing course in order to continue in the nursing program. **An unsatisfactory rating in theory or clinical will result in an “F” letter grade for the class.**

1. Grades are calculated on a point system and converted to a percentage grade.
2. The number of points the student acquired, divided by the total possible points, equals the percentage grade.
3. Points are totaled and averaged for all subjects presented in each semester including any standardized testing the faculty deems appropriate, and the student receives one letter grade for the semester. There is one exception - the Safe Medication Administration Exam (includes calculations) – are calculated independently of the other subjects presented in that semester. These tests will be given throughout the program and must be passed with 75% or above in order to be able to administer medications during clinical and meet objectives of the program. Should a student receive a failing score, they will be unable to administer medications in clinical until they pass the next medication and calculation test offered. Not passing the exam can eventually cause the student to not meet clinical objectives, thus not being able to pass clinical.
4. If at any time a student’s cumulative grade falls below 75%, the student will not be able to continue in the clinical area until that class average is brought up to 75%.
5. The student must demonstrate proficiency in each course before being permitted to progress to the next. Instructors may give a “Needs Improvement” with specific corrections required in order to continue in the program (see Remediation Policy and Plan). This will occur at any time in the semester, if the student has demonstrated insufficient preparation for the subject content of the course or for the clinical practice required for the course or has developed a pattern of neglect of class assignments or has not met specific clinical objectives.
6. Failure of the student to meet “Needs Improvement” objectives in a given length of time may result in a grade of “F” in either theory and/or an Unsatisfactory Clinical rating, as appropriate.
7. Letter/percentage grades for Vocational Nursing Program
  - a. A = 90 - 100 %
  - b. B = 81 - 89 %
  - c. C = 75 - 80 %
8. Students are expected to maintain a list of their own grades to know how they are progressing through the course. If a student is failing it is their responsibility to contact the instructor or program coordinator to discuss remediation plans prior to the completion of the course. Final Grades will be discussed with the student at the end of the semester and will be available online by Napa Valley College.

**TEST POLICIES**

1. Students must complete exams within the designated time frame. Students with accommodation must be sure that the program coordinator is notified of the approved accommodation via email at [jankenmann@napavalley.edu](mailto:jankenmann@napavalley.edu). Please note that **faculty need at least one weeks’ notice** to be able to make accommodation provisions for testing once notified. Accommodations can only be provided as per the Testing and Tutoring Center or other appropriate school entity deems. Those with accommodation will test in the testing center and will bring their test back to the professor in a sealed and timed envelope immediately after testing.
2. Quizzes may be given at any time and may not be made up.
3. Any student found cheating on any test or assignment **will be assigned a grade of ~~zero~~ on that test**. The

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student may also be reported to the college and consequences may include up to expulsion from the school.

4. Test Make-up:

**Students are expected to complete testing as scheduled. In the unusual event that a student has to miss a test, they must notify the testing instructor before the test is to be given.**

- A. The make-up test will test the same objectives (s) but may be in an alternative form from the original test (for example, the original exam may be multiple choice, but the make-up exam may be fill in the blanks).
- B. Students must take the make-up test on the first day after they return from absence, before they return to class or clinical.
- C. A Student who does not take the make-up exam on the first day that they return or does not notify the instructor will receive a zero for the make-up test.
- D. Absence from tests is the same as from class & shall be subject to the college attendance policy.
- E. Calculators used during quizzes and/or exams shall have no other function than computation.
- F. For students, for whom English is not their native language, faculty may permit the use of a non-medical translation dictionary during tests, if the student makes prior requests.

**TESTING PROCEDURE**

- 1. No cell phones are to be accessible or audible.
- 2. Bring a pencil or pen to the testing center.
- 3. Once testing is completed the student may sit quietly in the room or exit until all students are done.
- 4. Faculty will review the test if time permits after the test- or- may do so the next time class meets.
- 5. During test review students are to remain professional and polite. Remain in your seat and ask thoughtful questions if it applies to the question being reviewed – if your question applies only to you, be sure to speak to the instructor after class or via email that same day.
- 6. The best answer to the question as per the instructor's judgement and based on the textbooks reference is the answer that will be accepted.

**ASSIGNMENTS**

- 1. Students are expected to follow written course guidelines, which includes due dates for written assignments, testing dates, and assume accountability for these expectations. Any assignment completed one week or more late will be graded at 50% of the original points.
- 2. It is the student's responsibility to schedule appointments with his/her instructor(s) during faculty office hours for assistance with class work, assignments, and material. Please recall that in this program, instructors may only be available on Thursday or Friday.

**POLICIES FOR NONDISCRIMINATION ON THE BASIS OF DISABILITY**  
**FOR NVC NURSING STUDENTS**

The NVC Nursing Program is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. The Nursing program is proactive in promoting an attitude of, respect for, and sensitivity to the needs and abilities of persons with disabilities. Academically qualified students with disabilities will be provided with access to the individualized assistance that is consistent with the student's needs, legitimate academic demands, and the College's capacity to respond.

The Department of Nursing welcomes students with disabilities and is required by law to make reasonable accommodations for students who choose to self-identify as having a disability. The Program Coordinator or faculty

members will not request disclosure of disability at any time. Students requesting course accommodations should:

- 1. Seek assistance with accommodations from the VNX Faculty and the DSPS staff, the semester before

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starting the nursing program and before each semester begins.

2. Disclosure of a specific disability to faculty need not occur but requested need for accommodations must be clearly stated.
3. Contact the staff at the DSPS and provide current documentation of the disability in accordance with DSPS policy, including medical or other diagnostic documentation.
4. Upon verification of the disability, DSPS certificated staff will provide the student and/or instructor an accommodations letter on which the student's academic and clinical related accommodations are noted.
5. Students who have been diagnosed with learning difficulties by our Diagnostic Learning Service may be permitted to take their tests in separate rooms for longer periods of time. It is the student's responsibility to ask the learning skills and testing center to release the information to their instructor if they qualify for special testing accommodations.
6. Students requiring extra time for testing must plan, with the instructor, the time for their testing.

**Students in need of an academic adjustment in the college learning environment:**

Any student who feels s/he may need an academic adjustment based on the impact of a learning disability should contact Learning Services in the Library room 1766, phone (707)256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

Any student who feels they may need an academic adjustment based on the impact of a physical or other types of disabilities, may schedule an appointment with a DSPS Counselor, Tyler Downie, located in Counseling Student Services 1300 building, phone 256-7442 or 256-7345 for appointment. You will be asked to submit any medical/disability documentation prior to your appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class and to ensure I received your academic adjustment letter.

**Note: If you are enrolled in a science class that requires a lab, you must meet with a DSPS Counselor or DSPS Director to determine your academic adjustments and specific needs.**

The Nursing Department faculty involved with a nursing course in which a student requests an accommodation will:

1. Following disclosure and documentation with the DSPS, consult with the student to make reasonable accommodations. **These accommodations cannot fundamentally alter the essential academic or professional requirements of the program of study, cause disruption, or require financial commitment beyond the scope of the nursing program and/or DSPS resources.**
2. Promptly notify the DSPS of any problems in providing the agreed-upon prescribed reasonable accommodations.

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### **DEFINITION OF ACADEMIC HONESTY**

This policy is copied from the Napa Valley College Catalog.

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual or group assignments or tests. We recognize that most students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### **TYPES OF ACADEMIC DISHONESTY**

Copying from others on a quiz, examination, or assignment (cheating); Allowing another student to copy ones work on a quiz, exam, or assignment; Having others take any exam instead of taking the exam oneself; Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own; Excessive revising or editing by another that substantially alters the students final work; Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class; Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

### **TO AVOID PLAGIARIZING, ONE MUST:**

1. Submit only one's own work.
2. Appropriately cite sources used.
3. Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards.
4. Document all verbatim borrowing from another according to set academic standards.
5. Document any use of a format, method, or approach originated by others.

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

### **CONSEQUENCES OF ACADEMIC DISHONESTY**

In the event of academic dishonesty, the instructor may:

- Give a lower or failing grade on the assignment or exam.
- Give a lower or failing grade on the assignment for the course.
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

- Fail the student from the course.
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction or follow the student grievance process through the Office of Student Services.

NVC may use Turnitin Originality Checking and Plagiarism Prevention System or other electronic system. All electronic transmissions of course assignments may be checked through the Turnitin software at the instructor's discretion. The availability of the originality report to the students is also at the instructor's discretion.

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### Student COURSE EVALUATIONS

At the end of every semester, you will be required to go to a special link to take an on-line anonymous survey about the current course, clinical rotations, and skills lab you have just completed. We do these evaluations for every course in Health Occupations each semester. We are required to get student feedback, by the Board of Vocational Nursing and Napa Valley College in order to use the student input for program and course improvement.

The surveys are completely anonymous and confidential. The only person that can access the direct information from this survey is the department's administrative assistant. Once everyone has taken the survey/evaluation she will close the survey and send the results to the VN faculty for their review. The only thing they will see is a bar chart of responses from the entire class and the written comments. There are no identifying markers within this survey, so it is completely confidential to allow you to answer questions freely without the worry of faculty knowing what each individual wrote. We request that you put both positive and negative comments about your course experiences as this helps us plan changes in courses for future semesters. It's your professional responsibility to submit all course, program and follow up program evaluations.

### CLINICAL EVALUATIONS

Clinical performance is evaluated by the clinical instructor and is based on the course objectives derived from the program outcomes. The student also evaluates clinical performance using the same performance objectives. Students are also responsible for formulating goals for each clinical week. Clinical evaluation tools are used to document student progress in meeting clinical objectives for each course. These clinical evaluation tools are found in each course syllabus. The clinical evaluation tool includes formative and summative evaluation. The evaluation is to be in writing, discussed with the student and signed by both the instructor and the student. It is then maintained in the student's folder and used to review progress throughout the program.

### FORMATIVE EVALUATIONS

Formative evaluation monitors progress and provides direction for learning throughout the course. It provides feedback to the student and shall include their strengths and positive accomplishments as well as their weaknesses and performance that need to be improved. It informs the student regarding progress in meeting clinical objectives, identifies additional learning, and makes recommendations for ways to improve and meet objectives.

In some courses, Students will record a self-assessment in the student formative column one week before the instructor records the instructor's formative evaluation. See course syllabi for frequency of the formative evaluation, and specific clinical objectives.

In the formative evaluation, performance is rated as follows:

S	Satisfactory	Satisfactory is defined as consistent performance of the objectives according to criteria or guidelines given. When errors are made, they are recognized and corrected.
NI	Needs Improvement	Needs improvement is defined as performance that progress toward meeting clinical objectives and must be improved to satisfactory at the summative evaluation.
NO	Not observed	Not observed behavior is defined as a behavior that should have occurred but was not observed and indicates an area to be given attention.
NA	Not applicable	A behavior rated as not applicable means it was not expected of the student.
U	Unsatisfactory	Unsatisfactory is defined as inconsistent performance, does not meet criteria for performance, errors were made and not recognized or expected behavior was not performed at all.

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### CLINICAL REVIEW POLICY

Regular conferences with students will be held to review clinical performance. When deficiencies in performance occur—for example, when a student is not meeting clinical objectives or is demonstrating unsafe behavior—it will be discussed with the student as soon as possible, with documentation of the identified behavior(s) and a recommended plan for change. The plan will include the actions required to achieve satisfactory performance (ex: required lab practice).

### SUMMATIVE EVALUATIONS

Summative evaluation occurs at the end of the course to determine if the clinical objectives have been achieved and establishes the grade for clinical practice.

#### The criteria for evaluation will be rated as follows:

S	Satisfactory	Satisfactory is defined as consistent performance of the objectives according to criteria or guidelines given. When errors are made, they are recognized and corrected.
U	Unsatisfactory	Unsatisfactory is defined as inconsistent performance, does not meet criteria for performance, errors were made and not recognized or expected behavior was not performed.

**An unsatisfactory rating in any one or more evaluation criteria will result in failure in the course.**

### CLINICAL SKILLS PERFORMANCE

Students are expected to maintain a satisfactory level of performance in all previously learned clinical skills from one semester to another. The student is responsible to assess and remediate any skill deficiencies in the nursing skills lab, when the lab is not booked for other classes. The lab is usually open from 8:00 am to 6:00 pm, Monday through Friday. Check the calendar on the door of the lab (room 814) to see when classes are scheduled and when labs practice time is available. Sign in and out of the lab when you are there to practice.

Faculty may assign a student to perform these skills without advance notice and the student is expected to perform these skills satisfactorily.

### SAFE NURSING PRACTICE

The nursing faculty has the responsibility to determine whether practice is safe or whether it is unsafe and unprofessional. They also have an obligation to protect the patient and society against harm. Therefore, if necessary, faculty may remove students from the clinical area and recommend dismissal of students from the nursing program for unsafe, unprofessional, coming unprepared, dishonest and/or disruptive conduct.

### UNSAFE NURSING PRACTICE

Unsafe Nursing is behavior that places the patient or staff in physical or emotional jeopardy and is an unacceptable risk. Some major areas of concern for safe practice are:

1. Failure to practice medical asepsis which is any action or inaction that places a patient or another at risk for infection.
2. Physical jeopardy is any action or inaction that threatens a patient's or another's safety and physical health. (ex. medication errors)
3. Emotional jeopardy means that the student creates an environment of anxiety and distress which puts the client or family or another at risk for emotional or psychological harm.
4. A student may be removed from a patient care assignment and sent home from clinical if any unsafe practice occurs, as determined by the instructor. A meeting and documentation will occur by scheduled date and time soon after the occurrence.

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5. Failure to report an error or falsification of care and/or records
6. Failure to pass skills competency assessment testing.
7. Not following proper medication administration protocol.

### **IMMEDIATE FAILURE**

Some behaviors in the clinical area can lead to immediate failure, for example:

1. Behaviors indicating the use of illegal drugs or alcohol; program director has the right to request a student be drug or alcohol screened at any time.
2. Purposeful theft or destruction of property.
3. Physical or verbal abuse of patients, staff, faculty, peers, or any person while at a clinical setting.
4. Willful falsification of records.
5. Breach of patient confidentiality.
6. Actions, which threaten a patient's safety or emotional well-being.

### **REMEDIATION POLICY**

The Vocational Nursing Program in accordance with Napa Valley College philosophy believes in the worth of every student and their right to pursue educational goals.

To ensure student success, we strive to clearly state course and program objectives that are based on the established standards set by the Board of Vocational Nursing and Psychiatric Technicians for all accredited Vocational Nursing Programs in California (class content; theory and clinical hours required). These are described in the program handbook, the syllabus and course objectives for NURS 131, 132 and 233 as well as in the admission criteria for the program.

During clinical and theory evaluations, performed as stated in the Vocational Nursing Program Handbook, instructors will evaluate the student's compliance with the objectives stated in the Handbook, as well as in the syllabus and clinical objectives for NURS 131, 132 and 233.

In accordance with our "Expectations of Nursing Students" (Handbook), we believe students should assume responsibility for their own learning and development and accept accountability for their own judgments and actions (omissions and commissions).

When students fail to meet stated objectives, our goal is to counsel that student and develop a remediation plan that will meet the stated objectives and therefore the standards required by the Board of Vocational Nursing to take the state licensing exam.

#### **When objectives are not being met:**

1. The instructor will schedule a meeting with the student, discussing any issues and the objectives not being met. The student will be assigned the task of planning how they will make up and/or meet the objectives, in writing (form attached), within one week of the meeting.
2. Remediation plans may include any or all of the following: evaluation by the learning center for learning disability; counseling by campus staff or other appropriate person; make up of clinical time; assignments; written or verbal presentations.

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3. A second meeting will occur where the instructor and student review the plan and make any needed revisions. A timeframe for completion and a follow up meeting date will be planned.
4. The follow up meeting will occur to discuss and evaluate the achievement of the goals and define any ongoing plan if needed.
5. If goals are met, the remediation plan will become part of the student's file and the student will continue the program.
6. If goals are not met, the instructor will discuss alternative options to the student, which may or may not include continuation in the program as stated in the Program Handbook.

**Napa Valley College  
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Remediation Plan**

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

Course #: \_\_\_\_\_ Date: \_\_\_\_\_

Issue:

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Objectives not being met:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Goal/Plan of correction

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Timeframe:

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Signature of student: \_\_\_\_\_

Signature of instructor/faculty: \_\_\_\_\_

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Follow-up Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Goals Met?    Yes    No    (Circle One)

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome and Ongoing Plan (if appropriate): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of instructor/faculty: \_\_\_\_\_

**Napa Valley College  
Vocational Nursing Program**

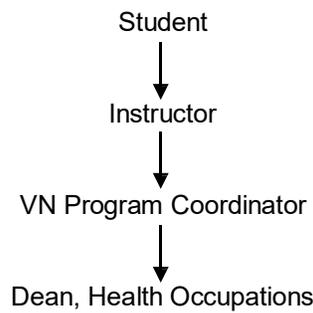
**APPEALS PROCEDURE**

A student may contest any decision or grade by proceeding through a course of administrative appeal. A member of the counseling staff or the Dean of Student Services may act as the student's advisor/advocate. The student is to attempt to resolve the issue with the instructor. If that is unsuccessful, the student is then instructed to draft a written petition and take the appeal to the next level of administration for review.

**CHANNELS OF COMMUNICATION**

**Informal Process:**

In a timely manner, follow appropriate channels to resolve concerns such as testing and evaluation procedures, classroom activities, clinical environment, or unethical/competent practices of peers/staff:



**Formal Grievance Process:**

**GRIEVANCE PROCEDURE** – A student has the right to file a grievance. A grievance is defined, and the procedure explained in the college catalog.

**The grievance process can be obtained from Napa Valley College Student Services webpage at:**

<http://napavalley.edu/WebAdvisor/Documents/StudentComplaintGrievanceProcedures.pdf#search=grievance>

**Napa Valley College  
Vocational Nursing Program**

**BOARD OF VOCATIONAL NURSING INFORMATION**

**BOARD OF VOCATIONAL NURSE AND PSYCHIATRIC TECHNICIAN EXAMINERS**

2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
bvnpt@dca.ca.gov

**I. GENERAL INFORMATION**

- A. Copies of laws, rules and regulations governing practice of licensed vocational nurses and psychiatric technicians and preparation of vocational nurse and psychiatric technician students are available at each accredited school with each instructor.
- B. The aim of these laws, rules and regulations is delivery of safe and effective care to patients by licensees and students.
- C. The Board accredits vocational nurse and psychiatric technician programs.
- D. The Board establishes and enforces standards to maintain a high quality of education for students.
- E. The Board licenses vocational nurses and psychiatric technicians.
- F. The Board holds public meetings; students are welcome to attend.
- G. The Board will accept for review and consideration any concerns students may have regarding school matters.
- H. The Board expects students to seek resolution of concerns through appropriate school channels before presenting a complaint to the Board's Office.

**II. STUDENT COMPLAINT PROCEDURE**

- A. Collect all pertinent facts.
- B. Document steps, which have been taken in an attempt to resolve the problem. Include in the documentation the dates of events, placed in chronological sequence.
- C. Submit all information to the Executive Secretary. Upon receipt of the complaint, a staff member from the Board of Vocational Nurse and Psychiatric Technician Examiner's Office will contact the student to advise of action to be taken.

**Napa Valley College  
Vocational Nursing Program**

**CLINICAL PRACTICE**

The Board of Vocational Nursing has approved the following facilities for clinical experiences:

Holderman Hospital, Veteran's Home, Yountville Geriatrics Fundamentals of Nursing Clinic/visiting nurse Preceptorship	944-4600
Queen of the Valley Medical Center, Napa  OB, Peds, pre and post op, Med surgical Nursing	252-4411
A Place of My Own, Napa and NVC Child Care Center  Pediatrics	224-8667
Piners SNF & Rehabilitation Center  Geriatrics, Fundamentals, Preceptorship	224-7925
Napa Care & Rehabilitation Center Geriatrics Fundamentals Preceptorship	257-0931
Napa Acute (aka Golden Living Nsg & Rehab Center) Geriatrics Fundamentals Preceptorship	255-6060
St. Helena Medical Center Transitional Care Unit Home Health and Hospice	963-3691
Vallejo Care Center (aka Sunbridge Convalescent & Rehab Center) Fundamentals Geriatrics Preceptorship	644-7401
Meadows SNF & Rehab, Napa Geriatrics Fundamentals Preceptorship	320-2202

**Napa Valley College  
Vocational Nursing Program**

**POLICIES REGARDING CLOSURE OF CLASSES DUE TO INCLEMENT WEATHER,  
FIRE, Earthquake or Other Occurrence...**

In the event that conditions appear to threaten (1) the safety to travel and (2) the closure of Napa Valley College, the faculty and students should:

1. Check the [www.napavalley.edu](http://www.napavalley.edu) website.
2. Listen to radio station KVON (1440 AM or 99.3 FM) for information regarding possible closure of Napa Valley College.
3. Monitor highway conditions by calling Cal Trans @ 1-800-427-7623.
4. Call the College Police (707) 256-7770 to determine if the college will be open.
5. Napa Valley College supervisors will attempt to call the employees they supervise to inform them about travel and work conditions.
6. Napa Valley College students & employees should call the Vice President of Instruction at (707) 256-7155 or the Dean of Instruction at (707) 256-7156.
7. Nursing Faculty will attempt to call/ text/and or email regarding the Napa Valley College campus closure and if reporting to clinical will or will not occur (depends on circumstances).

**Napa Valley College  
Vocational Nursing Program**

**HEALTH AND SAFETY GUIDELINES FOR NURSING STUDENTS**

The health and safety of all students is important. Instructors and students will comply with the Napa Valley College Exposure Control Plan for Bloodborne pathogens.

Faculty will provide information and training to students for their own personal and professional use. It is important that students know and understand exposure procedures and strictly follow them. Students providing care to patients will be instructed in the proper precautions to follow. These precautions are based on the guidelines provided by the Center for Disease Control (CDC), the Federal Occupational Safety and Health Administration (OSHA), the United States Public Health Service (USPHS), the California Board of Registered Nursing Statement on Delivery of Health Care, and the National League of Nursing (NLN) guidelines for schools of nursing.

**PROCEDURE FOR EXPOSURE OR INJURY OF STUDENT IN THE CLINICAL AREA**

1. Wash your hands, arms, face, etc. immediately and thoroughly with soap and water if you have had unprotected contact with blood and/or body fluid/substances. If eyes or mucous membranes have been exposed, flush with water/saline.
2. Report injury, illness, or exposure such as a needle stick or a splash **immediately to the instructor**.
3. Use the protocols available in the clinical agency to which you are assigned. (Employee health or emergency room) for immediate evaluation to assess risk of exposure, for post exposure management and counseling.
  - a. If the injury requires evaluation or treatment, the student should be seen in the Emergency Department.
  - b. If immediate attention is required, the student should report to the Emergency Department.
  - c. The NVC Workers Compensation Plan should be designated as the paying party.
4. Complete the required notification forms to ensure that insurance coverage is maintained. Submit to the Program Coordinator.
  - a. Workers Compensation Forms
    - (1) Employee's injury report within 24 hours of injury
    - (2) Employee's claim form
  - b. NVC blood borne pathogen exposure incident report if indicated
5. Follow-up care will comply with NVC Exposure Control Plan for Blood borne Pathogens.

**PROCEDURE FOR EXPOSURE OR INJURY OF STUDENT IN THE NVC CAMPUS NURSING LAB**

1. Call Student Health or go to the office to be seen.
2. Report injuries or exposures **immediately to the instructor** or to the Instructional assistant.
3. Students who have their own health insurance coverage should contact their own health provider for medical evaluation. If medical treatment is required, the student should be referred to an emergency room or other medical facility. (Take a copy of the accident report and other relevant medical information, which may include HBV vaccine status, source individual's HBV/HIV status if known.) Students without their own health insurance coverage should contact Student Health Services at 707-259-8005.
4. Complete the required notification forms and submit to the Nursing Coordinator/ Director.
  - a. Student accident insurance claim form
  - b. NVC blood borne pathogen exposure incident report if indicated

Credit students have paid a health fee and are covered by a secondary accident insurance for class-related injuries sustained as the direct result of an accident. Students must bill their primary insurance first for services given. Student accident insurance is a secondary source of payment.

## Napa Valley College Vocational Nursing Program

### **PROCEDURE FOR INJURY OF STUDENT IN THE COLLEGE SETTING**

1. Call (707-259-8005) or go to Student Health.
2. **Notify your instructor immediately** if you sustain an injury in order to ensure the proper forms are completed and insurance coverage maintained.
3. Students who have their own health insurance coverage should contact their own health-provider for medical evaluation. If medical treatment is required, the student should be referred to an emergency room or other medical facility. (Take a copy of the accident report and other relevant medical information, which may include HBV vaccine status, source individuals HBV/HIV status if known). Students without their own health insurance coverage should contact Student Health Services at 707-259-8005.
4. Complete the required notification forms and submit to the Program Coordinator/ Director.

Credit students have paid a health fee and are covered by a secondary accident insurance for class-related injuries sustained as the direct result of an accident. Students must bill their primary insurance first for services given. Student accident insurance is a secondary source of payment.

### **INSURANCE COVERAGE**

- If an injury occurs while assigned to a clinical area and while performing duties within the scope of the curriculum, students are covered under the Napa Valley College worker's compensation program.
- While on campus, in a class or lab, an injury is covered under the student accident insurance. Student insurance is secondary to private health insurance and only covers "injuries."
- Both workers' compensation and student insurance do not cover injuries that occur while participating in course activities.

### **REQUIRED NOTIFICATION FORMS**

Student insurance claims must be filed as soon as possible in the health occupation office

- Injury report
- Student insurance claim form signed by both student and Instructor
- Verification of other insurance form
- NVC bloodborne pathogen exposure incident report, if indicated

Workers' Compensation claims

- Employee injury report within 24 hours of injury
- Employee's claim form
- NVC blood borne pathogen exposure incident report, if indicated

### **EXPOSURE TO BLOODBORNE PATHOGENS**

By definition, under workers' compensation an "exposure" to blood borne pathogens is not an "injury" unless an infection develops. Treatment for an infection is considered an illness. A needle stick is considered a puncture wound that would be considered an accident so that type of "injury" is covered.

Every facility that provides health care where exposure to pathogens could occur is required to have a pre- and post-exposure protocol. In order to ensure coverage under workers' compensation, and to ensure the best follow-up to an exposure, it is important to follow the agency exposure protocol.

If an exposure occurs on campus, follow the NVC protocol as outlined in the Exposure Control Plan for Blood borne Pathogens.

**Time is of the essence.** Evaluation of the exposure and follow up should be initiated immediately. Take a copy of the exposure report and any other pertinent documentation (immunizations, etc.) to your personal health provider who should advise you on the best course of action for follow up and precautions.

**Napa Valley College  
Vocational Nursing Program**

<b>HEALTH AND SAFETY GUIDELINES SUMMARY</b>			
	<b>EXPOSURE OR INJURIES IN CLINICAL AREA</b>	<b>IN NVC CAMPUS LAB</b>	<b>INJURY OF STUDENT IN COLLEGE SETTING</b>
<b>Wash</b>	Away Any Blood or Body Substances	Away Any Blood or Body Substances	Away Any Blood or Body Substances
<b>Report</b>	To Instructor immediately	To Instructor or Instructional Assistant	Instructor immediately
<b>Call</b>		Ext. 3333 or dial 911	Ext. 3333 or dial 911
<b>Use Available Protocols</b>	Clinical Agencies	NV College Exposure Control Plan	NV College Exposure Control Plan
<b>Provider of Care</b>	Use Emergency Department	Students Own Health Provider or Emergency Department	Students Own Health Provider or Emergency Department
<b>Payment</b>	NVC Workers Compensation Plan	Primary – Students Own Insurance  Secondary – NV Student Accident Insurance	Primary – Students Own Insurance  Secondary – NV Student Accident Insurance
<b>Paperwork and Forms</b>	Workers Compensation Forms  Employees Injury Report within 24 hours of Injury  Employees Claim Form  NVC Blood borne Pathogen Exposure Incident Report if Indicated	Accident Reports  HBV/HIV Status if known  HBV Vaccine Status Form  Student accident Insurance Claim Forms  NVC Blood borne Pathogen Exposure Incident Report if Indicated	Accident Reports  HBV/HIV Status if known  HBV Vaccine Status Form  Student accident Insurance Claim Forms  NVC Blood borne Pathogen Exposure Incident Report if Indicated

Note: If you need other consultation or assistance, discuss the exposure with an instructor. Students may be referred by NVC to minor emergency care at the student's assigned hospital. Further interventions and follow-up care, serial testing and/or medication established as a medical necessity may be provided based on the medical evaluation

**Napa Valley College  
Vocational Nursing Program**

**POLICY REGARDING STUDENT RECORDS**

1. Admissions and Records Office include the following:
  - A. Official transcripts
  - B. High School or equivalent verification
  - C. Applications
2. Health Occupations Division (Temporary Records)
  - A. Copies of:
    - (1) Graduation Check Sheet
    - (2) Student Information Card
    - (3) CPR Certification (Healthcare Provider or Professional Rescuer **or**)
  - B. Documentation of health and immunization requirements
  - C. Clinical Performance Evaluations

**STUDENT'S RIGHT TO REVIEW RECORDS**

**Policy**

By law, students have the right to review, make comments, and add to their student records. Students should make appointments with their course instructor to review their record with the instructor.

**Procedure**

1. When students are reviewing their student records, an instructor must be present. The instructor may make copies of the record upon written request of a student. Instructors should indicate in the record what was copied and given to student.
2. Clinical evaluation forms are intended to evaluate clinical performance based on clinical objectives. It is not intended to be used as a reference or a performance evaluation for any potential employers, etc.
3. Students will not be allowed to take records from their folders.
4. Students who wish to submit comments in writing may do so. These will become a part of the student's record.
5. At the age of 18, the student has the exclusive right to his/her record. A release of information request will be obtained from the student to share information with parents, other individuals and/or agencies.
6. Affiliating clinical agencies may obtain validation of immunizations and CPR certification on students practicing in their facilities based on the student's signature on their health forms.

## Napa Valley College Vocational Nursing Program

### OTHER STUDENT POLICIES

#### **WITHDRAWAL**

To withdraw from a course, obtain a college drop card from the Office of Admission and Records. The drop card must be processed before 75% of the course has been completed i.e., before the end of week 6 in an 8-week course or before the end of week 9 in a 12-week course.

Nursing faculty may recommend the withdrawal of any student whose health, conduct, academic, or clinical performance makes it inadvisable for the student to continue in the nursing program.

#### **EMERGENCY LEAVES OF ABSENCE (LOA)**

Students in good academic standing experiencing a major health or family crisis may request an emergency LOA. They must meet with the Program Coordinator to complete a LOA request. Such requests will be reviewed by appropriate faculty and the student will be notified of the decision in writing.

#### **READMISSION**

If a student fails any nursing course, they will have an opportunity to be re-admitted **once** within two years as long as there is space available in the class they require. Such students must meet with the Program Coordinator at the time they leave. Such a student may be administratively dropped from any other nursing course that they may have pre-registered for. **There will be only one opportunity to repeat a course as a readmission student.** If a student withdraws from or fails another nursing course, there will not be another opportunity to repeat a nursing course.

#### **READMISSION & TRANSFER**

Re-admission and transfer students require the same program and semester prerequisites as established for all applicants to the VN program at the time. Also required will be a skills check, to evaluate whether skills have been maintained appropriate to course entering/ re-entering. **If criteria are met, and there is room in the course, and return is within two years of last being enrolled in an appropriate nursing program, the students have this one re-admit opportunity.**

#### **POLICIES REGARDING CHALLENGING COURSES**

Transfer students are able to transfer comparable nursing courses from other accredited/approved nursing programs as long as there is no more than two years since they passed the most recent course. If it has been more than two years since a transfer student requesting readmission last passed a nursing course, they can challenge the course at NVC. In most cases they will be required to take a standardized mastery test and perform clinical competencies in the skills lab or the simulation center. (see NVC policy for challenging courses)

#### **GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOLISM, DRUG ABUSE AND EMOTIONAL ILLNESS**

Students who demonstrate behaviors indicating signs and symptoms of emotional illness, alcoholism and/or drug abuse that impairs their ability to perform safely will not be allowed to continue in the program. Faculty has the responsibility and the authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting.

Recognizing that these are an illness and should be treated as such, it is the student's responsibility to voluntarily seek diagnosis and treatment. Instructors and college counselors will assist in making appropriate referrals.

Students can be readmitted to the program following evidence of successful completion of therapy, at the beginning of the next semester where there is space available. (See re-admission procedures) based on space available.

#### **EMERGENCY CARDS**

It is imperative that we are able to reach a student by phone in case of emergencies. Clinical assignments, meeting times, etc. occasionally change, and we must be able to reach you. **Keep your phone and address current in our records and in Web Advisor.** Make sure you have a friend or relative listed in the emergency file whose phone is working, and who can give you a message if needed. Be sure we have a current email on file as well and check your emails frequently.

## Napa Valley College Vocational Nursing Program

### Student Behaviors

1. NO SMOKING is permitted in the classroom, the clinical areas, during ward conference or anywhere when in uniform.
2. Possession or use of illegal drugs or alcoholic beverages is prohibited while attending school or in connection with a school activity. **Violation of this rule will be reason for immediate dismissal.** Students who display personal habits and/or behavioral patterns which interfere with safe practice of nursing will be counseled by the vocational nursing staff and/or other appropriate NVC counselor. If, in the opinion of the faculty, a student is in fact hazardous in the continuing practice of nursing he/she will be counseled and may be asked to leave the program.
3. When talking to or referring to patients, physicians and instructors, the surname preceded by title (Dr., Mr., Miss, Professor, etc.) should be used.
4. Nurses are expected to conduct themselves with dignity and poise at all times.
  - a. Maintain quiet in the halls, elevators and utility rooms.
  - b. Maintain confidentiality in the coffee shops and other public places (**inclusive of on-line**).
  - c. Any violation of keeping information confidential will be considered grounds for dismissal.

### SAFETY RULES AND REGULATIONS

1. The security of a safe environment can only be achieved with the cooperation of all personnel. Be sure doors are closed behind you. Report any suspicious people or behaviors to faculty/ security. Lock your car and keep valuables hidden.
2. Help prevent injury to yourself and others by following rules to eliminate hazards, reporting unsafe equipment or equipment needing repair, and carrying out assignments in a safe and intelligent manner, both in the classroom and clinical areas.
3. Report any accident, however minor, to your immediate supervisor and instructor.
4. Injuries sustained on campus or in clinical areas are to be reported Immediately to the within 24 hours to the Health Occupations Office/ security and get proper insurance forms completed.
5. Anybody secretion exposure must be immediately reported to instructor and hospital protocol as well as HEOC protocols will be followed.

### TIPS

It is unethical to accept any sort of gift or monetary tip from patients. If this situation arises, simply thank the patient and tactfully but emphatically state the policy regarding this. If you are given a personal gift, and it is a genuine expression of gratitude and a refusal would hurt the donor, notify your instructor for advice.

### VISITING PATIENTS WHILE ON DUTY

If you wish to visit a patient in another area during your break or lunch hour, you must obtain the consent of your instructor and the nurse in charge of the area to which the patient is assigned. You may not go from a "dirty" area in the hospital to a "clean" one (i.e., OB/ surgical ward). Students may not return to a previously assigned clinical area without the specific knowledge of and permission of their instructors.

### TELEPHONE

1. Classroom
  - a. Emergency incoming calls for students will be accepted at the Health Occupations office and the secretary will notify your instructor.
  - b. **Cell phones must be turned off during lecture/ lab.** Please be sure to check for your messages during breaks only.
2. Clinical Areas
  - a. Do not ask anyone to call you at the hospital and have you paged - direct emergency calls to the HEOC secretary or have them leave a message on your personal cell phone which you can retrieve during a break.
  - b. **Cell phones must be turned off during clinical.**

**Napa Valley College  
Vocational Nursing Program**

**CARE PLANS**

1. The purpose of a care plan is to direct you in researching the patient's problems, practice the use of nursing process, assist you in using critical thinking and to assist you in outlining a plan of care. They can later be used to help study for the State Board Exam (NCLEX).
2. Care plans will be done on patients you care for throughout the program. As the program progresses, the data asked for will become more comprehensive.
3. Care plans must be brought to the clinical area daily for changes, additions, and updates in patient care.
4. Care plans are a mandatory assignment. This is a clinical objective the student must meet to maintain a satisfactory evaluation. Not handing in care plans, handing care plans in late, handing in care plans that do not reflect the level of theory being taught and are not at a level of peers will result in "Needs Improvement".
5. A library journal article may be required for each care plan, at the discretion of your instructor. Journal articles need to be from professional sources and must be current within five years.
7. Care plans are due every other week (Instructor will designate day and time). They will be handed in together with the clinical evaluation and clinical/theory objectives accomplished for the week via your "Clinical Folder"  
**Failure to hand in a care plan on time, unless arrangements have been made with the instructor, may result in a less than satisfactory rating.**
8. All care plans must be completed and signed off prior to preceptorship assignments being made in the third semester. If not completed, student will be unable to participate in preceptorship and may not be able to complete the program.

**Care plans required are named in the NURS 131 syllabus.**

**PRECEPTORSHIP REQUIREMENTS**

According to the BVNPT, preceptorships are to be offered to students in good standing in the program. If you wish to be considered for a Preceptorship, please plan to demonstrate the following requirements:

1. Open to new experiences
2. Care for dialysis patients and cardiac patients
3. Give medications safely and accurately
4. Pass medication administration and calculation tests
5. Perform as a team leader
6. Ability to care for 2 or more patients efficiently
7. Able to answer patient care questions showing the incorporation of theory and clinical knowledge
8. Ability to access reference materials at the clinical site and to utilize the electronic health record efficiently.
9. Admit and assess a new patient
10. Theory grade consistently at least 75%
11. Satisfactory grade in clinical performance
12. Professional conduct; No tardiness or excessive absences
13. 75% of all clinical objectives completed, including 100% fundamentals, OB, and pediatrics
14. 100% of required care plans completed

**Napa Valley College  
Vocational Nursing Program**

**GUIDELINES FOR THE NVC SKILLS LAB**

Location:	Room 813 & 814, Building 800-Lower Floor
Hours:	7:00 am - 5:00pm -- Monday – Friday (except holidays)
Lab Personnel:	Andrea Ruybal, R.N. - HEOC Skills Lab Coordinator
	Office location: 814B Phone: (707) 256-7607

The Skills Lab serves all of the Health Occupations programs. Room 814 is considered the “front lab.” Room 813 is the “back lab” and contains the linen supply room. The skills lab “annex” is across the hall in room 812.

**The Skills Lab is available for:**

- Practice of skills. Refer to Skills Lab Schedule on NVC Website for “OPEN LAB” practice times.  
**Website:** <http://www.napaValley.edu/homex.asp?Q=homepage>
- Skills performance evaluations via video recording
- Scheduled small work groups or classes in designated areas.
- Viewing of audio/visual materials.
- Demonstration of skills by instructors.

**Lab Packs:**

- Each semester you will be issued a lab pack. Fees paid for lab packs are non-refundable.

**While in the Skills Lab the following rules will apply:**

- Name tags will be worn in lab at all times.
- Food and drinks are permitted but only on the tables. Keep food/drinks away from mannequins and beds.
- No sitting or lying on the beds. **Exception:** when student is functioning as a “client.”
- Professional conduct is expected of all students while in the skills lab. The lab staff has the right to ask any student to leave the lab if that student is being disruptive or is not using their time effectively.
- Cells phones will be on **vibrate** while in the lab. -Please, leave the lab area to answer phones and return **only** when there is a break in the lecture or demo.
  - If you have long hair, please fasten it back while practicing.
  - **DO NOT disassemble mannequins – Seek assistance from lab staff if alternate pieces are needed for your practice.**
  - Skills lab personnel are not responsible for lost or stolen items. Leave valuables at home. **If you have lost something, check for it in the “Lost and Found” area in the back of the lab by the sinks.**
  - Keep bags and backpacks out of all walkways and working areas. Feel free to leave them on the tables.
  - Most skills lab equipment is to be considered reference material and used only in the skills lab. Some equipment, such as blood pressure cuffs, may be checked out for 1 week at a time.
    - Students may sign out certain equipment in the “Lab Equipment Check Out” book located in room 814B
    - Students are responsible for loss or damage of any “checked out” equipment.

**\*\*\*If you are exposed to a nosocomial infection in the hospital, all others you come in contact with are at risk for exposure. To minimize this risk, you must change your clothing prior to entering the lab. \*\*\***

**When Practicing:**

- **Always** bring your own lab bag with you to the lab for all practices and video recordings!!
- Assemble necessary equipment; use **your own** lab bag materials.
- Clean work area and equipment and return to proper storage area(s) after use.

**SHARPS CONTAINERS:** Please, only put **needles** in these containers – no gauze, cotton balls, used gloves, paper towels or any plastic pieces that do not contain sharp parts!!! **Needles ONLY, please!!!**

**Anytime you use the lab or the lab annex, please return all chairs, tables, and equipment to their proper places. Pick up after yourself!!**

**Napa Valley College  
Vocational Nursing Program**

**Wine Country Regional Simulation Center  
Guidelines**

The Simulators utilized at the Wine Country Regional Simulation Center (WCRSC) are highly complex and sophisticated state-of-the-art physiological models of a human patient. The following list represents what our expectations are of you, the learner, to make your experience with us a positive one.

- No food or drinks are allowed in the rooms with Simulators.
- Please remove jewelry which might puncture or otherwise damage the Simulator. Watches may be worn.
- Pencils are to be used for documentation in the patient rooms. Please keep them at a distance from the Simulator as they will permanently damage the skin. **Pens may be used in the conference rooms only.**
- Wear your proper uniform and come prepared with all materials you would bring to any clinical site.
- Treat the Simulator with the same care you would a patient. They are well built but like a human they can be damaged.
- Immediately report any technical problems with the Simulator to the WCRSC staff. Please do not try to fix the problem yourself.
- Please maintain confidentiality as this helps us to provide a safe environment for learners at all levels. Confidentiality applies to your interactions before, during, and after Simulator experience. This includes other students' actions, type of scenario, Simulator successes and failures and sharing of materials which are under copyright laws.

**Napa Valley College  
Vocational Nursing Program**

**CONFIDENTIALITY AGREEMENT  
AND  
CONSENT TO VIDEO**

During your participation in a simulated clinical experience (SCE) at the Wine Country Regional Simulation Center (WCRSC), you will be both an active participant in simulated scenarios and an observer.

The objective of the SCE program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care crisis situations. A SCE is designed to challenge a healthcare professional's response and judgment in a high stress environment.

By signing this agreement, you agree to maintain strict confidentiality regarding both yours and others performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that "All that takes place in the simulation environment – stays in the simulation environment!" Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality may result in loss of privileges at WCRSC.

**I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s).**

**I authorize the Wine Country Regional Simulation Center (WCRSC) staff to video record my performance during clinical simulation experience (CSE).**

**I authorize the WCRSC staff to use the video recording(s) for purposes including, but not limited to: debriefing, faculty review, education, research, public relations, advertisement, promotional, and/or fund-raising activities.**

**STUDENT AGREEMENT**  
**VN Handbook 2021-2022**

Please sign this form and submit to your instructor for your personal student file.

This is to verify that I, \_\_\_\_\_, vocational student nurse, has received a personal copy of the vocational nursing student handbook containing rules and regulations relative to the vocational nursing program, skills lab, simulations lab, and consent to videotaping. A vocational nursing instructor reviewed the content with all members of the class and time was made available to the student for questioning and clarification of its content. **I agree to all the outlined policies of the VN Student Handbook.**

Student signature \_\_\_\_\_

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