



STUDENT HANDBOOK

Spring 2019

Student Handbook Procedures and Policies

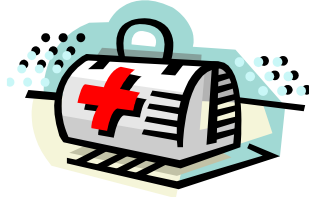
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MT. SAN ANTONIO COLLEGE HANDBOOK FOR THE ASSOCIATE DEGREE NURSING PROGRAM



INTRODUCTION

The Mt. San Antonio College (Mt. SAC) Associate Degree Nursing Program approved by the California State Board of Registered Nursing (BRN) is a two-year program designed to prepare individuals at the Associate Degree level for entry into the practice of Registered Nursing. Mt. San Antonio College graduates enjoy an excellent success rate on passing the NCLEX-RN licensing examination and are actively recruited by many health care agencies.

The program has a proud history of nursing education. In 1958, the Associate Degree Nursing Program admitted its first class of generic students and 15 students graduated in 1960. Since the mid-seventies, Licensed Vocational Nurses (LVNs) have been admitted with advanced placement into the Associate Degree Program utilizing the career mobility option, thus enabling them to obtain the education leading to licensure as Registered Nurses. In Fall of 1993, the career mobility option was expanded to include advanced placement for Licensed Psychiatric Technicians (LPTs) enabling them to obtain the education leading to licensure as Registered Nurses. In compliance with Senate Bill 466, individuals who have held Military Health Care Occupations may be eligible to obtain credit for first semester courses.

(See Military Challenge Policy page 16)

ORGANIZATIONAL STRUCTURE

Instruction at Mt. SAC is organized under a divisional structure with departments within each division. The Nursing Department is one of many health career departments within the Technology and Health Division. This structure promotes sharing of many valuable technological and health related resources. In addition the Nursing Department functions as a self-directed team with strong faculty involvement in all management aspects of the Nursing Program (see organizational chart pg. 15). Division and Department information may be obtained via Mt. SAC's web site at www.mtsac.edu.

NON-DISCRIMINATION POLICY STATEMENT

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The College President/CEO shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

DEPARTMENT OF NURSING MISSION STATEMENT

- The mission of the Department of Nursing is consistent with the mission and objectives of Mt. San Antonio College, which is to support all students in achieving their educational goals in an environment of academic excellence. The Department of Nursing is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The faculties of the Department of Nursing, as well as the College, prepare students for lifelong learning by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The Department of Nursing is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.
- The educational process used in the nursing curriculum prepares adults to be responsible for personal attainment of objectives at mastery level through the use of pedagogical methods, which address a variety of learning styles. Faculty believe that given appropriate time, instruction, feedback, and practice, mastery will be achieved.
- Graduates of the Mt. San Antonio College Associate Degree Nursing Program possess the clinical knowledge, skills, and attitudes to function as Registered Nurses as well as to improve the quality and safety of the healthcare systems within which they work.

DEPARTMENT OF NURSING PHILOSOPHY

- The philosophy of the Department of Nursing is consistent with the philosophy and objectives of Mt. San Antonio College, which is to meet the educational goals and aspirations of the communities it serves with special sensitivity to serving those who are under-represented. The faculty of the Department of Nursing, as well as the College, actively supports equal opportunity, academic freedom, open access, and high academic standards.
- The philosophic approach to the curriculum of the Department of Nursing is the Neuman Systems Model, which utilizes General Systems Theory. The model is based upon Neuman's view that the nurse, client, or both in the holistic system are continually reacting to internal and external environmental stressor influences. The major concern for nursing is in keeping the client system stable through accuracy both in assessing the effects and possible effects of environmental stressors and in assisting client adjustments required for an optimal wellness level. Nursing actions are initiated to best retain, attain, and maintain optimal client health or wellness, using three prevention's as interventions to keep the system stable. In keeping the system stable, the nurse creates a linkage among the client, the environment, health and nursing.
- Consistent with faculty belief and basic to these concepts, the individual is a bio-psycho-social and spiritual being; an open system in constant interaction with the environment which attempts to maintain a state of equilibrium by adjusting to the environment or adjusting the environment to the individual. Through a process of interaction and adjustment, the individual maintains varying degrees of harmony and balance between the internal and external environment. Each individual maintains an internal set of resistance factors, which attempt to stabilize and return to the normal line of defense should a stressor become evident.
- The nursing faculty believes that the purpose of nursing is to assist individuals or families to achieve and maintain a state of equilibrium and a maximum level of wellness utilizing the nursing process as a problem-solving approach. The nursing profession is a health-oriented discipline which must be guided by the needs of the society it serves.
- The educational process used in the nursing curriculum prepares adults to be responsible for personal attainment of objectives at mastery level through the use of pedagogical methods, which address a variety of learning styles. Faculty believes that given appropriate time, instruction, feedback, and practice, mastery will be achieved.
- The graduates of Mt. San Antonio College's Associate Degree Nursing Program are competent nurse generalists who have a sound knowledge of the nursing process and related sciences. They have been exposed to technology and

informatics and actively operate computers in the classroom to conduct information searches and research via the Internet. In the clinical setting, computers are used for data input, reports and documentation. Graduates possess the clinical skills required to function as registered nurses. As members of health care teams, Mt. SAC graduates are prepared to work with others and take responsibility for their own actions.

PROGRAM OBJECTIVES

Upon completion of the Associate in Science Degree in Nursing, the graduate will be able to:

- ❖ Demonstrate competence by consistently transferring scientific knowledge from social, biological and physical sciences to application of the nursing process.
- ❖ Demonstrate the art of nursing to facilitate health and quality of life through active listening and observation of patient behaviors with consideration to all aspects of the person.
- ❖ Act as a client advocate by initiating action permitting the client to make informed decisions about health care before any action is implemented, thus improving the quality of care delivered.
- ❖ Utilize the Neuman Systems Model, the problem-solving process and the nursing process to identify client care problems, make nursing diagnoses, formulate and implement plans of care for a variety of clients, and evaluate the effectiveness of that care.
- ❖ Utilize all levels of communication (oral, non-verbal, written, and computer) in planning and implementing the nursing care plan and in communicating with the clients, families, and members of the health care team.
- ❖ Act in accordance with current legal responsibilities of the registered nurse by recognizing and assuming responsibility for his/her own professional behavior.
- ❖ Function as a nurse clinician providing care to a variety of clients according to BRN Standards of Competent Performance (Section 1443.5).
- ❖ Function as a collaborative member of the health care team and as a client advocate in planning, implementing, and evaluating client care in a variety of health care settings.
- ❖ Assume management and leadership of the nursing team at a beginning level.

- ❖ Independently pursue further knowledge and skill, to promote personal and professional growth.
- ❖ Pass the National Council Licensing Examination (NCLEX) for licensure as a Registered Nurse (RN).
- ❖ Continue educational growth and transfer to a baccalaureate program in nursing.

CURRICULUM TRACKS/OPTIONS

The Mt. San Antonio College Nursing Program offers several tracks or options to reach the goal of qualifying to take the National Council Licensing Examination (NCLEX) for licensure as a Registered Nurse in California. Course descriptions are listed in the college catalog and the Mt. SAC Nursing Website <http://www.mtsac.edu/nursing/>

1. The **Associate Degree in Nursing Program** (Generic Track) requires no previous licensure or nursing education and culminates in the awarding of an Associate in Science Degree in Nursing.

Curriculum for the Generic Associate Degree Nursing Program

Upon completion of prerequisite courses, Human Anatomy, Human Physiology, Microbiology, and Freshman Composition or equivalent course(s) for each, students are considered for admission to the program:

Pre-requisites Semesters			
English 1A or 1H	Freshman Composition or Honors English	3 units	Communication
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
First Semester			
NURS 1A	The Nursing Process I	5.0 units	Concurrent nursing theory and clinical
NURS 1B	The Nursing Process II	5.0 units	Concurrent nursing theory and clinical

NURS 2	Pharmacology	2.0 units	Nursing Theory
Second Semester			
NURS 3	Medical-Surgical Nursing: Locomotion, Sensation, Integument, Oncology, Immunology	3.5 units	Concurrent nursing theory and clinical
NURS 4	Maternity Nursing	3.0 units	Concurrent nursing theory and clinical
NURS 6	Pediatric Nursing	3.0 units	Concurrent nursing theory and clinical

Third Semester			
NURS 7	Medical-Surgical Nursing: Nutrition, Elimination, Surgical Asepsis	7.0 units	Concurrent nursing theory and clinical
NURS 5	Psychiatric Nursing	3.0 units	Concurrent nursing theory and clinical
Fourth Semester			
NURS 8	NURS 8 – Medical-Surgical Nursing: Circulation and Oxygenation	5.0 units	Concurrent nursing theory and clinical
NURS 9	NURS 9 - Leadership in Nursing	1.0 unit	Nursing theory
NURS 10	NURS 10 – Medical-Surgical Nursing: Integration, Regulation	4.0 units	Concurrent nursing theory and clinical
NURS 11	NURS 11 – Preceptorship in Nursing	2.0 units	Nursing clinical

Requirements for the Major

Child 10 or 10H (Honors)	Child Growth and Development, or Child Growth and Development (Honors)	3 units	Basic Sciences
Psychology 1A or 1AH (Honors)	Introduction to Psychology or Introduction to Psychology (Honors)	3 units	Basic Sciences
Speech 1A or 1AH or SPCH2 or SPCH8	Public Speaking or Public Speaking (Honors) or Fundamentals of Communication or Professional Speaking	4 units	Communication

And “General education courses in each area required for the AS Degree”

The **LVN to RN Degree Option** provides advanced placement for the student with licensure as an LVN. An Associate in Science Degree in Nursing is awarded upon completion of this program option.

Curriculum for the LVN to RN Degree Program

Upon completion of prerequisite courses, Human Anatomy, Human Physiology, Microbiology, Freshman Composition, Child Growth and Development, General Psychology or equivalent of each and NURS 70: Role Transition, the Licensed Vocational Nurse is considered for advanced placement in the nursing program.

Pre-requisites Semesters			
English 1A or 1H	Freshman Composition or Honors English	3 units	Communication
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
Child 10 or 10H (Honors)	Child Growth and Development, or Child Growth and Development (Honors)	3 units	Basic Sciences
Psychology 1A or 1AH (Honors)	Introduction to Psychology or Introduction to Psychology (Honors)	3 units	Basic Sciences
NURS 70	Role Transition	3 units	Role transition
First Semester			
NURS 4	Maternity Nursing	3.0 units	Concurrent nursing theory and clinical
NURS 6	Pediatric Nursing	3.0 units	Concurrent nursing theory and clinical
Second Semester			
NURS 7	Medical-Surgical Nursing: Nutrition, Elimination, Surgical Asepsis	7.0 units	Concurrent nursing theory and clinical
NURS 5	Psychiatric Nursing	3.0 units	Concurrent nursing theory and clinical

Third Semester			
NURS 8	NURS 8 – Medical-Surgical Nursing: Circulation and Oxygenation	5.0 units	Concurrent nursing theory and clinical
NURS 9	NURS 9 – Leadership in Nursing	1.0 unit	Nursing theory
NURS 10	NURS 10 – Medical-Surgical Nursing: Integration, Regulation	4.0 units	Concurrent nursing theory and clinical
NURS 11	NURS 11 – Preceptorship in Nursing	2.0 units	Nursing clinical

Requirements for the Major

Child 10 or 10H (Honors)	Child Growth and Development, or Child Growth and Development (Honors)	3 units	Basic Sciences
Psychology 1A or 1AH (Honors)	Introduction to Psychology or Introduction to Psychology (Honors)	3 units	Basic Sciences
Speech 1A or 1AH or SPCH2 or SPCH8	Public Speaking or Public Speaking (Honors) or Fundamentals of Communication or Professional Speaking	4 units	Communication

And “General education courses in each area required for the AS Degree”

- The LVN who completes the **LVN 30 Unit Option Track** qualifies to take the National Council Licensing Examination (NCLEX) leading to licensure as a Registered Nurse. Completion of this track **does not** provide for the awarding of any degree.

Curriculum for the LVN 30 Unit Option

Upon completion of Human Physiology, Microbiology or equivalent course of each and NURS 70: Role Transition, the Licensed Vocational Nurse is considered for advanced placement in the nursing program.

Pre-requisites Semesters			
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences

NURS 70	Role Transition	3 units	Role transition
First Semester			
NURS 5	Psychiatric Nursing	3.0 units	Concurrent nursing theory and clinical
Second Semester			
NURS 8	NURS 8 – Medical-Surgical Nursing: Circulation and Oxygenation	5.0 units	Concurrent nursing theory and clinical
NURS 9	NURS 9 – Leadership in Nursing	1.0 unit	Nursing theory
NURS 10	NURS 10 – Medical-Surgical Nursing: Integration, Regulation	4.0 units	Concurrent nursing theory and clinical
NURS 11	NURS 11 – Preceptorship in Nursing	2.0 units	Nursing clinical

3. The **LPT to RN Degree Option** provides advanced placement for the student with licensure as a Licensed Psychiatric Technician. An Associate in Science Degree in Nursing is awarded upon completion of the program.

Curriculum for the LPT to RN Program

Upon completion of prerequisite courses Human Anatomy, Human Physiology, Microbiology, Freshman Composition, Growth and Development, General Psychology or equivalent of each and NURS 70: Role Transition, the Licensed Psychiatric Technician is considered for advanced placement in the nursing program.

Pre-requisites Semesters			
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
Child 10 or 10H (Honors)	Child Growth and Development, or Child Growth and Development (Honors)	3 units	Basic Sciences
Psychology 1A or 1AH (Honors)	Introduction to Psychology or Introduction to Psychology (Honors)	3 units	Basic Sciences
NURS 70	Role Transition	3 units	Role transition

First Semester			
NURS 3	Medical-Surgical Nursing: Locomotion, Sensation, Integument, Oncology, Immunology	3.5 units	Concurrent nursing theory and clinical
NURS 4	Maternity Nursing	3.0 units	Concurrent nursing theory and clinical
NURS 6	Pediatric Nursing	3.0 units	Concurrent nursing theory and clinical
Second Semester			
NURS 7	Medical-Surgical Nursing: Nutrition, Elimination, Surgical Asepsis	7.0 units	Concurrent nursing theory and clinical
Third Semester			
NURS 8	NURS 8 – Medical-Surgical Nursing: Circulation and Oxygenation	5.0 units	Concurrent nursing theory and clinical
NURS 9	NURS 9 – Leadership in Nursing	1.0 unit	Nursing theory
NURS 10	NURS 10 – Medical-Surgical Nursing: Integration, Regulation	4.0 units	Concurrent nursing theory and clinical
NURS 11	NURS 11 – Preceptorship in Nursing	2.0 units	Nursing clinical

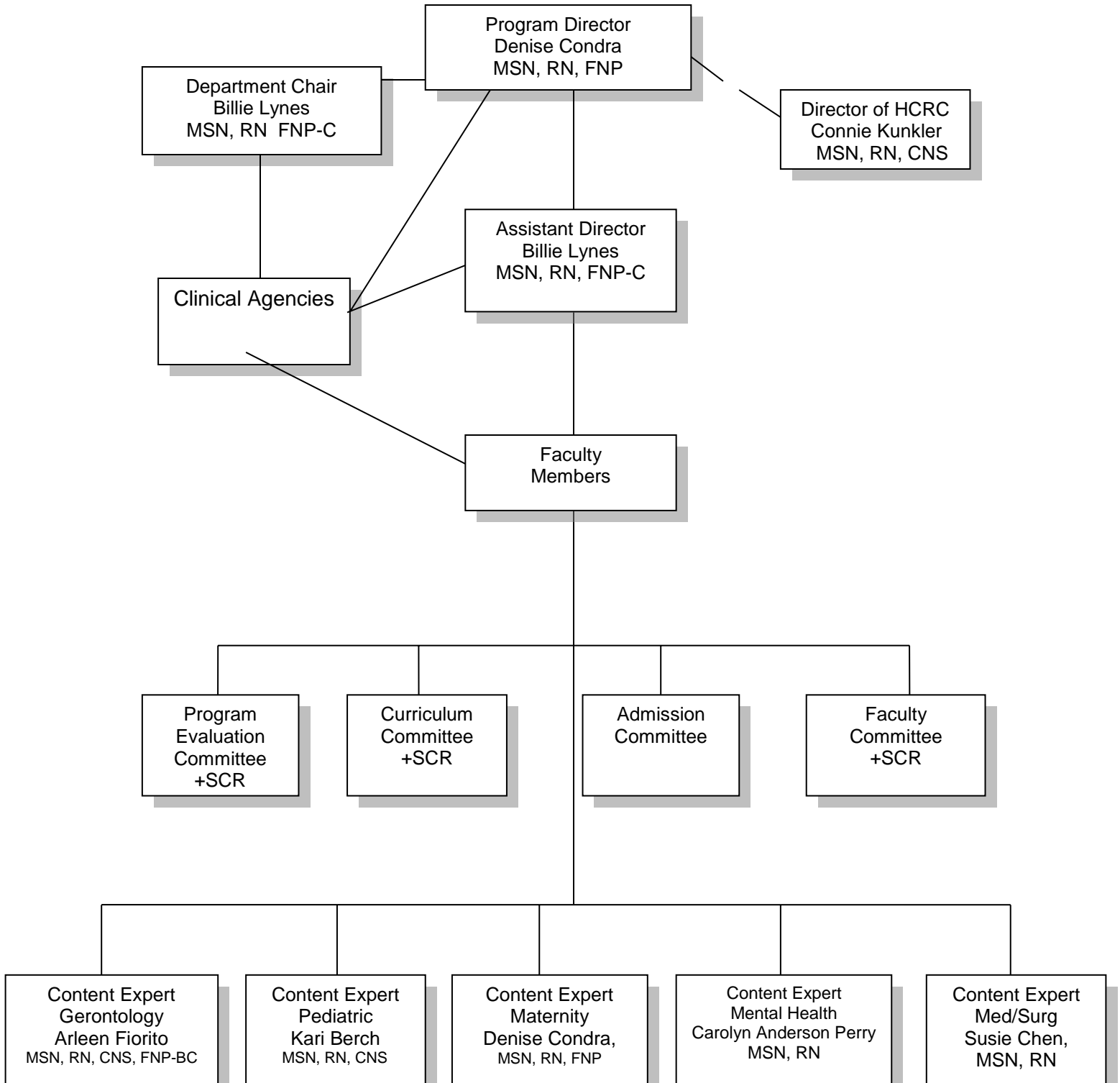
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And “General education courses in each area required for the AS Degree”

The Mt. San Antonio College Nursing Department offers several tracks or options to reach the goal of qualifying to take the National Council Licensing Examination (NCLEX) for licensure as a Registered Nurse in California. Course descriptions are listed in the college catalog.

**MT. SAN ANTONIO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
ORGANIZATIONAL CHART
Self -Directed Team**



PROGRESS IN THE PROGRAM

College Requirements

Students are subject to all of the rules and regulations of the college. Students are referred to the College Catalog, Associated Students Handbook, and Schedule of Classes for specific policies.

Course Requirements

In order to progress in the program, a grade of "C" (75%) or better must be maintained in all academic/theory courses as well as a grade of "satisfactory" in all clinical courses. Each course provides a basis for all subsequent course work even in the event of concurrent courses. Failure in any course demonstrates a learning deficit and necessity for remediation. The professor and student will mutually develop a "**remediation contract**". This remediation contract must be completed and approved by the professor. A readmission application is then submitted. The completed remediation plan and readmission application is reviewed by the Nursing Department Admission Committee prior to re-entry into the course and continuation in the program. Students who do not complete a course **or** fail a course must return to successfully complete that course before progressing to the next course. Any reason for not completing a course (whether a failure or withdrawal) is considered a program entry. **Students are allowed to repeat "ONE COURSE ONLY"**. Remediation contract completion must be completed within one year from the time the plan is written. Failure to complete this plan in the time frame of one year or less will necessitate review by the Nursing Department Admissions Committee.

Medication Calculation Competency

Students will be required to demonstrate proficiency in medication calculations. Each student must achieve a grade of 85% or higher in order to pass the exam. Anyone unsuccessful on the first attempt will take a second exam per faculty recommendation which must include remediation. Failure to pass the second calculation exam will not meet course objectives and critical elements of the course. This will prevent the student from achieving a passing grade in the course.

TRANSFER/ADVANCED PLACEMENT STUDENTS

Credit Granting Policy

Please refer to the Mt. SAC Nursing Program Website for additional information.

<http://www.mtsac.edu/nursing/>

CHALLENGE/ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILITARY PERSONNEL

Effective: January 1, 2017

Reviewed: April 30, 2018

Revised:

CHALLENGE/ADVANCED PLACEMENT FOR MILITARY – TRAINED HEALTHCARE PERSONNEL POLICY:

In compliance with Senate Bill 466, individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may be eligible to obtain credit for first semester courses. Students must complete the following to be able to receive credit for first semester nursing courses and advanced placement into the second semester of the nursing program:

1. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Assessment Test.
2. Applicants must have an honorable discharge, if using this route for admission to the nursing program.
3. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability.
4. Applicants must successfully pass the challenge exams for first semester courses, which include:
 - a. Skills competency evaluation

- b. 75% or above on the written challenge exam(s)
 - Fundamentals
 - Pharmacology
 - c. 85% on dosage calculation exam
5. All advanced placement students must complete Nursing 70, Role Transition:
- a. All Associate Degree Nursing prerequisites must be completed prior to entering Nursing 70.
 - b. Applicants must receive a passing grade in Nursing 70 for advanced placement.
6. Military Challenge students who were not successful in a previous nursing program are not eligible to apply for admission to the nursing program as an Advanced Placement Student.

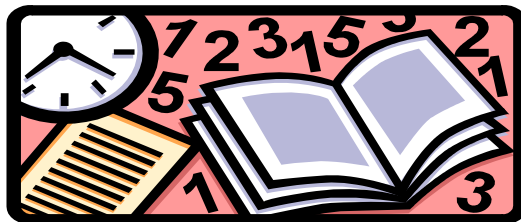
PROCEDURE:

Interested candidates must request an appointment with the Nursing Advisor and Nursing Program Director at least eight weeks prior to the application period to discuss eligibility requirements for the Associate Degree Nursing Program.

1. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:
 - a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
 - b. Army Health Care Specialist (68W Army Medic)
 - c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
2. Applicants applying for transfer credit must submit the following verifying education and experience:
 - a. Official transcripts from appropriate education program(s) and syllabi, demonstrating satisfactory completion of coursework and clinical experience;
 - b. Documentation of work experience

3. Evaluation of the experience(s) or courses will be completed by the Nursing Program Admissions Committee.
4. After a review of the applicant's documentation, and upon determination that the applicant has met the educational, experience, and nursing program admission requirements, the student will be notified by the Nursing Program that they qualify to begin the challenge procedure.
5. The following materials will be available to the applicant once challenge confirmation is made:
 - a. Course syllabus, including course objectives
 - b. Content outline
 - c. Bibliography and textbook lists
 - d. Example of style and format of examination
6. Written and skills competency examinations for advanced placement or challenge must be completed eight weeks prior to admission to the program.
7. Advanced Placement will be granted if applicant meets the Military Challenge requirements and per Admission Committee review.

CHALLENGE PROCEDURES



1. A student/applicant interested in challenging a nursing course must contact the program's director. The director provides the information regarding the challenge process to the student and determines whether the student/applicant meets the criteria specified by college policy to challenge the course. The director informs the professor(s) in the specific course.
2. The professor or designee notifies the student regarding status and schedules an appointment to discuss requirements.

(* Refer to section "Credit by Examination" in the College catalog.)

STUDENT ASSISTANCE PROGRAMS

Student Services

<https://www.mtsac.edu/student-services/>

Student Services at Mt. San Antonio College are designed to meet the unique and varied needs of all students. There are both general and specific services and support programs available for students ranging from admissions and financial aid to counseling, transfer, career services and student health; from learning communities like Bridge to specialized support services.

Financial Assistance

Students may contact the Financial Aid Office for information at Ext. 4450. As scholarships become available, announcements will be made in classes and posted on the bulletin board (See Communication).

Scholarships

Several scholarships are available to nursing students. We strongly encourage student to access the information through the Financial Aid Office and the Foundation Website www.mtsac.edu/foundation/

California Nursing Student Association (CNSA) offers scholarships and can be accessed by inquiring in the Nursing Department.

Occasionally, other agencies offer scholarships and send information to the program director. **These may be e-mailed to students, announced in class, or posted on the “Nursing” bulletin board which is located on the 2nd floor of building 67A near the nursing classrooms.**

Child Care

Childcare for infants and young children is available on the campus for a fee. Contact the Child Development Center at (909)274-4920, or the Mini Mounties Academy at Ext. 4618.

Students with children are expected to make arrangements for child care prior to the beginning of the semester.

ACCESS Student Programs & Services

Access is located in Student Services Center (9B) at (909)274-4290. Students who suspect they might have a disability are welcome to apply for services at the Student Services Center. In order to receive accommodations, the Confidential Accommodations Authorization form must be presented to the lecture faculty prior to the beginning of each course. Students with documentation from ACCESS requiring accommodations for testing must notify their professors at least 2 business days prior to each exam.

STUDENT ACADEMIC RESOURCES

Learning Assistance Center

www.mtsac.edu/lac

The learning lab computers and audiovisual equipment, located in the Learning Assistance Center, Bldg. 6, are available to all students.

Tech Ed Resource Center (TERC)

Hours: Refer to Mt. SAC Website

Location: Building 18-C, room 1105

Phone: 909-274-6118

The TERC offers math, reading, writing, research methods, and study skills to all students enrolled in Career Technical Education programs and courses. Students are encouraged to drop in and receive assistance with faculty and tutors or study independently or in groups.

Health Careers Resource Center (HCRC)

(909) 274-4788, Building 67B-250

The HCRC supports learning in the Technology and Health Divisions, including the Associate Degree Nursing Program.

The HCRC provides a variety of learning modalities that will assist the student toward mastery of various course components. Students are encouraged to use medical equipment and training aids to practice skills in order to gain confidence. The student will gain maximum retention of concepts presented in theory or in reading of assigned material through the use of these adjuncts to learning.

A Registered Nurse is available to help maximize learning and assist the student to process and apply theoretical concepts thereby enabling reinforcement of the acquisition of psychomotor skills.

Faculty may assign completion of certain activities and/or practices in the HCRC and may require that students provide proof of completion of these assignments.

Students must register with HCRC each semester/intercession by completing a Continuing Ed registration card. Students present a current Mt.SAC Student ID card and sign in at each visit.

Students who utilize the equipment and laboratory areas must clean up before leaving the HCRC.

What's available in the Health Careers Resource Center (HCRC)?

For additional "hands on" practice, the Health Careers Resource Center provides:

- An extensive inventory of medical equipment and supplies for your independent clinical practice. A licensed RN is on staff during specified hours. Refer to the HCRC posted schedule. No appointment is necessary.
- Training aids are available for most clinical simulations on lab models and manikins. You may practice using these resources independently or you may ask the nurse for any assistance or questions you have.
- Human Patient Simulators (HPS).
- Workshops are offered during the summer and winter intercessions.

CPR Center

A Healthcare Provider Level C – CPR Card and renewal may be obtained. Please contact the CPR Center to determine the schedule and fees for service. (909)274-6436

STUDENT PARTICIPATION

The Associate Degree Nursing Program faculty recognizes the importance of student communication and participation in the nursing program.

Student Class Representatives (SCR)

The SCR provides a method to give students input and receive feedback from the nursing program. The SCR consists of elected student class representatives and designated faculty members who meet as needed prior to committee meetings. Additionally, the representatives are invited to attend all committee meetings with the exception of Admissions Committee. Each committee designates a specific agenda item with adequate discussion time included for the representative.

The SCR consists of:

1. 1 to 2 class representatives from each semester of the program.
2. Class representatives who are elected in the first semester of the program and follow the class until graduation supports continuity throughout the program. If the representative cannot continue a new representative will be elected.

These positions are voluntary, but may require the responsibility to attend department meetings (including the annual Advisory Meeting). Representatives must communicate the relevant information to their peers in a timely manner.

SCR Representative Qualifications:

Representatives will be in good academic standing with positive interpersonal and communication skills, and must have the ability to maintain confidentiality. In addition, a representative must be willing to commit to the time necessary for role performance. Representatives are nominated and elected at a general student meeting by a simple majority.

Responsibilities:

- Provide faculty with input and clarification of student issues and concerns including suggestions for changes, improvements, and alternatives to the program.
- Alternate representatives will attend/report to designated department meetings when attendance by the primary representative is not possible.

CALIFORNIA NURSING STUDENT ASSOCIATION (CNSA) **Mt. San Antonio College Chapter**

www.mtsac.edu/nursing/club.html

The Mt. San Antonio College Chapter of the California Nursing Student Association (CNSA) is one of California's largest club chapters. Membership affords Nursing Students the opportunity to become active participants in their nursing program and community. This organization provides for local, regional, state and national dialogue among nursing students via meetings, conferences and conventions. For information regarding fees required, please see the CNSA website. Malpractice insurance and a national magazine are available. The local chapter of CNSA interacts with students in the nursing program, students in the Mt. San Antonio Student Community Associated Student Body, students involved in CNSA from other nursing programs and students involved in NSNA during attendance at National Conventions.

Examples of areas of involvement are:

- ❖ Scholarship Awards
- ❖ Financial Support of Completion Ceremony when class has participated with club in fundraising activities.
- ❖ Community Service Volunteerism
- ❖ Reception for New Student Orientation
- ❖ Development of leadership skills
- ❖ Communication with Student Class representatives
- ❖ Communication with other nursing students in California and National Chapters

STUDENT OF DISTINCTION AWARDS

Each spring semester, Mt. San Antonio College holds the Student of Distinction Awards Program. The Mt. SAC Student Awards Committee evaluates all nominations that meet established criteria and the selection process is completed, based on a point value system.

A brunch/ceremony is held at a designated time and place, honoring recipients who have excelled in academic, service and/or personal achievement. Family members, friends, and faculty are encouraged to attend this prestigious event. The overall Mt. San Antonio College Student of Distinction recipient is announced at this ceremony.

Criteria for Nomination - Please contact the Student Life Center in Bldg. 9C
www.mtsac.edu/studentlife 909-274-4525

OTHER CAMPUS ORGANIZATIONS

Alpha Gamma Sigma

Mt. San Antonio College sponsors the Zeta Chapter of Alpha Gamma Sigma, the statewide scholastic honorary organization for California Community Colleges. Only degree appropriate courses/units (those that grant credit for an Associate or Bachelor's degree) may be used to establish eligibility for membership. All nursing courses are approved as degree appropriate.

Part-time students are eligible for membership. Membership requires campus and community involvement (service hours) and required GPA. CNSA activities frequently involve service hours.

For further information and review of academic eligibility, students should consult an Alpha Gamma Sigma Officer or Alpha Gamma Sigma Advisor. Scholarships provided by Zeta Chapter and the State Alpha Gamma Sigma Organization are available to actively involved members.

Phi Theta Kappa

Mt. SAC sponsors the Alpha Omega Alpha Chapter of Phi Theta Kappa, an international scholastic honorary organization for America's two-year colleges, including Canada, Germany, Puerto Rico, Panama and American Samoa. See the college catalog for eligibility for membership and information.

CURRICULUM GUIDELINES

Each nursing course consists of both a theory and a concurrent clinical component. Adult learning theory, the nursing department philosophy and collaborative learning and evaluation methods, are implemented throughout the curriculum. Each student is expected to come prepared to participate in collaborative ventures as determined by the professor.

Methods of Instruction

Varieties of instructional methods are employed and may include but are not limited to:

Lecture	Demonstration	Power Point Presentations
Discussions	Oral Presentations	Videos/DVD's
Problem Solving Activities	Guest Speakers	Independent Study Assignment
Lab/Clinical Assignments	Collaborative Exercises	Human Patient Simulation
Role Playing	Computer Assisted Programs	Case Studies
Reports	Internet Research	Active Learning

The above instructional methods may also be used as tools for evaluation of the student's cognitive and/or psychomotor performance. As such, the student is **required to participate actively**, either verbally, in writing, or to demonstrate psychomotor skills, as indicated by the laboratory/clinical or classroom professor.

PLEASE NOTE:

- **Audio or video recording of any lecture / presentation / discussion requires the permission of the professor.**

- **All Electronic Devices:** Although the faculty recognizes the rights of all students to access personal communications, circumstances in theory and laboratory/clinical environments prevent unlimited use of these devices. Cell phones, if carried, **MUST BE PLACED ON SILENT MODE OR VIBRATE WHEN IN LECTURE.** Cell phone use in the laboratory/clinical setting is based on hospital policy.

- **No Electronic Devices during quiz/test review or testing.**

Method of Testing/Grading/Evaluation

All tests/quizzes/exams will be graded to the hundredth place. NO rounding will be applied throughout the nursing program.

After each test/quiz/exam, faculty shall utilize item analysis to determine if adjustments to the exam are to be made. The student's raw score shall remain the same when calculating the new score.

The grade achieved in this course will be determined by satisfactory completion of course requirements in theory and laboratory/clinical settings.

A minimum average for theory grade is 75 percent in order to pass the course. **The course grade is not rounded. Example: 74.899 is not rounded to a C.**

Consistent with Associate Degree Nursing Department policy, the following grading scale has been adopted by the Nursing Program with input from students, faculty and administration:

**A = 90-100
B = 80-89
C = 75-79
F = Below 75**

Students are advised of their grades on a continuous basis via the e-learning resources. Adult learners are responsible to ascertain their grades and take

action as indicated. Faculty are available to assist students and make suggestions to facilitate learning, but the adult learner is responsible for initiating the assistive process.

Posting Test/Quiz/Exam Grades

The usual and customary timeframe for posting grades shall be within one week of the test/quiz/exam date or at the discretion of the professor. The location of posting students' grades will be on the e-learning resource.

Review of Tests, Quizzes, and/or Final Exams

Students must make an appointment during faculty office hours to review the test/quiz/exam. **No writing instruments, cell phone and/or any other electronic devices are allowed during the test/quiz/exam reviewing process.** If writing instruments, cell phone and/or any other electronic devices is/are found during the test/quiz/exam review will be considered as cheating, which violates the Standards of Conduct policy at Mt. SAC. Students are required to demonstrate professionalism during the reviewing process.

Conditions/Requirements of the Course

1. It is expected that all required work will be neat, legible, typed and in APA format.
2. All materials submitted must be original work. Papers/reports, etc. which can be reasonably identified as plagiarized will receive "0" points or no credit. This is a form of cheating, and as such, is considered unacceptable ethical behavior for a nursing student. Under such circumstances the student will be subject to faculty review and possible program dismissal.
3. Work turned in late will receive no points or credit unless other arrangements are made with the instructor in advance by a minimum of two (2) school days.

Laboratory/Clinical Evaluation:

1. In the course, laboratory/clinical requirements are based upon the student's written, verbal and/or psychomotor approach to problems, organization, and planning abilities. Confidence in decision-making, initiative, responses to increases in stress, and interpersonal relations will also be evaluated. *The evaluation reflects the student's grasp of theory and his/her ability to apply concepts and principles to the clinical situation and in conferences, as well as to care plans, medications-related calculations, problem solving assignments, self-evaluations, and other written work.*
2. Performance in the laboratory/clinical setting will be evaluated as "satisfactory" or "unsatisfactory". Credit for laboratory/clinical is applied to the grade book as

satisfactory (S) or unsatisfactory (U). ***The laboratory/clinical section must be passed - i.e., evaluated as satisfactory - in order to receive credit for lecture; the lecture must be passed in order to receive credit for the laboratory/clinical.*** Students who do not complete all assigned course work, written papers, and all other assignments, both for lecture and laboratory/clinical, will not be admitted to the final examination; thus, they will receive an **unsatisfactory** grade for the laboratory/clinical course, a "0" for the final examination, and will receive a failing grade (F).

3. **Critical Elements** have been identified and are used to guide the student and to determine performance in essential areas. The critical elements are directly related to the laboratory/clinical objectives for the course. Failure in one critical element area is cause for failure and/or dismissal from the program.
4. THE DETERMINATION OF SATISFACTORY OR UNSATISFACTORY PERFORMANCE IS BASED UPON THE DEGREE TO WHICH THE STUDENT ACHIEVES THE OBJECTIVES OF THE COURSE. The objectives have been formulated and are used to assist the student in focusing upon the learning experiences to be gained, and to evaluate the student in the actual client care setting.
5. Each student must pass, with 85 %, a medication (drug) calculation test prior to week 3 of the course. Students will be advised regarding remediation and tutorial services available. Failure to pass the second calculation test will prevent the student from achieving success (i.e., passing) in the course because the student will not meet the medication objective(s) and critical element(s).
6. Students are assisted with learning challenges through counseling and guidance by individual didactic and/or laboratory/clinical professors. Written remediation plans are implemented with individual students as indicated, in order to assist the students with progression in the program or with a specific individual course. Students may be referred to the Health Careers Resource Center as part of the remediation plan to gain additional assistance for particular knowledge and/or skills deficiencies. The Director of the program or the Assistant Director may be consulted by faculty and students to further explore ways to ensure student success.

Students may be excluded from the laboratory/clinical for failure to meet course objectives, lateness, inappropriate dress, or behavior that does not conform to professional standards. Those who are excluded from the clinical setting will be counted as "absent" for each exclusion.

Unsatisfactory Progress

A student may be counseled and/or notified in writing at any time if satisfactory performance is not being achieved/demonstrated. Notification and remediation forms are prepared with one copy given to the student, one copy placed in the student's folder, and one copy retained by the professor. These forms will identify problem areas and required expectations for meeting a satisfactory level. Plans for remediation are intended to assist and guide the student in correcting deficiencies. Consistent with the faculty's perception of their roles in the learning process as stated in the program philosophy, each remediation contract is individualized, relative to the specific deficiency or problematic area. Strategies for remediation/achieving mastery are selected and structured so that satisfactory performance may be achieved in the course. Should the student's remediation attempt fail to meet course requirements, please refer to Disciplinary Action Policy (Page 43).

Course/Program Evaluation

In accordance with BRN regulations, the student is given the opportunity to evaluate all aspects of the program. These evaluations are valuable tools in the ongoing process of curriculum refinement and faculty assessment. Therefore, honesty and thoroughness are encouraged and appreciated.

WRITTEN ASSIGNMENTS AND TEST POLICIES

1. Late assignments will only be accepted if previous arrangements have been made with the professor.
2. In case of a **legitimate** (e.g. verified hospitalization, verified illness, verified accident) or excused absence, papers will be due on the first day the student returns to school.
3. There will be no make-up of quizzes exams in any course unless absence is legitimate or excused per College Policy. The course professor must be contacted to determine whether make-up is appropriate. If make-up is approved by the professor, a determination of the day/date, time and place will be made during the discussion. If a student is late for any test, they will be given the remainder of the testing time to complete the test. If a student is a "no show" without any prior arrangements, the student will receive a score of zero on that test.
4. Students may review papers, quizzes, tests, and exams after they have been graded. Papers and quizzes are used as counseling tools and formative evaluations. However, all papers (quizzes, exams, written assignments, etc.) must be returned immediately. **NO WRITING INSTRUMENTS, PAPER, CELL PHONE AND/OR ANY ELECTRONIC DEVICES** are permitted during review of papers or

tests, no notes are to be taken, and all review is to be done with a faculty member present. If paper and pencil, cell phone and/or any other electronic devices is/are found during the test/quiz/exam review will be considered as Academic Dishonesty (Refer to Student Academic Honesty Policy in the College Catalog).

5. All written work, including tests, term papers, problem-solving activities and other homework is evaluated on the basis of content, and appropriateness of response (e.g., to questions asked, or assigned activity).
6. If it is determined that an exam has been compromised (copied, removed from the classroom, photographed, etc.), the student will receive a zero for that exam per college policy.

In addition, the following criteria will be used in grading:

- a. Correct grammatical structure and format.
- b. Accuracy in spelling.
- c. Correct use of terminology.
- d. Neatness-legibility-readability.
- e. Written in black ballpoint ink, or on the computer as indicated by the professor.
- f. **ALL WORK MUST BE CITED**, using APA format. See APA format information below.

APA Style When Citing Reference for Written Report

The Publication Manual of the American Psychological Association provides a comprehensive reference guide to writing using APA style, organization, and content. To order a copy of the Publication Manual online, go to <http://www.apastyle.org/manual/index.aspx>.

To view "PDF" documents referenced in this guide, you need Adobe Acrobat Reader. To download the free Acrobat Reader, go to <http://www.adobe.com/products/acrobat/readstep2.html>

Purdue OWL: APA Formatting and Style Guide
<https://owl.english.purdue.edu/owl/resource/560/01/>

GENERAL POLICIES RELATING TO STUDENTS IN THE NURSING PROGRAM

The following policies are applicable to nursing students. These are in addition to all student codes, rules, and policies listed in the College Catalog that pertains to Mt. San Antonio College students.

Communication

Students are responsible for checking the "Nursing" bulletin board which is located on the 2nd floor of building 67A near the Nursing classrooms. This is the area designated for the posting of information pertinent to nursing students on items such as scholarships, jobs, review courses, clinical rotations, etc. **Students are responsible for checking their MtSAC email and the e-learning resource frequently for information regarding their classes.**

Release of Information

Information regarding student grades and progress in the program will be released to the student only.

Change of Address

Changes in contact information **MUST** be reported to the Nursing Office and changed in the e-learning resource.

Classroom Rules

No talking/texting during class time. **Absolutely no cell phones or any other electronic devices allowed during exams and exam review (Page 27)** (Refer to Methods of Instruction regarding policy of Review of Tests/Quizzes/Exams). Cell phones must be in silent/off position during lecture. Electronic devices may be used in the classroom for educational purposes.

CONFIDENTIALITY AND PRIVACY

National Council of State Boards of Nursing (NCSBN)

Federal law reinforces “further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy and confidentiality by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information someone to believe the information could be used to identify an individual.”

Mt. San Antonio College Associate Degree Nursing Program is committed to protecting the Health Information of every client with whom a student comes in contact, as well as the Education Information of every student.

The Nursing Department at Mt. San Antonio College recognizes that social networking websites are used as a means of communication. **Future employers** often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "**live on**" beyond its removal from the original website and continue to circulate in other venues. Administration may periodically search the internet for breaches in policy.

In your professional role as **a nursing student, you must not:**

- Present the personal health information of any individual on ANY social site. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.
- Post or discuss any clinical experience or information regarding experience with the clinical agency, its staff or its clients/patients on any internet social media site.
- Present yourself as an official representative or spokesperson for the Mt. San Antonio College Nursing Department.
- Utilize websites and/or applications in a manner that interferes with your clinical commitments.

Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. The actions listed below are strictly forbidden.

- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity or sexual identity.

- Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity.
- Any breach of HIPAA regulations-may be grounds for dismissal from the nursing program.

LABORATORY/CLINICAL POLICIES

Eligibility Verification

Students should be aware that once they have been admitted to the Nursing program—and prior to beginning the clinical portion of the program—they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or social security fraud, as well as testing negative for drug use.

Essential Functions for Success in the Nursing Program

Students should be aware that the nursing program entails significant physical demands.

- ✓ The nursing student must be capable of performing prolonged, extensive or considerable standing/walking and lifting, positioning, pushing and/or transferring patients including 8-12 hour shifts consistent with hospital scheduling.
- ✓ Possess the ability to perform fine motor movements with hands and fingers.
- ✓ Possess the ability for extremely heavy effort; e.g., lift/carry 50 lbs. or more.
- ✓ Perform considerable reaching, stooping, bending, kneeling and crouching.

Infection Control Precautions

Each student will receive the training required by the OSHA blood-borne pathogens standard [29 CFR 1910.1030] §CCR, Section 5193. Infection control is the responsibility of each nursing student and professional nurse. Failure to comply with infection control policies and practice may result in disciplinary action, including action as cited in the Nurse Practice Act with Rules and Regulations, Section 2761 (k).

Student Health Status

Clinical agencies/hospitals require students to have a current physical on file. Incoming students will have a complete physical exam processed within the designated time allowed and on file in the Nursing Department. Clinical agencies may require that certain aspects of the physical exam be on file in their facility. Therefore, students assigned to these agencies will be advised and asked to sign a release of information. An updated physical will be required annually.

A student diagnosed with a pregnancy, illness, or injury during progression in the program **must provide a medical release from their health care practitioner.** The

release must state that the pregnancy, illness, or injury will not prevent their continuance in the program and **that there are no restrictions** on activity.

Drug Testing Policy

As a part of their physical examination required by healthcare and emergency medical services agencies, students preparing for entry into the Nursing program are required to submit the results of a drug screen test to their program as a condition of participation in the program and annually thereafter. Physical examination results, including drug screening, should be submitted to the program based on procedures and timelines set forth by the program and prior to any direct clinical interaction. Drug testing is offered at the [Student Health Center](#) at Mt. SAC. Students will be given instruction on procedures upon acceptance and are responsible for the cost of the drug test.

The drug screening test must include at least a screening for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates and phencyclidine and be issued by a lab approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or the College of American Pathologists (CAP).

The Health Center will send all Lab Reports to the Nursing Department in an envelope marked "Confidential" and to the attention of the program in question. **STUDENTS WILL NOT BE ALLOWED TO HAND-CARRY THESE PACKETS.**

Reports containing positive drug screening results will have a note attached from the Health Center, stating either that they have verified the student's explanation for the positive screening or that they are unable to verify the explanation.

A student with a positive drug screen must submit a second drug test within 72 hours.

Failure to submit a second drug test within 72 hours or a second positive test will result in the student being dismissed from the program.

Additional guidelines for Nursing Program students are as follows:

- Students believed to be under the influence of any intoxicant while attending program courses will be subject to drug testing at that time and/or at random.
- Failure to comply with a requested drug test will result in dismissal from the program.
- All drug testing will be conducted at the student's expense.
- Failure to comply with any aspect of the drug sampling or testing policy will result in program expulsion.

Background Check Requirement

All nursing students are required to obtain a national-level criminal background check and submit results to the Nursing Department. The Nursing Department will provide written verifications for all students who have been successfully cleared by a criminal background check to the clinical agency. If the student has been convicted of a felony or misdemeanor, student suitability for clinical placement will be determined by the clinical agency.

Malpractice Liability Insurance

Liability insurance is offered through a blanket college policy that provides malpractice insurance for all students enrolled in health occupations programs.

Clinical Assignments

In certain instances, there are limitations imposed by clinical/affiliating agencies. Under these circumstances, adjustments need to be made in clinical assignments. Students must be prepared to accept an assignment to any facility being utilized by the program. **Since hospital clearance is needed prior to the beginning of the rotation, once a student has registered for a specific course reference number, the student may not switch or change to another section without prior approval from the Director or Department Chair of Nursing.**

Placement determinations are made at registration time but may need to be altered for varying reasons. Reasons range from a conflict in the clinical agency to equalization of clinical sections. To provide a wider range of experiences, clinical sites and professors are alternated during student progression throughout the program. Students may be assigned clinical experiences on evenings, nights and/or weekends. Every effort will be made to provide advance notice of schedule changes so that students are able to make changes in child care, planning work, etc.

Care to Family Members or Relatives

Students are not permitted to give care during any regularly scheduled laboratory/clinical affiliation to members of their family or relatives who are hospitalized.

Student Injury Policy

Injuries sustained by nursing students on the extended campus are to be reported to the faculty member immediately. The faculty member will complete the required documentation, advise the student regarding treatment based on district and/or clinical agency policy, and will notify the appropriate person in the agency, Nursing Department and/or in the Technology and Health Division Office. Faculty and student will complete necessary forms as indicated.

Absences

Success in college depends upon regular class attendance. Poor attendance can result in a low grade in a class. Instructors may drop a student who has excessive absences. It is each student's responsibility to know the attendance policies of each of his/her instructors.

A student is responsible for all the work including tests and written work of all class meetings.

If a student is going to be absent from the assigned clinical agency or if arrival will be delayed, he/she must notify the professor no later than thirty minutes prior to the hour of the scheduled arrival time. The method of faculty contact or area to leave messages will be given by the professor during orientation to each clinical facility.

If a student is absent more than 10% of the total clinical hours or 10% of the total theory hours in any single course, there may be cause for probation and possible dismissal from the course. It is imperative that punctuality and attendance be maintained in order to achieve the objectives of the course.

Tardiness

Although there are occasional times when tardiness occurs due to circumstances beyond an individual's control, repetitive tardiness is not acceptable behavior for professional nursing students. Under these circumstances, the tardiness raises questions concerning the student's role responsibility and the following procedures will be implemented:

- ✓ On the day of the third tardy, the tardy will be recorded as one absence (either lecture or laboratory/clinical).
- ✓ This absence may affect satisfactory completion of a course by preventing the student from meeting critical elements in the course.
- ✓ Excessive absences are grounds for dismissal from the program (see Dismissal Policy Page 43).

Special Circumstances

Students are not permitted to function in the laboratory/clinical agency unless a clinical faculty member from the college is present and assigned to the specific course. Exception: Preceptorship component of N11

Faculty Delay

- ✓ If the faculty member is delayed and has not contacted the students within thirty minutes of the expected time of meeting, one student is to volunteer to attempt to contact the Faculty member.
- ✓ In the event that there is no answer, the student will contact the Nursing Department Chair at extension 4560.
- ✓ If the clinical begins after 4:30 p.m., a student from the group will notify the Instruction Office, at extension 4200, and will await further direction.

Alternate Assignments

Students are occasionally assigned to areas away from the laboratory/clinical setting where the professor is located and are supervised by an authorized preceptor/designated person (i.e. Home Health Clinic, observational experiences.)

- ✓ In the event that there is any deviation from the designated clinical time frame, or a change in assignment is needed, it is the **student's responsibility** to contact the professor to report the deviation or change and ascertain directions.
- ✓ If for any reason the professor does not respond, the student should contact the Nursing Program Director.
- ✓ The student should wait for a response and further directions in the assigned laboratory/clinical area.
- ✓ Failure to adhere to this procedure constitutes abandonment of assignment and unsatisfactory performance in the critical elements of role responsibility and safety.

Clinical Dress Code Policy

All statements are subject to specific regulations in a given agency or hospital.

A professional image is an important aspect of the role of an RN. Although style and fashion trends change for non-professional activities, general principles for daily student nurse dress codes do not.

Failure to adhere to the dress code and good grooming will be interpreted as failure to adhere to practices protecting the health/safety of others and will result in dismissal from the program.

Hair

1. Must be clean, neat, and professional.
2. Must be styled so that it does not present a liability for spreading contamination of any kind.
3. Simple, unobtrusive hair accessories that are the same color of the hair or white may be worn.
4. Style must not allow for hair that swings freely.
5. Styles that involve heavy gel, spikes of any kind or length, or colors that do not reflect natural hair tones are not permitted.
6. Facial hair should be neat and professionally maintained.

Fingernails

1. Any artificial nails and material used for extensions (e.g., acrylic, wraps, etc) are proven to be sources of contamination and are not allowed in the clinical setting.
2. Nails are to be clean, neat, short in length and should not extend beyond the fingertip, natural and appropriate for daytime wear in a professional environment. Students must conform to facility guidelines/requirements.
3. Nail polish, if worn, must be a light color and in good condition (e.g., no chipped nail polish).

Jewelry/Tattoos

(Any opening into the body creates a portal for potential infection or carrier status for organisms)

1. Earrings: The only visible jewelry permitted, which involves piercing, is small (5mm or smaller) earrings. Earrings may not dangle from the lobe of the ear. Only 1 pair of earrings may be worn at a time. Placement of earrings is to be in the earlobe only.
2. Rings: While in the clinical setting a plain band-type ring may be worn.
3. No necklaces.

4. Body piercing ornaments/jewelry is not permitted (i.e. nose, tongue).
5. Tattoos cannot be visible

Uniforms

The uniform identifies an individual as a student in the Nursing Department of Mt. San Antonio College and reflects a positive and professional image of the individual and the College.

Each student is expected to be in a full, clean, pressed uniform when in the clinical agency/unit with Mt. SAC Nursing emblem patch and photo ID in place.

A clean Mt. SAC uniform will be worn on campus during SIM/Skills days, per instructor. If coming to campus after patient care, the uniform must be changed to normal clothing (i.e. N1A clinical skills day on campus).

Exceptions must be approved by lead instructor.

Students entering the program will order their uniforms from Meridy's Uniforms (www.meridys.com). Ordering information will be given to students when entering the program.

Student Uniform Policy

1. Uniform tops should be of sufficient length to cover the upper body torso and hips.
2. Maternity nurse's uniform are available for order from Meridy's Uniforms.
3. Upper undergarments should be all white or neutral in color.

Shoes & Hose

1. All-white leather oxford or loafer type.
2. NO canvas tennis shoes
3. NO clogs, sandals, high heels, open toes, sling or open back, high-tops, or boots are permitted.
4. White leather tennis shoes with white soles are permitted but without any colored trim or manufacturer's colored ID.
5. Shoes are to be clean, including laces, at all times.
6. Plain white socks are to be worn.
7. Pantyhose may be worn.

Cover Garments

1. White lab coat (with emblem) are allowed while working in the clinical units. These are available from Meridy's Uniforms
2. Cover jackets may be worn in accordance with hospital policy.
3. No sweaters may be worn with the uniform.

Identification Requirement

All students are required to wear a Mt. SAC Photo I.D. badge at all times while in the clinical setting including hospitals, clinics and/or at any clinical-related activity (i.e. conferences). Please note some clinical agencies require their own photo I.D. badge.

In addition to a **Photo I.D. Badge** the student is required to have a Mt. SAC **Photo I.D. Card**. This card is required to “clock in” at the Health Careers Resource Center.

Individuals must be a Mt. SAC student before a **Photo I.D. Card** can be obtained, and registered for nursing classes before a **Photo I.D. Badge** can be obtained. Identification badges and cards may be obtained at the Customer Service Desk in Building 9a SAC Book Rack.

Accessories

1. White fanny-packs are allowed.
2. A neutral colored watch with a sweep second hand, pair of bandage scissors, penlight and a stethoscope are **required daily**.

GRADUATION REQUIREMENTS

The Associate in Science (A.S.) Degree is designed for students with vocational majors such as Nursing. The degree requires 60 units and a letter grade of “C” or better in each required course.

Students are advised to contact the **Counseling Center** regarding the most current information on graduation and transfer requirements.

- ❖ Students on the degree track are eligible for graduation after they have satisfactorily completed all nursing and general education requirements of the College.
- ❖ Students enrolled in the LVN 30-Unit option track will be awarded a certificate upon completion.
- ❖ It is the individual student's responsibility to have an educational plan in place, to be cognizant of the requirements for the A.S. Degree, and to contact the Counseling Center at (909) 274-4380 or via e-mail at www.mtsac.edu/counseling to verify acceptance of any previous course(s).

Petitioning for Graduation

All students must file a petition for graduation with the Admissions and Records office and have on file all required documents and transcripts. **The deadline dates are the beginning of May for Spring/Summer graduation and the beginning of October for Fall/Winter graduation.** Students also have the option of filing a graduation petition one semester prior to completing all coursework. Please check the Schedule of Credit Classes for further information.

- ❖ **During the third semester of the program, each student is responsible for requesting a graduation check from the Counseling Center.**
- ❖ **The student who is graduating must petition for graduation prior to the deadline indicated by Admissions and Records for that current semester.**

Graduation Activities

- ❖ Students completing all of the requirements for the A.S. Degree Nursing Program in fall or spring are eligible and encouraged to participate in the impressive Mt. San Antonio College commencement ceremonies held in June of each year.

<h2>DISCIPLINARY ACTION POLICY</h2>
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Students enrolled in the Associate Degree Nursing Program are responsible for adhering to the policies and regulations established by the Board of Trustees (see College Catalog), the California Board of Registered Nursing (see Rules and Regulations), the Technology and Health Division, and the Nursing Department. Mt. SAC nursing program students provide care to clients in a variety of community clinical settings, and therefore, program policies are designed to protect the physical and emotional well-being of these clients.

Probation

A written probation notice is given to the student, by the professor when it is necessary to indicate to the student that his/her behavior in the classroom or clinical setting does not meet course and program objectives/critical elements. A student may be on probation at any point during the semester for any of the following reasons:

1. **Physical Jeopardy** - defined as any action or inaction on the part of the student that threatens clients and/or another individual's physical well-being.
2. **Emotional Jeopardy** - defined as any action or inaction on the part of the student that threatens client's and/or another individual's emotional well-being.

3. **Failure** to meet specific course objectives and/or critical elements.
4. **Failure** to meet attendance policy as specified in this handbook.
5. Demonstration of a **lack of personal or professional integrity and ethics** by repeatedly failing to accept responsibility for own actions or violating the Standards of Conduct. (Page 46)

Students placed on probation must meet their professor in conference, and a remediation plan will be developed. If a student fails to complete the remediation plan, the student may be dismissed from the program.

Indications for Dismissal

1. Non-compliance with course, school, and extended campus policies.
2. Failure to maintain a “C” or better in all required nursing classes.
3. Attendance problems: See Attendance and Absence Policies in this handbook. (Page 37)
4. Negligence or conduct contrary to accepted rules/standards of practice that might result in harm to a client.
5. Failure to comply with the policies, procedures and standards of care of the facility where the student is assigned for clinical experience.
6. Abandonment of assignment is leaving an assigned clinical area prior to the end of the “clinical day” without the permission/knowledge of the assigned clinical professor or program director.
7. Commission of medication error.
 - a. Any violation of the “Ten Rights” of Medication Administration:
 - (1) Right client.
 - (2) Right time.
 - (3) Right medication (must check medication **three** times as taught).
 - (4) Right dosage (must demonstrate the ability to calculate drug dosage correctly).
 - (5) Right route.
 - (6) Documentation (MAR).
 - (7) Teach client about the drugs they are receiving.
 - (8) Take complete client drug history.
 - (9) Find out if the client has any drug allergies.
 - (10) Be aware of potential drug/drug or drug/food interactions.

- b. Administration of a medication which has been prepared by anyone other than the student.
 - c. Administration of a medication from a verbal order. (All medication orders **must be written by the physician or qualified person who has received the verbal order from the physician**).
 - d. Administration of any medication without first checking with the professor and/or the assigned RN.
8. At any time it is discovered that Information was falsified or omitted.

Student Academic Honesty

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no accepted excuse.

Cheating and Plagiarism

These behaviors include, but are not limited to the following:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another student take an examination for you
- Presenting another person's work as your own
- Forging or altering registration or grade documents
- Copying, removing, or photographing a test
- Submitting collectively developed work as your own, unless specifically allowed by the professor

A professor who determines that a student has cheated may give the student a failing grade for the assignment and may report the alleged academic dishonesty to the Student Life Office, which will maintain a record of the report and appropriate action under the provisions of the Administrative Procedures on Student Discipline (AP 5520)

(Refer to current College Catalog at <http://www.mtsac.edu/catalog/>).

Plagiarism

“Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else’s words or ideas as one’s own. The most extreme form of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author’s idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else’s ideas into one’s own words without acknowledgment may be plagiarism. In none of its forms, can plagiarism be tolerated in an academic community. It may constitute grounds for failing grade, probation, suspension, or expulsion.”

(Refer to current College Catalog <http://www.mtsac.edu/catalog/>).

Standards of Conduct **Permanent Dismissal from the Program**

1. Students who exhibit behaviors indicative of gross negligence will be dismissed and will not be considered for readmission to the program. **Gross negligence** is defined as an extreme departure from the standard of care, which under similar circumstances, would have been exercised by a student at the same level of education/knowledge.
2. In order to maintain standards of student conduct commensurate with the academic and social level of higher education, the College shall enforce proper student behavior in the classroom, on campus grounds and during authorized activities related to the College. Upon recommendation of the President or designee, a student will be disciplined when his/her attitude, actions, or conduct are detrimental to the College. Disciplinary action will be taken in support of local, state, and federal laws.
3. Standards of Conduct are identified in the College Catalog and copies of the Standard of Conduct Policy can be obtained in Building 9C. This policy describes specific student behavior and conduct, which can result in disciplinary action, including but not limited to the removal, suspension, or expulsion of a student.
4. A partial list of conduct that constitute good cause for discipline include:
 - a. Cheating, plagiarism or engaging in other academic dishonesty
 - b. Sexual harassment
 - c. Stealing

- d. Causing, attempting to cause, or threatening to cause physical injury to another person.
5. Review the College Catalog Standards of Conduct section for the full list.

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. This student is then subject to suspension or expulsion from the College. Refer to Student Standards of Conduct on Student Discipline Procedures. Upon disqualification from the Nursing program, the student may appeal to be reinstated in the Nursing program through the College Grievance Process (see College Catalog).

PROGRAM WITHDRAWAL AND READMISSION

Withdrawal

Students may find it necessary to withdraw from the Nursing Program for a variety of reasons. If a withdrawal is requested by the student, regardless of the reason, this will be considered an exit from the program. It is recommended that the student meet with the Nursing Program Director or Department Chair if a withdrawal is requested. When a student exits 2 or more courses, the student is no longer eligible to for re-entry to the program.

Readmission

Priority Placement in the Program for Readmission:

- ❖ Once a student becomes eligible for readmission to the program, the student will be admitted based on space availability in the initial course and each following course.
- ❖ Career mobility students (LVN-RN Degree, Psychiatric Technician-RN, LVN 30-Unit) and transfer students are accepted after returning/readmit generic students. Since several career tracks are involved, placement will be on space availability in the next course needed by each student.
- ❖ Students that are on the readmit waiting list may only defer one time when offered placement. If a student chooses to defer a second time, they will be removed from the readmit list. The student will then need to petition for readmission to the program. If approved to readmit by the admission committee, placement will be based on the new requested readmit date and time.

- ❖ Students must sequence through the program according to the career track selected (i.e., Generic, LVN - RN Degree, Psychiatric Technician - RN and LVN 30-Unit). **Each student selects one track to progress through the program.**

Placement for readmission to Nursing 1A:

1. Students who have been accepted to Nursing 1A (i.e. to a designated semester) will be accommodated before readmit students.
2. Readmit students take the place of designated admits that are unable to enter. Therefore, readmits will fill positions that become available before moving to the Alternate List.
3. If there are no readmission applications, the Alternate List will be used based on space availability.

Readmission following withdrawal due to illness:

1. A student withdrawing from the program due to illness is eligible to re-enter the program, one time, based on space availability.
2. A medical examination and/or written release from a physician indicating resolution of the illness and approval for resumption of full activity is required at the time the student completes the Readmission Application.

READMISSION PROCEDURE

The student must:

1. Meet with the professor of the course in which the student was not successful to assess the factors contributing to course failure and obtain a written remediation plan. This **must** be signed by both parties as a contract.
2. Perform activities listed in the remediation plan. (i.e. skills lab media, etc) Documentation and verification of completion **must** be provided.
3. Submit verification of remediation to the same professor for written approval of completion. The verification may be submitted to another professor teaching the same course if the original professor is not available due to sustained illness, extended leave of absence or retirement. The professor **must** sign the remediation once approved.
4. Once the remediation plan is approved and signed by the professor, it is the student's responsibility to submit it to the Nursing Office in order to obtain a Readmission Application.

5. Complete and submit the Readmission Application along with the remediation documentation to the Nursing Office. Paperwork will be dated and time-stamped to establish re-entry priority.

This packet is reviewed by the Nursing Student Admission Committee who gives final approval for readmission. This Committee meets monthly, so timely return of documents is important. The order of readmission pending approval will be based upon the re-entry priority system established above.

After the Readmission Application is reviewed and accepted by the Admission Committee, a letter will be sent from a member of the Committee advising the student of the decision.

The Nursing Department Secretary will notify students when a space for the requested class is available. Occasionally an opening becomes available just prior to the beginning of class or on the first day of class. Therefore, students should plan ahead by:

- ❖ Notifying the Nursing Office of any changes in contact information.
- ❖ Being aware of the exact start date and location of the upcoming class (available in the schedule of classes but occasionally with last minute changes; always verify date/location with the nursing office).
- ❖ Arranging work/family schedules to be readily available if contacted shortly before the first class meeting.

<p style="text-align: center;">GUIDELINES FOR ASSISTING NURSING STUDENTS IMPAIRED BY ALCOHOLISM, CONTROLLED SUBSTANCES AND/OR EMOTIONAL ILLNESS</p>
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The nursing faculty recognizes that alcoholism, substance abuse and emotional illness:

- Are diseases, and should be treated accordingly.
- That personal and health problems involving these conditions can affect one's academic and clinical performance, and that the impaired nursing student is a danger to self and a grave danger to the patient in his/her care.
- Those nursing students who develop these conditions can be helped to recover.

- That it is the responsibility of the impaired nursing student to voluntarily seek diagnosis and that treatment is imperative.

Therefore, nursing students impaired by these diseases will be offered appropriate assistance, either directly or by referral.

Direct Assistance - Meet with the professor and/or director of the program to discuss resolution of identified problem(s).

Referral - Students may be referred to the Student Health Services office, located on the 1st floor of building 67B. Physicians, counselors and registered nurses are available to help with these problems. Psychological services include crisis intervention and referral to outside agencies.

Mt. San Antonio College Student Complaint and Grievance Procedures

References: AP 5530 Student Rights and Grievances, Title IV, Title IX, Education Amendments of 1972; Education Code Section 76224(a)

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, an employee, an administrator, an official of the College or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge.

For information regarding Student Complaint and Grievance Procedures please refer to the following link: <http://mtsac.edu/studentlife/studentgrievances.html>

LEGAL LIMITATION OF LICENSURE

Graduates of the Associate Degree Nursing Program are eligible to apply to take the Board of Registered Nursing NCLEX-RN Examination for licensure as a Registered Nurse.

Applicants are required under law to report all convictions unless they are only minor traffic violations to the Board of Registered Nursing. ("Driving under the influence" convictions must be reported.) Convictions must be reported even if they have been expunged under Penal Code Section 1203.4, or even if a court ordered diversion program has been completed under PC Section 1000.

All disciplinary action against an applicant's practical/vocational nurse or psychiatric technician license must be reported. Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license by the Board of Registered Nursing.

When reporting prior convictions or disciplinary action to the Board of Registered Nursing, the applicant is required to provide a full explanation of: the underlying circumstances, date of incident, date of conviction/disciplinary action, specific violation (cite section of law if conviction), court location or court documents, or state board determinations.

To make a determination in these cases, the Board of Registered Nursing considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with sanctions, and evidence of rehabilitation.

The Board of Registered Nursing states that the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation. Examples of rehabilitation evidence would include, but not be limited to:

- Letter from applicant describing rehabilitation efforts or changes in life to prevent future problems.
- Letters from professional counselors, instructors, employers, probation or parole officers.
- Letters from recognized recovery programs or counselors attesting to current sobriety and length of time sober, if there is a history of alcohol or substance abuse.
- Proof of community work, schooling and self-improvement efforts.
- Court-issued certification of rehabilitation or evidence of expungement.
- Current mental status examination administered by clinical psychologist or psychiatrist, if applicable.

BOARDS OF NURSING

THE NCLEX-RN LICENSURE EXAMINATION

Following completion of the program, the student must pass the NCLEX-RN examination before he/she can practice as a registered nurse. The NCLEX-RN examination is given in computer adaptive testing format and the student takes the examination on an individually arranged basis. Information on the NCLEX-RN is provided during the last semester of the program prior to completion of the program. The information provided at the time the student submits his/her application for the NCLEX-RN is the latest, current information on the examination and on graduation status when sitting for the Boards. **The student is encouraged to read this thoroughly.**

The National Council of State Boards of Nursing, Inc. (NCSBN), is the organization through which boards of nursing act and counsel on matters of common interest and concern affecting the public health, safety and welfare, including the development of licensure examinations for nursing. The Pearson VUE is providing administration testing services for the NCSBN. For detail information regarding NCSBN and NCLEX-RN licensure examination, please log on-line at www.ncsbn.org.

Purpose of the Examination

The National Council Licensure Examination (NCLEX) is administered in each of the 50 United States, the District of Columbia, Guam, the Virgin Islands, Puerto Rico, American Samoa and the Commonwealth of Northern Mariana Islands. The examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. The use of a national examination facilitates licensure by endorsement from one state or territory to another.

Registration for the Examination

As a candidate, you must apply to the California Board of Registered Nursing for licensure. It is the Board of Nursing that authorizes your candidacy before you can take the NCLEX. The Board of Nursing will send you an NCLEX-RN Candidate Bulletin, which contains a registration form and information about the NCLEX. This is the form you must use to register for the NCLEX.

The Board of Nursing will notify you after your licensure application has been approved. You must then register for the NCLEX. After receipt of your Authorization to Test, you may call the testing center of your choice from the list of centers posted in the Nursing Office or located on the BRN website.

Administration of the Examination

Test centers are often located in retail areas with free parking and nearby public transportation. The test centers may accommodate up to fifteen candidates for testing at the same time. The facilities are small, modern and comfortable.

Special Testing Circumstances

All centers provide access and other accommodations for candidates with disabilities. Testing accommodations for candidates with disabilities will be made only with the authorization of the Board of Nursing.

Using the Computer

A computer will administer the NCLEX. However, you will not be expected to know how to use a computer before you take the examination. Only two keys--the space bar and the enter key--are used to take the NCLEX. You will be instructed how to record answers at the test center before the examination begins, and given an opportunity to practice. Even after the examination starts, you will be able to request help regarding the use of the computer.

Computerized Adaptive Testing (CAT) Methodology

As you take the examination, questions are selected for you based on your responses to previous questions. Once you have taken the minimum number of questions, testing stops when your performance is estimated to be either above or below the passing standard with a predetermined level of certainty, regardless of the number of questions answered or the amount of testing time elapsed. Thus, depending upon your patterns of correct and incorrect responses, you may answer a different number of questions, and/or use a different length of time than other candidates. The examination will also stop once you have taken the maximum number of questions, or if the five-hour time limit has been reached.

NCLEX Test Plan

The initial step in developing the nurse licensure examination is to determine the scope of practice for the entry-level nurse. An evaluative study of nursing practice is performed every three years. The NCLEX test plan is developed based on this study, and is designed to reflect the job-related skills required for safe and effective entry-level performance.

The practice of nursing requires knowledge of the nursing process and the health needs of clients. These two components are addressed within the framework of the test plan for the NCLEX. The NCLEX-RN Test Plan is available for purchase through the National Council.

NCLEX Results

The only appropriate use of NCLEX results is for boards of nursing to make decisions about licensure. The examination is constructed to measure a candidate's competence most accurately at the passing standard. Consequently, only a pass/fail result is provided to each candidate.

CALIFORNIA BOARD OF REGISTERED NURSING UNDERSTANDING THE ROLE OF THE REGISTERED NURSE AND INTERIM PERMITTEE

Source: California Board of Registered Nursing.
<http://www.rn.ca.gov/pdfs/regulations/npr-b-53.pdf>

PINNING CEREMONY PROCEDURES

Congratulations! The time is near! You are finishing Nursing School. The culmination of all your hard work is expressed in the Pinning Ceremony. The Pinning Ceremony is a time-honored nursing school tradition, dating back before the turn of the twentieth century. Traditionally, nursing students have conducted an Honors or Pinning Ceremony to mark the passage of student nurse role to the practice role. It is an emotional event that you will want to share with your family and friends. However, the Pinning Ceremony is **optional**. Students have the autonomy to hold or not hold the Pinning Ceremony. Faculty in the program also has the discretion to hold or not hold.

Overview of Tradition

In the traditional ceremony, the fourth semester students receive their nursing pins after meeting the necessary program requirements for completion of the nursing program. The solemn ceremony includes these components:

1. Tradition is to wear Mt SAC nursing uniform.
2. Graduates march in to the standard graduation music.
3. The class selects two faculty members do pinning of each student.
4. Candle Lighting Ceremony and Florence Nightingale Nurse's Pledge is recited by the students.

Mt. San Antonio College Nursing Pinning Ceremony

The Pinning Ceremony is the culmination of the initial journey to the professional nursing education. It is held in December and June of each year and is a bridge from nursing's past to nursing's future. Today nurses do not wear their traditional whites and nursing cap in the health care environment. Therefore, Mt. San Antonio college graduates no longer have a nursing cap. They do however; proudly wear their nursing school pin and the name tag that clearly states

that they are an RN or registered nurse which distinguishes them from all other health care professionals and para-professionals.

Dedication of the Nursing Pin and Candle lighting

At this special ceremony students get to dedicate their nursing pin and recite the Florence Nightingale Nurse's Pledge. Florence Nightingale who distinguished herself during the Crimean War nursing sick and wounded British soldiers. Because of her selfless duty during the Crimean War, Florence Nightingale became known as the "lady with the lamp." As a tribute to Florence's dedication, the lamp icon became symbolic of nursing. The lamp will always shine brightly as a symbol of the care and devotion the nurse administers to the sick and injured in the practice of Nursing.

The Florence Nightingale Pledge

"I solemnly pledge myself before God and in the presence of this assembly to faithfully practice my profession of nursing. I will do all in my power to make and maintain the highest standards and practices of my profession.

I will hold in confidence all personal matters committed to my keeping in the practice of my calling. I will assist the physician in his work and will devote myself to the welfare of my patients, my family, and my community.

I will endeavor to fulfill my rights and privileges as a good citizen and take my share of responsibility in promoting the health and welfare of the community.

I will constantly endeavor to increase my knowledge and skills in nursing and to use them wisely. I will zealously seek to nurse those who are ill wherever they may be and whenever they are in need.

I will be active in assisting others in safeguarding and promoting the health and happiness of mankind."

The nursing graduates honor the dedication of Nurse Nightingale and symbolically plan to carry the ideals for which she stood in the Candle lighting and Pledge recognizes her ideals.

Facilitating the Process

It is recommended that the fourth semester students start the planning process as early as the first semester and not wait until the last semester to start planning. One or Two nursing faculty will be your Pinning Ceremony Chair/Advisor.

Organization and Guidelines

Members of the class start planning in second semester. Interested students meet, and, through the democratic process, select committees to assist in planning the ceremony.

However, the Associate Degree of Nursing Program has the following guidelines in place to assist the class in producing a successful Pinning Ceremony. These guidelines are developed to facilitate the Pinning Ceremony planning process and enhance this joyous event.

1. Each semester there is only one Pinning Ceremony for the program.
2. Designated faculty advisors will be responsible for overseeing the planning and implementation of the ceremony. Class representatives will contact/meet with faculty advisors at the beginning of each semester and as needed during semester.
3. Class representatives and faculty advisors will meet to discuss proper protocol, room Arrangements and reservations, speakers, ordering of pins, invitations, invited guests, optional photos, music, candle lighting, and speeches, etc. The faculty advisors and class representatives will determine when, where, and number of times to meet.
4. The students will have the opportunity to vote on their own speaker and Nursing faculty who will be doing the pinning as a rite of passage to the nursing profession.
5. **ALL** the students will wear there **Mt. SAC Uniform**. And sash if the class vote to wear the sash. .
Ordering information for Sash:
Company-Graduation Source, www.graduationsource.com or company of your choice.
6. There is to be no gum chewing during the Pinning Ceremony.
7. Finances- Traditionally, the cost of the Pinning Ceremony has been approximately \$105 per person.
The money will be due on the 4th week of 4th semester to Class Rep. The class rep will provide an accounting of their class monies. These monies cover Pinning Ceremony expenses such as invitations, programs, decorations, etc...
8. The scheduling of the Pinning Ceremony should not conflict with the college schedule. Mt. SAC nursing **faculty advisors must be informed** of the dates and times of the Pinning Ceremonies in a timely manner. The invitation, program and any video/multimedia presentations for the Pinning Ceremony **must** be previewed and approved by the faculty advisors prior to the event.
9. **Week 4 of 4th semester**, a “Save the Date” is to be emailed to college dignitaries listed below.
10. **Six to eight weeks** prior to Pinning Ceremony the invitations will be to delivery or mail **to** college dignitaries listed below.
 - Current full-time Nursing Faculty invitations will be placed in their mailboxes.
 - Current Adjunct Faculty and staff (past Adjuncts that taught the graduating class are to be included) * See Nursing Department secretary for updated list.

- Director of Nursing invitations will be placed in their mailboxes
- Department Chair invitations will be placed in their mailboxes

11. Invitations to the following college dignitaries will be hand delivered by nursing students:

- Dean, Division of Technology and Health Division
- Associate Dean, Division of Technology and Health Division
- Nursing Counselor / Educational Advisor
- Vice-President of Instruction
- Vice-President of Student Services
- College President
- Board of Trustees (contact the President's office for this info. Invites need to be hand carried to the President's Office ready for mailing. Since we do not have not access to these addresses, the secretary for the president will label and mail these out for the graduating class.)

12. Contact the Nursing Department to verify names of invitees.

Pinning

The students **must** order and purchase the Mt. SAC pin from:

JH Recognition
 Division of HERFF JONES
 226 Public St
 Providence, RI 02940
 Phone: 1-800-451-3304, ext. 1902 Fax: 1-800-224-7916
www.nurseingpins.com

Contact person: Christine Williams

- Students order and purchase the Mt. SAC pin.
- Pins will be prepared by the graduation committee prior to the ceremony.
- This may be accomplished by applying the pin to a satin ribbon or rope or any other method that is agreed upon by the committee.
- **ONLY** a Mt. SAC Nursing pin can be used at the Pinning Ceremony.
- Cost \$50.00 and up

Cost of Pinning Ceremony

1. Sash with Embroidery- \$15.00
2. Invitations for faculty- \$5.00
3. Ceremony programs- \$15.00
4. Decorations/Screen for slide show- \$10.00
5. Photographer- \$10.00

Total: \$55.00

SIGNATURE PAGE

This Handbook for the Associate Degree Nursing Program is served as the contract between the nursing student and the Nursing Department.

My signature affirms that I have read, understand, and abide by the contents of the Handbook for the Associate Degree Nursing Program including information, policies and procedures set forth by the Nursing Department, the Technology and Health Science Division, and Mt. San Antonio College (Mt. SAC).

I further understand that courses in the Associate Degree Nursing Program, like all other courses at Mt. SAC, are open for registration **on a space availability basis**. Certain limitations may be placed, by affiliating clinical agencies, on the number of nursing student spaces allotted during a clinical rotation. In addition the BRN places limitations on student/faculty ratios.

I am aware that Mt. San Antonio College requirements for graduation may differ from those for the Associate Degree Nursing Programs/Options. As such, **if I am a candidate for the degree option**, I will take responsibility to meet all Mt. SAC College graduation requirements in addition to Nursing Department requirements.

I understand and agree that my personal contact Information (cell phone number, etc.) may be provided to clinical sites if requested.



Print Name

Signature

Nursing Course (i.e. N1A, N3, N4)/ Clinical Instructor

Date