

PART IV

**VOCATIONAL NURSING
HANDBOOK**

PAGES 1-19



Advanced College Vocational Nursing Handbook

I have received, read, understood and will implement the context of Advanced College Vocational Nursing Handbook.

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VOCATIONAL NURSING PROGRAM

HANDBOOK

June 6, 2011

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SECTION 1

1.1 Introduction

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

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

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

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

- (1) Vocational Nurse Practice Act
- (2) Advanced College Catalog
- (3) Vocational Nursing Program Term Packets
- (4) Director, Vocational Nursing Program
- (5) Assistant Director, Vocational Nursing Program
- (6) Various faculty members to whom the student is responsible.
- (7) Vocational Nursing Administrative Assistant
- (8) ATI Coordinators

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

1.2. Philosophy

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

It is our philosophical belief that each man in society lies on the health continuum in a kinetic state of wellness or illness. It is the objective of the faculty to teach concepts from simple to complex with the expectation of progressive mastery of the subject matter. It is the philosophy of the nursing faculty that moral and ethical excellence is essential in the personal and professional growth of nursing students and will incorporate this philosophy throughout all teaching and learning experiences. We support interactive collaboration with industry and education to maximize quality learning experiences to prepare entry-level practitioners to function within the vocational nurse scope of practice.

1.3. Conceptual Framework

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

The assessment phase consists of systematic collection of data about the patient as a biopsychosocial being. Information is obtained from the patient, family, physician, multidisciplinary team, and patient records. The nursing diagnosis identifies biological and psychosocial systems needs and risk factors utilizing the North American Nursing Diagnosis Association (NANDA) list.

The planning phase involves goal setting as determined by the nursing diagnosis. These goals are time-oriented, measurable, and directly related to the goal. This plan directs all patient and nursing efforts. Implementation is the phase in which the nurse interacts with the patient to provide therapeutic interventions that assist the patient to meet the established goals. The evaluation phase determines the degree of progress or lack of progress toward the fulfillment of patient goals. Modification of the plan is established in the event goals are unmet.

The licensed vocational nurse uses and practices basic assessment (data collection) participates in planning, executes interventions in accordance with the care plan or treatment plan, and contributes to evaluation of individualized interventions related to the care plan or treatment plan within a health care system.

1.4. Terminal Objectives

Graduates of Advanced College shall be prepared to:

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

1.5 Curriculum Objectives

The Vocational Nursing Program provides students with the theory, laboratory and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Objectives for theory, and clinical experiences have been developed for each Term:- Term I – Term IV. **(See College Catalog for description of each Term.)**

1.6. Admission Criteria

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

Admission Requirements:

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

Screening and Selection Criteria

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

1.7 Mandatory Orientation

Students are required to attend the mandatory orientation which is held before the first day of class. This orientation helps students to be better acquainted with the administrative staff, instructors, as well as the policies and procedures of Advanced College.

SECTION 2

This section of the manual identifies the educational standards used in the evaluation of student's success. The general guidelines outlined in this section, for evaluation of course work and clinical laboratory practice will be used for students enrolled in the Vocational Nursing Program. Students are expected to do their own work. Cheating and plagiarism are not tolerated, and are considered misconduct, subject to disciplinary action and possible dismissal from the program.

2.1 Grading Policies

Students will receive final grades at the end of each module or term. Grades are based on assignments, quizzes, examinations and clinical evaluations (performance both in skills lab and the clinical settings). The student must earn and maintain a "C" grade (75% or better in all courses at each term) and satisfactory clinical performance to be eligible for enrollment in the next term. The student must successfully pass each module examinations with a minimum of 75%. Students meeting clinical objectives shall receive a "Satisfactory" grade. Students partially meeting clinical objectives shall receive a "Needs Improvement" grade. Students unable to meet clinical objective will receive an "Unsatisfactory" grade and will fail the term, regardless of the grade earned in theory. An "Unsatisfactory" Clinical Evaluation will result in dismissal from the Program and a grade of "F" for the Term. Hence, students must earn a satisfactory ("S") grade in clinical and final grade for theory of at least 75% ("C").

Grading Scale

The grading scale is as follows:

Grade	Theory
A	91-100 %
B	82-90%
C	75-81%
F	Below 75%
Grade	Clinical
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Makeup Policy

When a student misses a scheduled module examination or quiz due to medical reasons or an unforeseen emergency, the student must notify the Instructor and Administrative Assistant prior to class in which the examination or quiz is scheduled. Upon return, a student must provide the school a copy of a doctor's certificate or proof of the emergency. The make-up examination or quiz must be taken within four (4) calendar days of the original scheduled examination or quiz. Regardless of the grade on the make-up examination or quiz, the student shall receive a maximum grade of 75%. Assignments are due on the scheduled dates indicated in the Weekly Schedule/Daily Planner.

2.2 Promotion/Grading/Graduation

i. Theory

Vocational nursing students must:

1. Achieve a 75% or better in each nursing theory course to successfully pass the term
2. Successfully pass each module examination with a 75%.
3. Maintain a cumulative grade point average of 75% throughout the term.
4. Successfully pass the Comprehensive ATI examinations for Term IV.

Assignments are due on the scheduled dates indicated in the Weekly Schedule/Daily Planner.

- ii. Clinical/Skills Lab Evaluation
 - a. Students shall be evaluated on achievement of clinical /lab objectives with a Satisfactory (met objectives); Needs Improvement (partially met objectives); or Unsatisfactory (unable to meet the objectives).
 - b. Students shall be evaluated for professionalism, communication, clinical nursing skills and documentation in the clinical area.
 - c. Expectations of clinical achievement of these objectives will be according to prescribed clinical/lab objectives for each term.
 - d. Clinical instructors will use written assignments, demonstrations, clinical observation of patient care provided, checklists, and post tests administered during clinical pre or post conferences as tools to evaluate clinical performances.
 - e. Evaluations will be on-going throughout the clinical rotation, allowing for student's self correction and remediation for students receiving Needs Improvements or Unsatisfactory rating in any area.

Students meeting clinical objectives shall receive a satisfactory grade. Students partially meeting clinical objectives shall receive a needs improvement ("NI") grade. Students unable to meet objectives will receive an Unsatisfactory ("U") grade and dismissal from the program.

2.3 Remediation and Probation

1. Remediation will be provided for students whose cumulative GPA falls below 75% at any time during the term, and to those who fail a module examination on the first attempt.
2. Remediation will be offered to students who incur a Needs Improvement or Unsatisfactory warning in clinical / lab.
3. Students who choose to refuse remediation, must withdraw from the program. They can apply to reenter the program at a later date.
4. Remediation goals: Module Examination 75%, Cumulative GPA 75%, Satisfactory Clinical/Lab Evaluation.

Remediation:

Students receiving less than 75% on any module examination will be given the opportunity to remediate and write an alternate module examination. The student must pass the alternate (retake) module examination scoring at least 75%. Regardless of the grade on the retake module examination, the student will receive a maximum grade of 75% (C) for the retake examination. The alternate-retake examination will be scheduled within four (4) calendar days of the originally scheduled examination.

Remediation will include a review of the module examination content to identify learning deficits and a corrective plan of action for the student that will include: independent reading, ATI online practice assessments, homework review, study guide review, library research, and tutoring if required.

Probation

A student may be placed on Academic Probation if requirements for Satisfactory Academic Progress (SAP) are not met at each monitoring point, or upon completion of a module.

2.4 Program Dismissal:

The following situations may result in a student dismissal from the Vocational Nursing Program:

1. Failure to successfully pass a retake alternate module examination with a score of at least 75%.
2. Failure to maintain a cumulative grade point average of 75%.
3. Refusal to remediate theory or clinical deficiencies.
4. Violation of Attendance Probation for theory/lab and clinical hours.
5. Demonstrating less than satisfactory performance in clinical, and unable to remediate two (2) Needs Improvement warnings by the end of the Term.
6. Receiving an Unsatisfactory in clinical, including deemed unsafe (defined as “performance of nursing measures, grossly negligent or incorrect in a manner which may be detrimental to or potentially dangerous to the patient, student, instructor or staff”).
7. Violation(s) of Advanced College’s rules and regulations governing student conduct and clinical practice, consistent with the Vocational Nursing Practice Act and code of conduct for the college.

2.5 Appeals

A student, who feels that s/he has been placed on Probation unjustly, suspended or dismissed from the program unjustly, may appeal in writing to the school Director of Advanced College. This written appeal must be submitted within (10) calendar days of being notified of the probation, suspension or dismissal.

Within ten (10) days of receiving a written appeal, the school Director of Advanced College has the authority to waive standards for satisfactory progress in those cases where mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required. The student will receive the college’s decision in writing.

2.6 Request for Reentry

Students desiring to reenter the program, after a withdrawal, must submit a written request to the Director of Advanced College. Acceptance for reentry must be approved by the Academic Committee.

2.7 Course Incomplete

An incomplete (I) cannot be given as a final grade. The student is expected to complete Term requirements before progressing to the next term. Failure to do so will result in the student receiving a grade of “F”, which will result in dismissal from the program.

2.8 Graduation

1. A student who has completed all course work ,achieved a Grade Point Average (GPA) of 75% or better, passed the Comprehensive ATI exit examination and has satisfied the attendance requirement (hours) will earn a certificate.
2. In order to graduate and get a certificate, students must have taken care of financial, academic, and other duties to the school.
3. The college provides a review for nursing licensure examination. The review will reinforce student’s previous learning in nursing process, core fundamentals, pharmacology, medical-surgical concepts, mental health, maternity and nursing care of children, as well as integrating clinical learning to further develop their critical thinking and leadership skills. The preparation recapitulates the V.N. Program to help students further develop test taking strategies and prepare students to pass the comprehensive

ATI examination, a graduation requirement. During the 1st week, the students will be required to come to campus and review content using Virtual ATI and assistance of assigned instructor. After the 1st week, students will have to take the ATI Comprehensive Test Form B. Students who scored 75% and above, will be considered a graduate of the college and will be given their transcripts. Students who scored with a percentage of 74% and below will be given 2 more chances in 3rd and 4th week, to successfully pass the ATI comprehensive test. The students will be assisted in their areas of concern by faculty and ATI coordinators. If on the 4th week, the student passes the exit exam with 75% and above, the student will be considered a graduate of Advanced College and given transcripts. If the student does not pass, the student will be allowed to get his/her transcripts but not considered as a graduate of Advanced College. The student can go to the Appeal Committee and formally request for reconsideration.

2.9 General Attendance

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning experience. Students seeking to gain licensure are expected to attend all scheduled classes, labs and clinical. There is a direct relationship between attendance/punctuality and successfully passing the nursing program and meeting the requirements for nursing licensure. Therefore, punctuality and attendance throughout the designated time is expected, as it will be as a nursing professional. Each faculty will record and report attendance for every scheduled class, skills lab or clinical. Students absent in excess of 10% scheduled theory and lab hours will be placed on Attendance Probation. Accumulating absences in excess of 10% of scheduled theory and lab hours while on Attendance Probation, is considered a violation of the terms of the Probation, and can result in dismissal from the program. If a student fails to attend any scheduled class for more than two consecutive calendar weeks, the student will be automatically dismissed from the program. Due to hour requirements of the Vocational Nursing program, students are not eligible for academic or Medical Leaves of Absence.

2.10 Clinical Attendance

Requirements

Vocational nursing students must submit all the following prior to clinical orientation:

- i. Physical health examination (including the required immunizations on the health form) completed by physician or designee within the last year, indicating no restrictions in performing nursing duties required in the program.
- ii. Complete a criminal background screening, which the fee is non-refundable, and satisfactorily pass it prior to the start of class.
- iii. Proof of certification in the American Heart Association Health Care Provider (BLS) CPR
- iv. Failure to submit any of the above items by designated dates will result in dismissal.

In the event of an absence, it is requested that the student notify the Clinical Instructor and Administrative Assistant in advance and provide the necessary documentation. Repetitive student absences or tardiness hinder the student's growth in clinical experience and preparation, which may not allow faculty to fully evaluate the student, therefore a course failure.

1. Students accumulating three (3) clinical absences will receive a "Needs Improvement" warning and will be placed on Attendance Probation until which time the absences are made-up. Clinical absences must be made up in real time prior to the end of the Term.
2. Students honoring the terms of Attendance Probation will be removed from probation at the end of the term in which the probation began.
3. Students dismissed from the program for violation of Attendance Probation may apply to reenter the program at a later date. The request must be submitted in writing to the Director of Advanced College and be approved by the Academic Committee.

4. Students missing theory hours are responsible for meeting the course objectives. Students missing lab hours are responsible for demonstrating skill competency and must reschedule a make-up date with the instructor. Failure to meet the course/clinical objectives will result in a course failure.
5. Arriving to clinic 15 minutes or more late or departs clinic before dismissal is considered tardy; three clinical (3) tardy's will equal one (1) absence. —

Clinical Attendance	Sanction
1 st clinical tardy	Verbal warning
3 rd clinical tardy	Considered one (1) day absence
Failure to notify faculty & Administrative Assistant of clinical absence	May be Sent home, resulting in clinical absence
2 nd clinical Absence	Written warning
3 rd clinical absence	Placed on probation
4 th clinical absence	May be cause for dismissal from the program
Failure to notify faculty & Administrative Assistant of clinical absence	Written warning. 3 rd occurrence will result in probation

2.11 Attendance Makeup Policy

1. Theory: ATI assessments on campus based on a designed plan by the instructor, Educational Chair, Assistant Director of Nursing and/or Director of Nursing and monitored by ATI coordinator.
2. Clinical: Performance evaluation in skills laboratory or additional supervised time in the clinical area with clients/patients.

2.12 Clinical Instructors Delays and Absences

1. Students are not permitted to function in the clinical areas without an instructor present from the college, except in those instances when experience is for observational purposes only.
2. When an instructor is late or absent, the students are to remain at the site for thirty (30) Minutes. When an instructor fails to notify the students within thirty (30) minutes past the reporting time, the student class representative, will notify Administrative Assistant (or if unable to reach – ATI Coordinator or Educational Chair) of the instructor's absence. Students are not allowed to leave the class or clinical facility unless instructed to do so. Students may be required to travel to the college to complete an assignment.

2.13 Tutorial Assistance

1. Tutorial services are available to students experiencing academic difficulties and skills.
2. Referrals for these services are provided by the teaching team and/or Director or designee.
3. Students who are experiencing difficulty in meeting the objectives of the course will be recommended for tutorial assistance.
4. Attendance at these sessions will be documented and an assessment will be made of the student's progress.
5. Failure to attend tutorial sessions in meeting obligations of Remediation or Probation status may result in dismissal from the program.

2.14 Holiday's Granted

The following are holidays granted to students attending Advanced College:

Martin L. King, Jr. Day	Independence Day	Christmas (Winter Recess)
Presidents Day	Labor Day	includes New Year day, two (2)
Good Friday	Veteran's Day	weeks
Memorial Day	Thanksgiving (Thursday-Friday)	

SECTION 3

This section of the manual deals with professional conduct and the discipline policy.

3.1 Professional Conduct

Students who violate the dress or behavior code will not be permitted to attend or remain in class, laboratory or clinical and an absence will be recorded. Students must wear the School issued student ID card at all times while on campus and at clinical sites. Students who violate the dress or behavior code will also be subject to the disciplinary process outlined in this Handbook.

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning experience. Students seeking to gain licensure are expected to attend all scheduled classes, labs and clinical. There is a direct relationship between attendance/punctuality and successfully passing the

VN PROGRAM	
Course absences:	Student Will:
2 nd clinical absence	Receive a written warning.
3 rd clinical absence	Be placed on probation.
4 th clinical absence	May be cause for dismissal
Failure to notify faculty of clinical absence	Receive a written warning. Third occurrence will result in probation.

nursing program and meeting the requirements for nursing licensure. Therefore, punctuality and attendance throughout the designated time is expected, as it will be as a nursing professional. Each faculty will record and report attendance for every scheduled class, skills lab or clinical. Students absent in excess of 10% scheduled theory and lab hours will be placed on Attendance Probation. Accumulating absences in excess of 10% of scheduled theory and lab hours while on Attendance Probation, is considered a violation of the terms of the Probation, and can result in dismissal from the program. If a student fails to attend any scheduled class for more than two consecutive calendar weeks, then the student will be dismissed.

Students missing lab hours are responsible for demonstrating skill competency and must reschedule a make-up date with the instructor. Failure to meet the course/clinical objectives will result in a course failure.

1. Smoking and/or eating are permitted in designated areas only. Always check the area for signs. For example, no smoking or eating is permitted in conference rooms, college classrooms, restrooms or hallways, hospital corridors, nurses' stations, etc.
2. Cell phones are permitted in designated areas only and not to be used while in the hospital, in the classroom or restrooms.
3. Visits by friends, relatives, and/or classmates, when in the clinical area or campus are prohibited.
4. Discussion of client, client's families and client care activities are to be confined to conference room, classrooms, and nursing offices. All information regarding clients and/or their hospitalization is confidential. These are not topics for general conversation. Written assignments on clients are to be Identified with clients' initials.
5. Students are permitted in the hospital for scheduled or approved activities in appropriate uniform only with an Advanced College Vocational Nursing name tag. Students are expected to follow all clinical site rules and regulations, health and safety standards.
6. Students may be dismissed from the clinical area and/or classroom when their conduct is deemed inappropriate or not following Advanced College's rules and regulations.

7. Students are expected to use language appropriate to the clinical and classroom areas. Students are expected to treat faculty, staff, clinical personnel, clients and classmates in a professional manner.
8. Students are to avoid using mouthwash and other substances that give “alcohol-like” odor to the breath. Failure to do so will be viewed as inappropriate conduct.
9. Inappropriate conduct includes, but is not limited to, rudeness, loud talking and laughter, refusal to accept assignment, plagiarizing or cheating, unlawful possession/use/distribution of illicit drugs or alcohol on Advanced College property, college-related functions or clinical sites, use of profanity, assault and threatening an individual either verbally, physically, or with body language and fraternizing with staff.
10. Congregating at nursing stations, hallways, and /or facility cafeteria is not permitted.
11. Keep a satisfactory attendance record.
12. Meet your financial responsibilities to Advanced College.

a. Identification Cards

Identification cards will be issued at the start of the program. In order to receive an identification card a student must present two forms of identification, one of which must be a picture ID. Students must wear a School-issued photo identification (ID) card at all times, above the waist & name with picture facing out, while on campus or at clinical sites. Students will be advised to leave the campus and clinical area when not in appropriate attire and absence will be recorded for that class or clinical experience. ID cards must be turned in when a student graduates, withdraws, or is dismissed from the program. A replacement fee will be charged for lost cards. The discipline process when in Violation of this rule is:

- | | |
|--|------------------------------------|
| 1 st Offense- Verbal warning | 3 rd Offense- Probation |
| 2 nd Offense- Written warning | 4 th Offense- Dismissal |

b. Cell-phone Usage

Personal electronic equipment such as recorders and phones are not to be used in the classrooms, bathrooms or clinical facilities. The discipline process when in Violation of this rule is:

- | | |
|--|------------------------------------|
| 1 st Offense- Verbal warning | 3 rd Offense Probation |
| 2 nd Offense- Written warning | 4 th Offense- Dismissal |

3.2 Discipline Procedure

Discipline is used to encourage students to change unacceptable behaviors or performance so that they can improve themselves. The clinical or class instructor, Administrative Assistant, Educational Chair, Assistant Director of Nursing, Director of Nursing or President can administer discipline. They should submit a signed, written document of disciplinary action to the Assistant Director of Nursing and/or Director of Nursing. The student will also sign the written document and/or attach a counter written statement to the Assistant Director of Nursing and/or Director of Nursing.

Advanced College enforces a system of progressive discipline to make sure that all students are treated equally.

- | | | | |
|-------------------|--------------------|----------------------|-----------------------|
| -Minor Violations | - Major Violations | - Serious Violations | - Critical Violations |
|-------------------|--------------------|----------------------|-----------------------|

Please refer below for the definitions of each violation.

The Code of Conduct provides for the following system of progressive discipline:

- Verbal warnings may be issued by the faculty, Administrative Assistant, Educational chair, Assistant Director of Nursing or Director of Nursing for a minor violation.

- Written warnings may be issued by the faculty, Vocational Nursing Assistant Director or Vocational Nursing Director for repeated minor violation or a serious violation.
- Probation may be issued by the Director of Nursing or following review by the Academic Committee for repeated serious violations or a major violation.
- Dismissal may be issued by the Director of Nursing or President following review by the Academic Committee for a critical violation.

3.3 Violation Definition

a. Minor Violation

Minor violation of school rules is a violation that might require verbal disciplinary action or suspension or expulsion if repeated. Examples are:

- Loitering in campus and clinical facilities during class hours
- Failure to comply with directions of school officials acting in the performance of their duties, such as but not limited to, eating and drinking in classroom and use of cell phones
- Students not in compliance with the Professional Dress Standards will be sent home and recorded absent
- Attending to personal affairs during classroom and clinical rotations
- Creating or contributing to unsanitary and unclean conditions
- Minor damage to School or clinical site premises, however, if minor damage or bodily injury occurs, it becomes a major offense.

b. Major Violation

Major violations for a first offense may require immediate suspension from school. Examples are:

- Committing two documented minor offenses within the program the student is attending
- Copying college software or placing any personal software onto school computers, or bringing their hardware without staff permission
- Collaborating with another student and/or copying during a test
- Utilizing unauthorized materials during a test
- Failing to respect students and client confidentiality
- Playing/gambling on Schools' campus or clinical site premises
- Unprofessional conduct on School or clinical site premises
- Violating any safety standards that could result in harm to self, others, or major damage to equipment at the School or clinical site
- Intruding with another student's personal belongings.

c. Serious Violation

Serious violations may not justify immediate expulsion or probation, but may require disciplinary action in the form of a written reprimand. Repeated serious violations may require probation or expulsion. Examples are:

- Committing two documented major offenses within the program where student is attending
- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information of the school, alteration or use of college identified documents with the intent to defraud
- Having another person complete an assignment and/or take a test or taking and completing an assignment for someone else
- Blatant disrespect directed toward staff, instructors, or other students
- Not reporting an accident at the School or clinical site.
- Monetary solicitations and accepting remuneration/tips as well as distributing non School related materials at the College or clinical sites
- Use or possession of another student's ID card without permission.
- Misuse of own ID card and/or allowing other to use it.

- Removing or posting any matter on bulletin boards or any part of the School Campus or clinical site property unless specifically authorized to do so by the Program Director
- Borrowing School's property, such as library books, without written authorization
- Smoking is not allowed on campus or clinical sites, unless in designated areas

d. Critical Violation

Critical Violations are violations of School rules or misconduct which may warrant immediate expulsion. When expulsion is indicated, the student shall be suspended immediately while the incident is being investigated by the Review Committee headed by the Program Director. Students shall be prohibited from attending classes, participating in clinical, or attending School related functions while under investigation of a critical violation.

Examples are:

- Committing two documented serious offenses within the program the student is enrolled
- Illegally obtaining part or selling, buying any or all parts of a test
- Falsification or deliberate omission of significant information on the student application
- Assaulting, threatening, intimidating, or coercing others
- The use, possession or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises
- Conviction of a felony case
- Willful or negligent acts or conducts that could result in neglect or abuse of any client or clinical facilities' operations and properties
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities
- Unauthorized copying of confidential clinical site records and unauthorized release of client information
- Hazing, which endangers the physical or mental health of any person

3.4 Dress Code

While attending classes or clinical at Advanced College, students are expected to dress in a Regulation Uniform. All clothing must be clean, wrinkle and odor free. The academic administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, distracting, or in violation of health and safety rules. Students must wear a School-issued photo identification (ID) card at all times, above the waist & name with picture facing out, while on campus or at clinical sites. Students will be advised to leave the campus and clinical area when not in appropriate attire and absence will be recorded for that class or clinical experience. Examples of inappropriate dress includes, but are not limited to, soiled shoes, colored "T" shirts, thermal long sleeved shirts, soiled shoe laces, multiple earrings, jewelry, tongue or facial piercing, absence of college's identification name tag, etc.

1. Regulation scrubs uniform (no substitutions): appropriate length and fit –no long sleeves under scrub top. All white "T" shirts worn under scrubs. No long sleeves under scrub top in class or clinical area. White or neutral brief-style underwear consistent with natural skin tone. Uniform pants must be hemmed so they do not touch the ground and worn with the waistband at the waist. Uniform pants worn as hip-huggers or in a drop waist fashion are not allowed. Pants must be straight leg style. Flare bottoms are not considered to be part of Regulation Uniform.
2. Sweaters – plain white only, not to be worn in patient area. No lab coats are to be worn in the clinical facility.
3. Identification – name pin and school on left bodice of uniform.
4. Ink Pen – (one black) and one pencil.
5. Stethoscope: Stethoscopes are to be clean and placed in the student's uniform pocket or lab coat when not in use. Due to potential health and safety risks, they are not to be worn around the neck when not in use.

6. Watch – with second hand
7. Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain neutral color bandage, or appropriate concealing make-up.
8. Cellular phones and pagers must be turned off while at the clinical site.
9. Chewing gum or tobacco products are not permitted when in client care areas
10. Fingernails should be short and clean. No longer than ¼” beyond fingertip with soft tone or colorless polish. Extremes in length and/or color are not permitted. **No artificial nails allowed.**
11. Jewelry: the following may be worn:
 - a. An engagement ring and/or wedding ring
 - b. A watch with a second hand
 - c. One small stud type earring may be worn in each ear (females only). No multiple ear rings.
 - d. No tongue or other facial piercing jewelry

a. Female students:

Shoes – white regulation nurse’s shoes with closed heel and toe; clean white shoe laces.

Hose - brown or white only, no decorative hose or socks

Hair – well groomed, contained- off the collar and face, no ornaments. Ponytails, braids, and long bangs must be pinned up or back so they do not fall into the face. Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not allowed.

Earrings – one stud per ear. No hoop earrings

b. Male students:

Regulation pants (no substitutions)

Beards – closely cut or policy specified by clinical facility

Hair – well groomed, clean and neatly trimmed. No hats, ball caps, or headbands are permitted. For special circumstances only, appropriate headwear based on a student’s religious affiliation or health status is allowed with the permission of the Director. No earrings

Shoes and Socks– all white oxfords and white socks only.

Students are to be in complete uniform for class and clinical, unless the clinical site requires special dress attire other than the Regulation Uniform. Students are to follow the college dress code when attending classes on the campus. The instructor will apprise the student of the appropriate attire to be worn on field trips, and other special activities. A student who is improperly groomed may be asked to leave the classroom and/or clinical unit. For clinical areas not requiring the standard uniform, the following criteria will apply:

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

Students returning to the hospital to complete special assignments must seek approval from the instructor. Students are to be in complete uniform whenever they are at the facility on school business. Books or personal belongings, i.e. phones, purses, are not to be brought to the clinical unit.

The discipline process when in Violation of this rule is:

1st Offense- Verbal warning
2nd Offense- Written warning

3rd Offense- Probation
4th Offense- Dismissal

SECTION 4

4.1 Criminal Background Screening

Some healthcare facilities might refuse convicted felons into the clinical setting to acquire clinical experience. Also, some state professional guidelines prohibit the issuing of a practical nursing license to individuals who have been convicted with felony. Thus, the school mandates that all student applicants who have been convicted of felony, misdemeanor, or any criminal acts to disclose this information in the application process. The school reserves the right to refuse admission to any applicant who has these aforementioned criminal records and may revoke acceptance of a student who does not fully disclose the nature and extent of any criminal records.

As a pre-requisite to be accepted for admission to the school, all student applicants must consent and submit a criminal background check authorization form. This verification is required by many clinical sites, as well as state and federal regulations. Any criminal history may impact his or her admission to the school programs and/or limit the number of hands-on practice sites and to obtain licensure.

A student is considered in compliance with these requirements if he/she submits the following:

- i. Completed criminal background screening authorization form and returned to the Administrative Assistant.
- ii. Documentation of background screening results.

All information from the background screening and reference check process are considered as an important part of the enrollment process and kept strictly confidential. Only authorized school personnel have access to this information. The school may release information obtained from background screening to clinical providers as a result of the applicant's clinical participation.

4.2 Physical Examination and Health History

1. All students are required to have a current physical examination during their enrollment. Record of the examination must be submitted prior to admission into the program and on file by the date specified.
2. **NO STUDENT WILL BE PERMITTED IN THE CLINICAL AREA WHOSE RECORDS ARE NOT ON FILE AND COMPLETE. CHANGES IN THE PHYSICAL HEALTH MUST BE REPORTED TO THE NURSING PROGRAM DIRECTOR.**
3. It is recommended that each student carry his/her own health insurance.
4. The procedure to follow should you sustain an injury or become ill while in the clinical area will be outlined by the faculty.
5. Any changes in physical condition requiring a physician's supervision should be reported to the Nursing Program Director. A release from the physician to continue with clinical experiences may be required. You are to contact the Nursing Program Director and the instructor before returning to class and/or clinical unit for the purpose of determining the necessity of obtaining this release.

4.3 Cardiopulmonary Resuscitation Certificate (CPR)

All students must have a current Health Provider CPR card during enrollment in the program. This certification must be renewed every two (2) years and not expire throughout the student's clinical experience. Failure to renew the certification will prohibit the student from attending clinical or practicum experience.

SECTION 5

5.1 Social and Professional Activities

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

5.2 Transportation and Parking

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

5.3 Communication and Email

1. Students who wish to meet with an instructor at times other than scheduled office hours are to make appointments in advance. You are to contact the instructor or the Administrative Assistant at the college's number, 562-408-6969, if for any reason you are unable to keep the appointment
 - a. It is the prerogative of the individual instructor to provide his/her personal telephone number if he/she so desires.
2. Communications from the administration or faculty will be conducted primarily through Advanced College provided email accounts. Any email communication from faculty or staff with students, must include a copy to the President and Director of Vocational Nursing.

5.4 Classroom and Laboratory

1. Students are expected to take an active role in maintaining the up-keep of the classroom, laboratory and computer/library rooms.
2. Eating, smoking, drinking and use of cell phones in the classrooms, bathrooms and hallways are prohibited.
3. Containers or cups used for food or drink are to be put in the trash cans in the Break Room. They are not to be disposed of in the classroom wastebaskets.
4. **No smoking in building or near entrance.** Cigarette butts are to be deposited in the trash cans outside. They are not to be crushed and left on the sidewalk or ground.
5. Windows are never to be opened at any time. Should you find a window open, please report this immediately. Students are to use the lobby doors only when entering or exiting the building. Students are responsible for their own personal property. Doors marked do not exit are not to be opened.

6. Students are expected to respect the property of others and to assist with security precautions.
7. Students are to have friends wait for them outside the building. Loitering within the building is not permitted.
8. Infants and/or children are not permitted in the laboratory, classroom, computer laboratory, or unsupervised in the lobby of the building.
9. Personal electronic equipment such as recorders and phones are not to be used in the classrooms, bathrooms or clinical facilities. Use of own electronic/digital device or cell phone during a quiz or examination will result in disciplinary action, possibly resulting in dismissal from the program
10. Advanced College does not assume responsibility for the loss of personal property.

5.5 Clinical Confidentiality

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all information regarding patients or former patients is considered confidential and protected health information and is to be used solely for clinical purposes as part of the educational curriculum.

5.6 Student's Rights (Grievance Procedure)

Students have the right to open communication with faculty members and administration. Every effort will be made to resolve issues dealing with students' rights. Students have the right to privacy in dealings with Advanced College and affiliating agencies. Student information will be released only as required by government and regulatory agencies. School will release selected student information to other individuals or agencies when requested by the state. Additional information will be released only with prior written consent of the student.

Students who are seeking solutions to problems may:

1. Make an appointment with the instructor or teaching team and Director to discuss concerns.
2. Follow the Appeals Policies and Procedures as outlined in the college's catalog.
3. Unresolved complaints may be directed to:
 - a. Commission on the Council on Occupational Education (COE)
41 Perimeter Center East, NE Suite 640, Atlanta, Ga. 30346 (770-396-3898)
 - a. Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833(916-263-7800)
 - c. Bureau for Private Postsecondary Education
1625 North Market Boulevard, S202, Sacramento, Ca 95834 (916-574-7720)

5.7 Credit Granting Policy

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

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

Credit shall be granted by the director of the nursing program when the student demonstrates successful completion of course content by a minimum passing grade of "C". Equivalency shall be determined based on content and hours of course under consideration.

REQUIREMENTS:

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

SECTION 6

6.1. Committees

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

6.2. Selection of Student Representatives on Committees

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

6.3. Roles and Responsibilities

Curriculum Committee and Advisory Committee

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

SECTION 7

7.1 Student Responsibility Regarding Handbook

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

Print Name

Student's Signature

Date