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# ***NURSING STUDENT GUIDEBOOK***

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**2025-2026**



Santa Ana  
College  
Nursing  
Program

**Revised: January 2026**

## Contents

W E L C O M E.....	6
RSCCD Administrative Organizations Chart .....	7
Nursing Program Organization Chart.....	8
Nursing Department Committee Structure Chart .....	9
Clinical Affiliations Chart.....	10
History of Nursing at Santa Ana College .....	11
Mission, College Institutional Learning Outcomes, and .....	12
Program Learning Outcome.....	12
Santa Ana College Mission.....	12
Santa Ana College Institutional Learning Outcomes.....	12
End of Program Student Learning Outcomes and the Nursing Program Learning Outcome .....	13
Philosophy of Nursing at Santa Ana College .....	14
Options.....	15
General Information .....	15
Program Descriptions.....	16
Responsibilities of Director of the RN Program .....	16
General Responsibilities.....	16
Essential Job Functions .....	17
Specific Responsibilities .....	17
Other Professional Responsibilities .....	18
Organizational Relationships .....	18
Qualifications .....	18
Responsibilities of Assistant Director of the RN Program .....	18
Responsibilities of Department Chair .....	19
Administration .....	21
Full-Time Faculty and Administration.....	21
Clinical Facilities .....	22
Board of Registered Nursing Regulations RN Students .....	26
Major Nursing Requirements for Associate Degree in Nursing.....	27
Challenge of Courses.....	28
Computer Competencies .....	29
Clinical Requirements .....	29
Background Checks.....	29

COVID-19 Vaccine Requirement .....	30
CPR Cards .....	30
Drug Testing .....	30
Malpractice Insurance .....	31
Physical Examinations .....	31
Social Security Number .....	31
Nondiscrimination Policy .....	31
Nursing Scholarships .....	31
Student Guidelines.....	32
Academic Honesty Policy .....	32
Attendance Procedure .....	34
Cell Phones.....	34
Change of Address or Phone Number .....	35
Class Officers .....	35
Complaint Procedure/Chain of Command.....	35
Convictions.....	36
Dress Code in Clinical .....	36
Uniforms .....	37
Educational Program Concerns.....	37
Employment.....	37
Excused Withdrawal & Implications for Program Progression .....	38
Gifts .....	38
Going on Duty .....	38
Grading.....	38
Infants and Children.....	43
Make-Up Exams/Late Assignments .....	43
Medications .....	43
Patient Assignment .....	44
Patient Confidentiality .....	44
Physical Requirements for Program .....	45
Pregnancy, Illness, and Surgery .....	51
Reference Format for Paperwork .....	52
Registration .....	52
Role of the Student and Instructor .....	52

SACSNA/SACSLA.....	53
Signature on Charts: Legal Requirement .....	53
Skills Labs and Computer Lab.....	53
Social Networking Sites.....	54
Student Injury/Exposure .....	54
Student Input .....	54
Substance Abuse.....	54
Testing.....	55
ExamSoft/Examplify-Specific Policies .....	55
Testing Timeframes.....	55
Items on an Assessment .....	55
NGN Questions.....	56
Blueprinting.....	56
Exam Review .....	56
Partial Credit for NGN Questions.....	56
Testing Fees .....	56
Transportation .....	57
Use of Skills Laboratory Supplies and Clinical Facility Equipment .....	57
Invasive Skill Practice on Humans Outside of Clinical Assignments .....	57
Removal of Clinical Facility Equipment.....	57
Expectations for Professional Conduct.....	57
Consequences of Policy Violation .....	57
Graduation .....	58
Pinning Ceremony Guidelines.....	58
Application for Licensure .....	58
Post-Graduation Employment Recommendations.....	58
<b>APPENDICES.....</b>	<b>60</b>
CRITERIA FOR UNSAFE CLINICAL PERFORMANCE.....	61
Report of Potential/Actual Medication Error .....	64
Procedure of Medication Error Report.....	65
<b>WRITTEN WARNING NOTICE.....</b>	<b>66</b>
<b>Anecdotal Note.....</b>	<b>68</b>
<b>IMPAIRED NURSING STUDENTS.....</b>	<b>69</b>
<b>POLICY STATEMENT ON DENIAL OF LICENSURE.....</b>	<b>70</b>
<b>STATUTORY AUTHORITY FOR DENIAL OF LICENSURE .....</b>	<b>72</b>

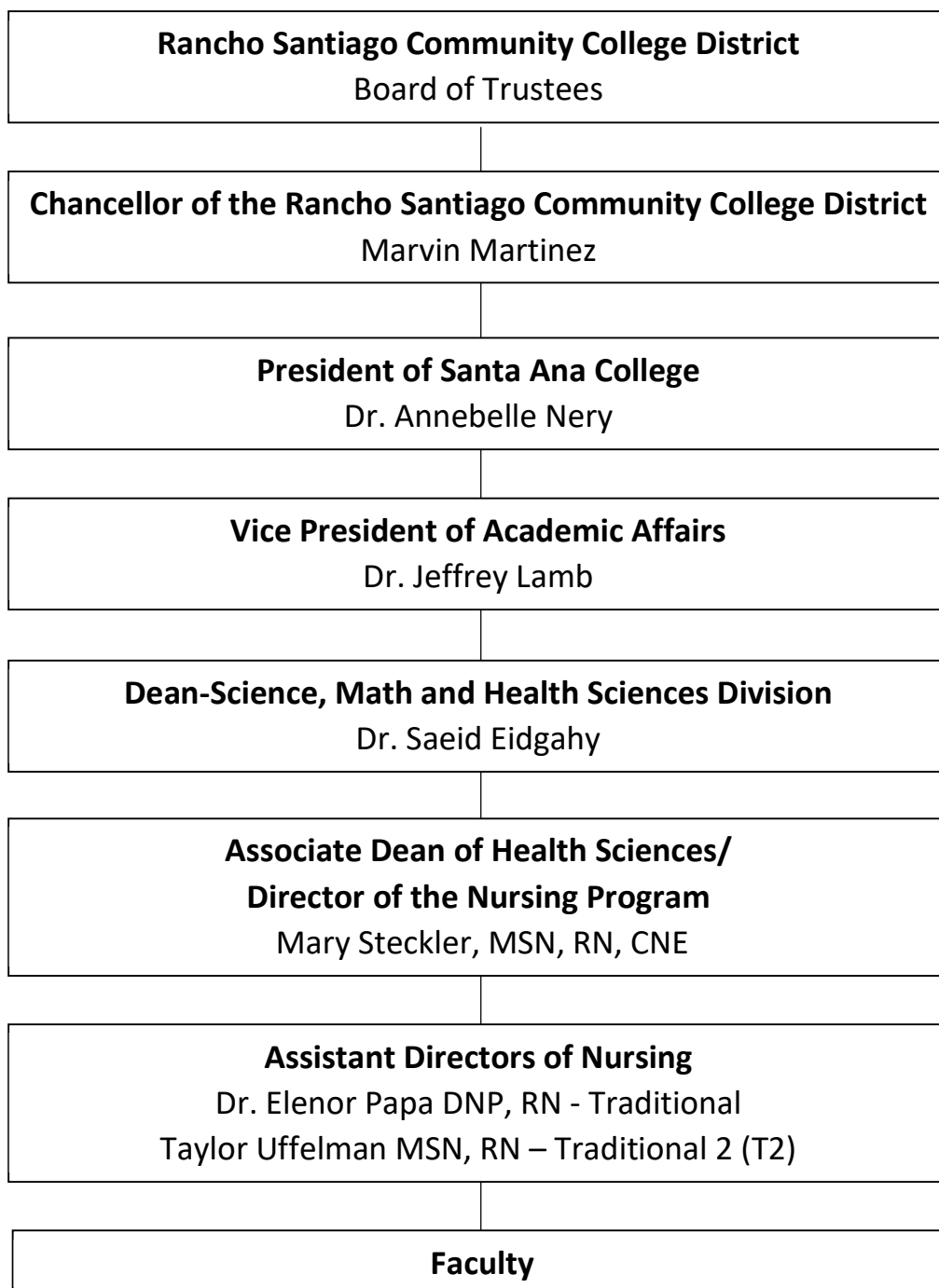
<b>ACADEMIC HONESTY INCIDENT REPORT FORM.....</b>	<b>74</b>
<b>Academic Failure Warning .....</b>	<b>75</b>
Civility Statement – Shared Values .....	76
<b>Nursing Student Code of Conduct Contract .....</b>	<b>78</b>

## W E L C O M E

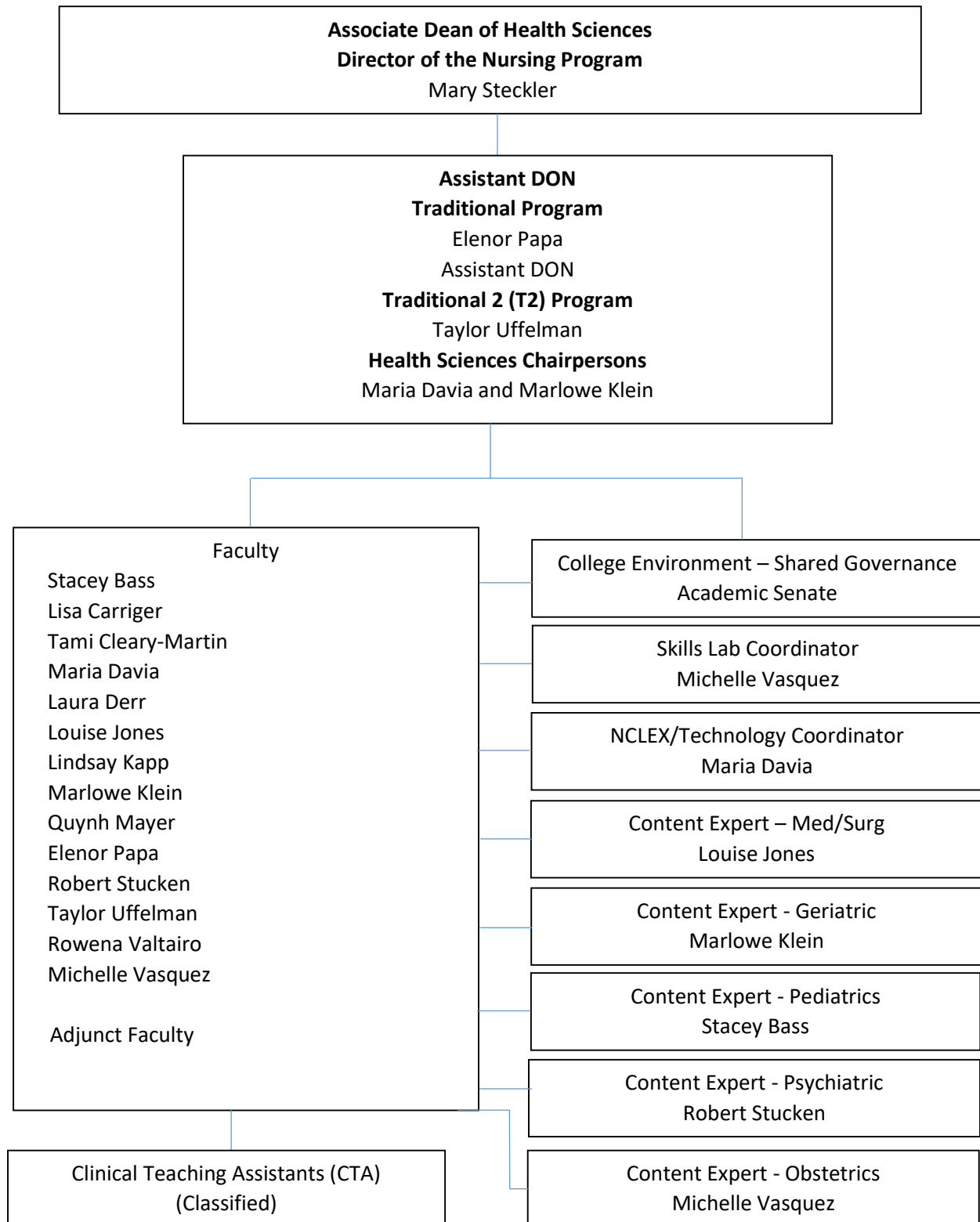
Welcome to the Registered Nursing (RN) Program at Santa Ana College (SAC)! This Student Guidebook was developed to provide each nursing student with a wealth of information about the SAC RN Program. This Guidebook provides detailed information about the Nursing Program philosophy, conceptual framework and procedures. The Nursing Department procedures are based upon compliance with college policies and Nursing Program approval and accreditation agencies. It is important to thoroughly read this Student Guidebook and ask for clarification of any part you do not understand. Please keep this Guidebook as a reference throughout the Nursing Program. The guidebook is published every year. If there are any changes, RN students will be notified of those changes in program procedures between publication dates, in writing, in an addendum format. All nursing students will be provided these addendum pages to be inserted into their Student Guidebook.

Please refer to this Student Guidebook for any questions you may have as you progress through the Nursing Program. Other resources you should utilize are the Nursing Department faculty, the Associate Dean of Health Sciences/Program Director, and office staff. In addition, students should have a copy of the [Santa Ana College Catalog](#), [Schedule of Classes](#), and [Santa Ana College Student Handbook](#); all are available online at [www.sac.edu](http://www.sac.edu).

## RSCCD Administrative Organizations Chart

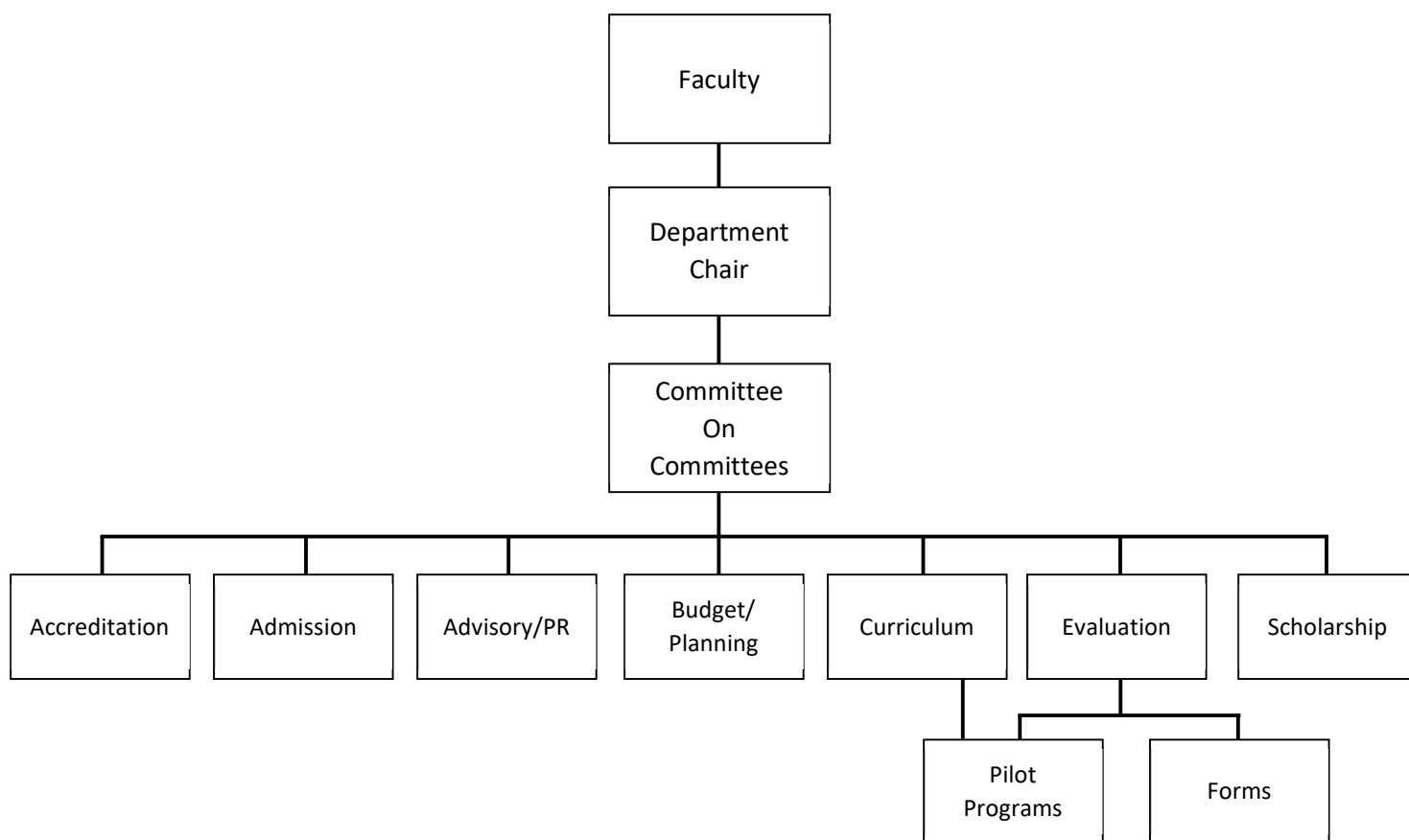


## Nursing Program Organization Chart



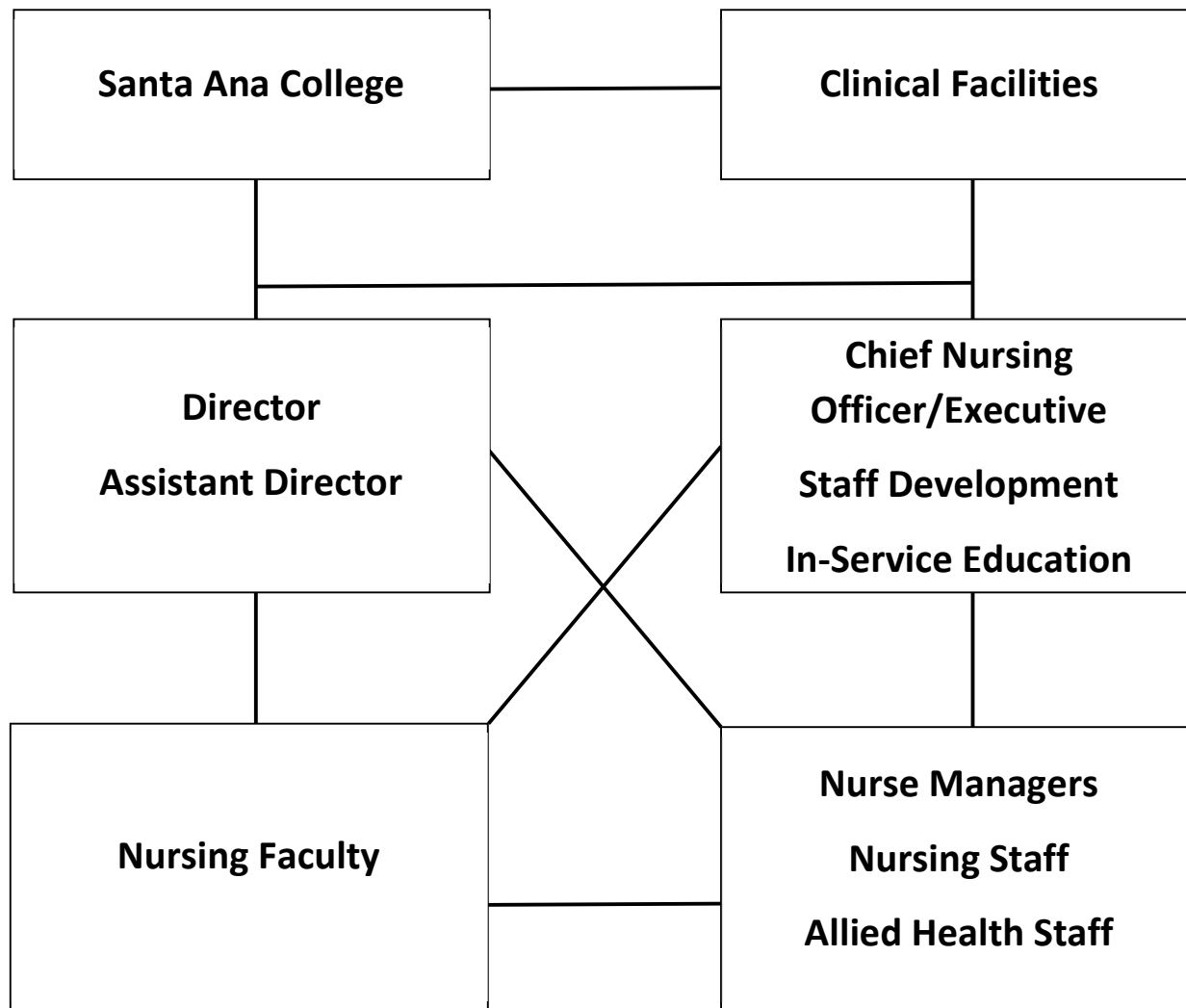


## Nursing Department Committee Structure Chart



Membership: Nursing faculty are assigned by the Committee on Committees. This Committee meets yearly and/or on an as needed basis to assign department committee membership. The Committee is chaired by the Department Chair and consists of a faculty member and the Director. Ad Hoc Committees are convened as necessary.

## Clinical Affiliations Chart



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## History of Nursing at Santa Ana College

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Santa Ana College was established in 1915 and is one of the oldest community colleges in California. Its present 65-acre campus was developed in 1947 at the corner of 17th Street and Bristol Street, Santa Ana.

The college is fully accredited by the Accrediting Commission of Community and Junior Colleges, the Western Association of Schools and Colleges. The college offers a wide range of transfer and occupational courses. The Nursing Program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Santa Ana College established a Health Sciences Department in May of 1970. The college decided to enter the health/nursing fields and chose a Licensed Vocational Nursing (LVN) program as its beginning.

In 1971, a career ladder philosophy of nursing was developed. The college's next step was an experimental Associate Degree in Nursing (ADN) program. LVN applicants were accepted into a one-year LVN-to-ADN program which was implemented in 1973. Additionally, a Nursing Assistant course was designed for the fall of 1973. This enabled the career ladder at Santa Ana College to extend from Nursing Assistant to LVN to RN. In 1982 the SANTA ANA COLLEGE CONCEPTUAL FRAMEWORK FOR NURSING was developed and copyrighted. The conceptual framework is the unifying thread of the nursing department curriculum. Copies of the Santa Ana College Conceptual Framework for Nursing are available for download from Canvas in NRN171 and NRN200. In response to shifts in healthcare delivery, the LVN program was phased out in 1986 and a two-year generic Associate Degree in Nursing program was implemented.

Advanced placement for previous learning in nursing was granted to qualified students (i.e., Licensed Psychiatric Technicians and Licensed Vocational Nurses). The Nursing Assistant program was phased out in the 1990s.

The Health Sciences Skills Lab was developed in fall 1991, with multiple subsequent renovations and expansions. It currently consists of a skills area, simulation lab, computer lab, and study area. In 1994, the nursing program received initial accreditation from NLNAC (formerly National League for Nursing; presently ACEN). The program has subsequently received re-accreditation for the maximum years each time re-accreditation was due.

Alternative scheduling in an evening/weekend format began as a pilot in 1998. In 2002, this alternative scheduling began at the off-campus site of St. Joseph Hospital of Orange. The Traditional 2 (T2) Program has moved back to campus as of Fall 2024.

In 2010, it was decided to begin a multi-criteria admission selection process when the entry list neared depletion. The multi-criteria admission selection process is based on points given for the science prerequisites' GPA, completion of English and general education courses, previous degrees, recent work in healthcare, life experiences, fluency in specific languages, and results on the Test of Essential Academic Skills (TEAS V/ATI TEAS) test. The Nursing website at [www.sac.edu/nursing](http://www.sac.edu/nursing) gives the specific point breakdown.

A Concept-Based Curriculum (CBC) was implemented in Spring 2017 following approval by the BRN and

ACEN. The curriculum has been phased in through the four semesters as of Fall 2018.

The RN Program has articulation agreements with the California State University and University of California systems to facilitate matriculation of credits for any graduate pursuing a Bachelor of Science in Nursing degree. A collaboration with many universities, including, but not limited to, CSU Fullerton, Vanguard University, and Grand Canyon University allows collaboration whereby students can begin a Bachelor of Science in Nursing (BSN) program while in the ADN program and/or complete an ADN-to-BSN. See the college catalog for additional information on transfer.

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## Mission, College Institutional Learning Outcomes, and Program Learning Outcome

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The Santa Ana College Conceptual Framework for Nursing provides an overall guide in designing the curriculum and formulating teaching strategies. The conceptual framework addresses concepts central to the philosophy of nursing, the nursing process, and principles of nursing education and learning. The framework originates with the Santa Ana College Mission statement and carries through the Nursing Program Terminal Objectives/End of Program Student Learning Outcomes to culminate in the Program Learning Outcome.

### Santa Ana College Mission

Santa Ana College inspires, transforms, and empowers a diverse community of learners.<sup>1</sup> Specialized community and college resources are provided to promote student retention and success. These resources include learning skills programs, job placement and re-entry, counseling and guidance, financial aid and scholarships, tutorial programs, and disabled student programs.

### Santa Ana College Institutional Learning Outcomes

At Santa Ana College, curriculum development and course design are guided by institutional learning outcomes (core competencies) and student learning outcomes. These institutional learning outcomes, which focus on communication skills, thinking and reasoning, information management, diversity, civic responsibility, life skills, and careers, facilitate structured and effective learning experiences that will lead to achievement of degree and general education requirements.<sup>1</sup>

At Santa Ana College, curriculum development and course design are guided by Institutional Learning Outcomes. These Institutional Learning Outcomes facilitate structured and effective learning experiences that will lead to the achievement of general education requirements and degree.

The Santa Ana College Institutional Learning Outcomes are:

- Communication Skills – Students will be able to communicate effectively.
  - Interpreting and Conveying Information - Students will be able to express and explain their ideas and feelings.
  - Reading and writing – Students will be able to effectively read college materials to identify, define, and employ concepts. Students will be able to communicate effectively in writing.
- Critical and Creative Thinking – Students will be able to identify and analyze information and develop, evaluate, and synthesize ideas while applying problem solving skills.
  - Critical Thinking – Students will be able to employ quantitative and scientific reasoning. Students will be able to solve problems, explain their conclusions; and evaluate,

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<sup>1</sup>Santa Ana College Catalog, 2024-2025

- support, or critique the thinking of others.
  - Creative Thinking – Students will be able to formulate original ideas and concepts integrating those of others into the creative process.
  - Quantitative and Scientific Reasoning – Students will be able to use college-level mathematical concepts and methods to analyze and explain issues in quantitative terms. Students will be able to interpret, calculate, analyze, and represent quantitative data. Students will be able to employ quantitative data to empirical data.
- Diversity/Multicultural and Global Awareness – Students will develop individual responsibility, personal integrity, respect for racial, ethnic, sexual orientation, and other diverse groups of people and cultures of the world.
  - Cultural – Students will be able to respect, engage, and critically evaluate the beliefs and practices of diverse groups of people including those of different cultural and linguistic backgrounds and different abilities.
  - Environmental – Students will be able to evaluate ethical issues for making decisions about the environment.
- Social Responsibility – Students will be able to account for their personal responsibilities in and outside of the classroom.
  - Civic Responsibility – Students will be able to evaluate personal responsibility for becoming informed, ethical, and active citizens of their community, their nation, and their world.
  - Ethical Reasoning – Students will be able to evaluate ethical issues that will enhance their capacity for making sound judgments and decisions.
  - Social – Students will be able to interact with individuals and within groups with integrity and awareness of others' opinions, feelings, and values.
- Personal and Professional Development – Students will be able to demonstrate personal growth through the development and enhancement of specialized skills aimed at professional life and achievement.
  - Aesthetic Appreciation – Students will be able to evaluate artistic and creative expression.
  - Creative Expression – Students will be able to produce artistic and creative forms of expression.
  - Personal Growth – Students will be able to evaluate habits of intellectual exploration, personal responsibility, practical and physical well-being.
  - Interpersonal Skills – Students will be able to evaluate their participation in teams, committees, task forces, and in other group efforts to facilitate decision making and to seek and achieve consensus.
  - Careers – Students will be able to evaluate the knowledge and skills necessary to select and compare and contrast careers.
  - Technology Competency – Students will be able to use technology learning tools and technology applications to active discipline-specific course requirements and standards.

### End of Program Student Learning Outcomes and the Nursing Program Learning Outcome

The Nursing faculty merged the Institutional Learning Outcomes into the End-of-Program Student Learning Outcomes of Thinking and Reasoning, Communication, Information Management, Diversity, Civic Responsibility, Life Skills, and Careers. The Nursing Faculty believe the program learning outcome of "Careers" encompasses all of the Institutional Learning Outcomes for the nursing graduate. The nursing graduate has completed the Registered Nursing Program and is able to function knowledgeably,

safely, and effectively in nursing practice within a variety of healthcare settings and will be qualified for the licensing examination. The college-wide institutional learning outcomes are operationalized in the Nursing Program through this program learning outcome. The cohesive outcomes of Santa Ana College and the Nursing Program facilitate a collaborative educational endeavor in meeting the learning needs of students that will foster success in the chosen career.

End-of-Program Student Learning Outcomes measure the California Nursing Practice Act's "Standards of Competent Performance" (section 1443.5) through Terminal Objectives. These Terminal Objectives/End-of-Program Student Learning Outcomes delineate what the student is expected to have learned upon completion of the Nursing Program.

It is the ultimate goal and program learning outcome of nursing at Santa Ana College that the graduate is able to function knowledgeably, safely, and effectively in nursing practice within a variety of healthcare settings. Dedication to the protection of life and health, treatment of illness, teaching of health, and respect for the dignity of both life and death is implicit. Terminal Objectives/End of Program Student Learning Outcomes are:

1. Modify the nursing process to meet the patient's biological and psychosocial systems needs, which are influenced by the interaction of the physical, social, cultural, and spiritual environments, in order to maximize health and wellness;
2. Select theories related to natural, behavioral, and social sciences that influence a patient's biological and psychosocial systems needs in order to provide individualized nursing care;
3. Design the healthcare teaching plan to assist the patient and family to recover optimal fulfillment of systems needs;
4. Manage effective, accurate, and congruent transfer of information using therapeutic verbal and non-verbal communication with the patient, family, and healthcare team;
5. Demonstrate appropriate delegation of care to members of the healthcare team in various healthcare settings;
6. Evaluate one's own accountability and responsibility for nursing practice within legal/ethical boundaries;
7. Evaluate one's own development of professional awareness, commitment, education, and growth; and,
8. Operate as an advocate in the care of patients with biological and psychosocial systems needs.

Student Learning Outcomes are derived from these End-of-Program Student Learning Outcomes and measure expected behaviors at each level as the student progresses through the nursing program. Behavioral objectives emerge from the Student Learning Outcomes to outline course content. This content is reflected in course modules.

### Philosophy of Nursing at Santa Ana College

The Nursing Program Philosophy consists of two components. The first component defines Nursing's metaparadigm of person, health/illness, environment, and nursing. The second component addresses nursing education.

The Nursing Program curriculum utilizes a conceptual framework for nursing based on the concepts of person, health/illness, environment, and nursing developed from the biological and psychosocial

sciences and is driven by the program learning outcome. In this conceptual framework, nursing is viewed as an essential health service impacting healthcare recipients and that nursing has the right and responsibility to be involved in that care.

The Program is based on the concept of nursing that believes people are composed of biological and psychosocial systems. Each of these systems has needs, which must be met if persons are to maintain health and life. The conceptualization of person in the Santa Ana College Conceptual Framework for Nursing is composed of interacting biological and psychosocial systems and each of these systems has needs. Those systems where the needs are met are considered an asset. A system whose needs are not being met is considered a deficit. The acuity or severity and complexity of the systems needs determine the complexity of the nursing care.

Health is defined as the optimum fulfillment of the person's biological and psychosocial systems needs. On the other end of the continuum, illness develops when biological and/or psychosocial systems needs are not being met. The interaction of systems needs can be modified or enhanced by the environment – physical, social, cultural, and spiritual facets.

It is to the life and health of a person, as mutually defined by both the person and the nurse, that nursing is committed. Working with and through others, both professional and non-professional, nursing strives, with the full participation of the individual, to treat illness and teach health by assisting persons to recover optimal fulfillment of their systems needs.

The Nursing Faculty believes that nursing education should be structured in a knowledgeable, scientific, professional, and culturally diverse setting. Instructional approaches address a variety of learning styles and are selected to foster critical thinking skills. Therefore, both theoretical and clinical instruction are offered in diverse forms including, but not limited to patient care experiences, computer-assisted learning, audiovisual materials, demonstrations in a skills laboratory, simulation, and class discussion.<sup>2</sup>

### Options

Option I – Generic RN, academic program of two years.

Option II – LVN to RN, academic program of one year.

Option III – Thirty (30) Unit Option, academic program of one-year, non-degree (California Board of Registered Nursing requirement).

### General Information

While all of the counselors can assist Nursing students, Reina Sanabria is designated as the Nursing counselor. The counselor should be contacted regarding program inquiries. Appointments can be arranged for Reina Sanabria at (714) 564-6103.

Nursing students may meet with a counselor to design a plan for matriculation from the ADN to BSN and MSN/MN programs at California State Universities and in the University of California system. Transfer to other college or university nursing programs requires special counseling appointments to acquaint the student with the catalog requirements for selected institutions.

The office of the Associate Dean of Health Sciences/Nursing Program Director, Mary Steckler, is located in the Health Sciences/Nursing Office, in the Health Sciences building, HS101. The Assistant Director of the Traditional 2 Program (T2), Taylor Uffelman, has an office in the Health Sciences building HS201-4B.

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<sup>2</sup> Santa Ana College Conceptual Framework for Nursing, 2019

The office of the Assistant Director of the Traditional Program, Elenor Papa, is located in the Health Sciences building HS201-4A. The office of Co-Department Chairs, Dr. Maria Davia and Marlowe Klein is located in the Health Sciences building HS201-1A & 1B. The Intermediate Office Clerk, Andrew Auh, is located in the Health Sciences building HS101. The Nursing Department's phone number is (714) 564-6825.

The Nursing Department Computer Lab is located in HS-110. The Skills Lab is located in HS-204 and the Simulation Lab is located in HS-323. There is also a study area in HS-302. A student must be enrolled in the Health Science Skills Lab to access the resources. If a student is not enrolled in the Health Science Skills Lab, the student will not be able to attend the lab during open hours due to district policy on liability.

### Program Descriptions

There is one Santa Ana College Nursing Program. There are two scheduling opportunities – the Traditional Program and the Traditional 2 (T2) Program. The Traditional Program admits students twice each year and is located on the Santa Ana College campus. The semesters are 16 weeks. Theory courses meet 2 times per week. Clinical courses are 12 to 24 hours per week generally on Mondays and/or Tuesdays with some possible Saturdays and Sundays.

The Traditional 2 Program (T2) admits students once each year to first semester in the fall. Theory courses meet 2 days per week in the evening at Santa Ana College Campus except during fourth semester when they meet twice per week during the day on Santa Ana College campus. Clinical courses are 12 to 24 hours on Saturdays and/or Sundays with Mondays or Tuesdays as needed. Community-based nursing clinical days for both the Traditional and T2 programs are arranged on days other than regular clinical days.

Students may request entry to the Traditional and/or T2 program. Determination is based on grant requirements and space availability. If a student begins in one program type but wants to change to the other, the student may place the request in writing and submit the letter to the Assistant Director of T2 or the Program Director. The request will be granted based on space availability.

Assignments are made for students to the specific clinical section based on the Santa Ana College registration process and Nursing Program procedure of offering a variety of clinical experiences.

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## Responsibilities of Director of the RN Program

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### General Responsibilities

Reporting to the Division Dean, the Associate Dean Health Science/Nursing Program Director assumes delegated responsibility for the administration of Health Science Programs including Registered Nurse (ADN), Nursing Continuing Education, Emergency Medical Technician (EMT), and Medical Assistant (MA). This is an administrative position for 100% time.

The Director prepares and administers the annual budget for the Health Science Programs, is responsible for staffing classes, and supervises/evaluates faculty and classified personnel. She/ he promotes and provides opportunities for staff development and provides leadership and direction in departmental development per California Board of Registered Nursing (BRN) regulations. The Director provides orientation to new staff and students and reviews/monitors admission procedures.



The Director initiates and maintains contact as appropriate with the general community regarding programs in Health Sciences. He/She acts as a liaison with 1) Board of Registered Nursing, 2) Accreditation Commission for Education in Nursing, and 3) Orange County/Long Beach (OC/LB) Consortium for Nursing. She/he plans for self-study reports for approval/accreditation. The Director interprets program requirements and objectives to other college departments.

### Essential Job Functions

The Director functions include the responsibility and authority to develop and implement the program budget and plans, manages, and evaluates all aspects of the program including, but not limited to faculty and staff, curriculum development and implementation, compliance with BRN rules and regulations, and acts as a student advocate (Associate Degree Nursing Directors' Handbook). The Director guides the decision-making process of the education program (i.e., budgeting and staffing) and the responsibilities assigned to Health Sciences related to administration of the Nursing, Nursing Continuing Education, EMT, and Medical Assistant programs.

### Specific Responsibilities

#### Administration

- Develop and administer the budget with faculty input
- Seek additional funding sources, grant development, etc.
- Provide required reports for program approval/accreditation and College
- Conduct program approval/accreditation
  - BRN approval visit preparation/documentation
  - ACEN accreditation visit preparation/documentation
- Determine that all of the criteria and guidelines for selection of clinical sites as found in CCR section 1427 have been met
- Determine department procedures in conjunction with faculty
- Work closely with College services such as financial aid, tutoring, counseling, and other programs, and services for students
- Conduct research; participate in College research
- Evaluate faculty per the Faculty Association of Rancho Santiago Community College District (FARSCCD) contract and classified personnel per the California School Employees Association (CSEA) contract
- Assist with implementation of AB1725 with regard to new hires and other matters

#### Curriculum

- Maintain continual review of curriculum and make faculty assignments
- Coordinate scheduling of classes
- Review and revise catalog information relevant to programs
- Plan new course programs and course offerings in conjunction with faculty
- Assure compliance with BRN rules, regulations, and ACEN guidelines

#### Community

- Liaison with clinical agencies
- Represent program and College as a member of local and regional health committees and boards
- Participate in professional organizations in healthcare and education
- Act as a resource to the community regarding nursing education and health-related programs and issues

#### College

- Advocate for the Registered Nursing, Nursing Continuing Education, EMT, and Medical Assistant programs
- Represent health-related issues to campus community

#### Students

- Serves as advocate for students
- Assure faculty compliance with nursing program procedures and College policies affecting students
- Assist students in applying for licensure examination
- Develop studies with regard to follow-up data on graduates of the program

#### Program

- Coordinate staffing and operation of all programs under jurisdiction

#### Continuity

- Provide role orientation to incoming Director
- Participate in Associate Degree Nursing Program Directors' Mentor Procedure

### Other Professional Responsibilities

It is understood that the Director of an Academic area may be assigned professional responsibilities such as special task forces, assignment of a special program, and to other duties within the academic area not enumerated above.

### Organizational Relationships

The Associate Dean of Health Sciences/Nursing Program Director reports to the Division Dean and works collegially with the Assistant Directors of Nursing, Department Chair of Nursing, Skills Lab Coordinator, Simulation Lead, NCLEX/Technology Coordinator, the EMT Facilitator, and Medical Assistant Department Chair.

### Qualifications

#### Education and Experience

##### The Director must possess:

- A current California Registered Nurse License,
- Master of Science degree in Nursing from an accredited college or university,
- Minimum of one year of experience as a director or assistant director in a professional program,
- Minimum of three academic years of experience in professional nursing education within the last 10 years of hire, and
- Minimum of one year of continuous experience in the practice of professional nursing or equivalent experience as determined by the Board of Registered Nursing.

#### Knowledge and Ability

The Director must demonstrate the ability to work effectively with faculty, staff, students, management, and the community. She/he must have the ability to communicate effectively, both orally and in writing. Thorough commitment to the concept of the comprehensive community college as a college that is accessible to people from every social, racial, ethnic, and economic group is imperative. The Director must demonstrate a commitment to equal opportunity policies and ability to provide leadership to diverse groups.

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## Responsibilities of Assistant Director of the RN Program

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The Assistant Director shall function under the supervision of the Director. The program shall have a registered nurse faculty member who is knowledgeable and current regarding the program and the

policies by which it is administered and who can perform the Director's duties in that person's absence (Section 1424(f), 1424(j)). This position is appointed by the Director.

#### Education and Experience

The Assistant Director of Nursing (ADON) shall meet the education requirements and experience requirements listed below:

- Hold a Master's Degree in Nursing from an accredited college or university,
- Have a minimum of two years of experience teaching in pre- or post-licensure nursing programs, and
- Have at least one year of experience as a registered nurse providing direct patient care and/or equivalent experience as determined by the Board of Registered Nursing.

#### Administration

- Attend COADN Program Director Meetings
- Assist in implementing and determining the need for new department procedures
- Assist Director as needed in administration of the program
- Assist in grant development
- Assist Director of Nursing with annual reports

#### Faculty

- Interview and recommend candidates for part-time/substitute nursing staff
- Maintain and review tenure and adjunct faculty files including RN license and clinical requirements
- Assist Director with providing required forms for BRN approval and Personnel processing
- Orient part-time staff as needed
- Communicate to faculty relevant information from COADN, BRN, and ACEN meetings
- Assist Department Chairs with promoting activities that facilitate staff development and funding
- Review and revise nursing curriculum as recommended by faculty using Division Curriculum, BRN, and ACEN guidelines and input into Curricunet
- Review and Revise Faculty Handbook and Adjunct Faculty Handbook
- Communicate to faculty relevant information from COADN, BRN, ACEN

#### College/Community

- Act as an advocate for the nursing program
- Attend college and community meetings to communicate concerns of nursing education, the department and its faculty or students as needed

#### Students

- Collect evaluations for all theory and clinical course evaluations
- Attend new student orientation
- Act as Kaplan testing contact person
- Act as ExamSoft testing contact person
- Review and revise Nursing Student Guidebook every year
- Meet with prospective students as designee of Director

Note: There is one ADON for traditional and one ADON for T2.

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## Responsibilities of Department Chair

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The department chair shall adhere to the Santa Ana College job description for department chairs with additional responsibilities for nursing. This position is elected by the faculty.

### Administration

- Assist faculty in formulating and implementing annual department goals in conjunction with college goals
- Formulate agenda and chair faculty meetings
- Attend Division orientation meetings with part-time faculty
- Attend and communicate information from meetings:
  - Division Curriculum/Chair's
  - Academic Affairs Deans and Chairs meeting with Dr. Lamb
  - Nursing Department's Budget and Planning, Committee on Committees, Evaluation, and Advisory.
- Update textbook lists, coordinate textbook changes, and communicate with publishers
- Assist with grant development and special projects
- Update Program Review annually including the Resource Allocation Request
- Assist with staffing and scheduling procedures

### Curriculum

- Review and revise catalog information pertaining to Health Science courses for accuracy and completeness. This is done once a year.
- Develop calendars and input clinical placement requests through the OC/LB Consortium clinical placement process

### Faculty

- Provide general direction for new full-time and part-time faculty
- Evaluate part-time faculty
- Implement peer review for full-time faculty
- Orient new faculty and/or assign to appropriate faculty team
- Assist faculty in departmental activities, e.g., classroom assignments, preplanning meetings, maintaining current student rosters, submitting grades, and course evaluations
- Review Department goals with faculty for current academic year and report on progress for the previous year's goals
- Communicate to faculty relevant information OC/LB Consortium, Division Curriculum/Chair's meetings, and Academic Affairs Deans and Chairs meeting
- Promote activities that facilitate staff development and funding
- Complete faculty replacement requests as needed and submit to Academic Senate
- Sign off on grant submissions as indicated from Health Sciences.

### College/Community

- Act as an advocate for the nursing program
- Attend college and community meetings to communicate concerns for nursing education, the department, faculty, and students

### Students

- Assist the department in maintaining student records
- Assist in assigning students to clinical courses
- Attend new student orientation

Note: Department Chair receives X-factor. The X-Factor is defined as extra duties beyond the campus-wide chair duties. The department X-factor includes attending consortium meetings and responsibility for inputting and managing clinical placement requests.

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## Administration

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The Registered Nursing Program at Santa Ana College is in the Science, Math, and Health Sciences Division.

The Division Dean of Sciences, Math, and Health Sciences is Dr. Saeid Eidgahy.

The Associate Dean of Health Sciences/Director of Nursing is Mary Steckler.

Taylor Uffelman is the Assistant Director of Nursing for the Traditional 2 (T2) Program.

Elenor Papa is the Assistant Director of Nursing for the Traditional Program.

Maria Davia and Marlowe Klein are the Department Chairs of Nursing.

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## Full-Time Faculty and Administration

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Stacey Bass received her BSN from Loma Linda University, her MSN from CSU, Long Beach, and her DNP from Western University of Health Sciences.

Lisa Carriger received her ASN from Saddleback College, her BSN and MSN from University of Texas Arlington, and her DNP from Chamberlain University.

Tami Cleary-Martin received her ASN from Saddleback College and her BSN and MSN from Grand Canyon University.

Maria Davia received her ADN from Santa Ana College, her BSN from Azusa Pacific University, and her MSN from CSU, Fullerton. She received her DNP from Grand Canyon University.

Laura Derr received her ADN from Santa Ana College, her BSN from CSU, Fullerton, and her MSN from Walden University.

Lindsay Kapp received her ASN from Long Beach City College and her MSN from CSU, Long Beach.

Louise Jones received her ADN from Santa Ana College, her BSN and MSN from CSU, Fullerton, and her DNP from Grand Canyon University. She holds Nursing Educator certification from the National League for Nursing.

Marlowe Klein received her ASN from Riverside City College and her BSN and MSN from University of Texas, Arlington.

Quynh Mayer received her ADN from Glendale Community College, her BSN and MSN from CSU, Fullerton.

Elenor Papa received her BS in Biological Sciences from UC Riverside, her MSN from California Baptist University, and her DNP from Chamberlain University.

Mary Steckler received her ASN from Saddleback College, her BSN and MSN from CSU, Dominguez Hills.

She holds Nursing Educator certification from the National League for Nursing.

Robert Stucken received his ADN from Golden West College, his BA in General Science from CSU, Long Beach, and his MSN from University of Phoenix.

Taylor Uffelman received her ADN from Santa Ana College and her BSN and MSN from Western Governors University.

Rowena Valtairo received her diploma in nursing from Los Angeles County Medical Center, School of Nursing, her BSN and MSN from CSU, Fullerton, and her DNP from Western University of Health Sciences.

Michelle Vasquez received her ADN from Golden West College, her BSN from CSU, Fullerton, her MSN from CSU, Long Beach, and her DNP from Chamberlain University.

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## Clinical Facilities

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Clinical experiences are available at a variety of clinical facilities. Santa Ana College Nursing Department has contractual agreements with the following clinical facilities to provide clinical experience for students. Not all facilities will be utilized by all students.

<u>Facility</u>	<u>Clinical Experience</u>
Aliso Ridge Behavioral Health 200 Freedom Lane Aliso Viejo, CA. 92656 949-900-8600	Psychiatric Nursing
Anaheim Elementary School District 1001 S. East St. Anaheim, CA 92805 714-517-7500	Community-Based Nursing
Anaheim Regional Medical Center 1111 W. La Palma Ave. Anaheim, CA 92801 714-774-1450	Medical-Surgical Nursing
Boys and Girls' Club of Central Orange Coast 17701 Cowan, Suite 110 Irvine, CA 92614 714-543-5540	Community-Based Nursing
Children's Hospital of Orange County 1109 West La Veta Orange, CA 92668 714-997-3000	Pediatrics Nursing Community-Based Nursing
College Hospital	Psychiatric Nursing

301 Victoria Street  
Costa Mesa, CA 92672  
949-642-2734

College Hospital  
Partial Hospitalization Program  
1634 19<sup>th</sup> Street, Suite C  
Santa Ana, CA 92706  
714-479-0102

Community-Based Nursing  
Psychiatric Nursing

Foothill Regional Medical Center (Alta Hospital  
Newport)  
14662 Newport Avenue  
Tustin CA 92780

Pediatric Nursing

Fountain Valley Regional Hospital  
17100 Euclid  
Fountain Valley, CA 92708  
714-966-7200

Medical-Surgical  
Obstetrical Nursing  
Pediatrics Nursing  
Geriatrics Nursing

French Park  
600 E. Washington Ave  
Santa Ana, CA 92701  
7140973-1656

Geriatric Nursing

Hoag Memorial Hospital Presbyterian  
One Hoag Drive, Box 6100  
Newport Drive, CA 92658  
949-764-4624

Medical-Surgical  
Obstetrical Nursing

Hospice Care of California  
377 E. Chapman Ave., Suite 280  
Placentia, CA 92870  
800-889-3227

Community-Based Nursing

Illumination Foundation  
1091 N. Batavia St.  
Orange, CA 92867  
949-273-0555

Community-Based Nursing

Irvine Adult Day Health Services  
20 Lake Road  
Irvine, CA 92604  
949-262-1123

Geriatrics Nursing

Kaiser – Anaheim  
3440 E. La Palma  
Anaheim, CA 92806

Medical-Surgical Nursing  
Obstetrical Nursing

833-574-2273

Kaiser – Irvine  
6640 Alton Parkway  
Irvine, CA 92618  
833-574-2273

Medical-Surgical Nursing

Kindred Hospital – Santa Ana  
1901 College Avenue  
Santa Ana, CA 92706  
714-564-7800

Medical-Surgical Nursing  
Geriatrics Nursing

La Amistad Family Health Center  
353 Main Street  
Orange, CA 92868  
714-771-8006

Community-Based Nursing

Mater Dei High School  
1202 W. Edinger Ave.  
Santa Ana, CA 92707  
714-754-7711

Community-Based Nursing

Maternal-Fetal Testing Center  
St. Joseph Hospital  
1140 W. La Veta  
Orange, CA 92668  
714-744-8713

Community-Based Nursing

Mission Hospital-Providence  
27700 Medical Center Road  
Mission Viejo, CA 92691  
949-364-1400

Medical-Surgical Nursing

Mission Hospital Laguna Beach-Providence  
31872 Coast Highway  
Laguna Beach, CA 92651  
949-499-1311

Medical-Surgical Nursing  
Psychiatric Nursing

Mother Baby Assessment Center-Providence  
(St. Joseph Hospital)  
1100 West Stewart Drive  
Orange, CA 92868  
714-744-8764

Community-Based Nursing

Oasis Senior Center  
801 Narcissus  
Corona Del Mar, CA 92625  
949-644-3244

Geriatrics Nursing



Orange Coast Memorial Medical Center 9920 Talbert Avenue Fountain Valley, CA 92708 714-378-7000	Medical-Surgical Nursing Geriatrics Nursing Obstetrical Nursing
Orange County Global Medical Center 1001 North Tustin Avenue Santa Ana, CA 92701 714-953-3500	Medical-Surgical Nursing Community-Based Nursing Obstetrical Nursing Geriatrics Nursing
Placentia-Yorba Linda Unified School District 1301 E. Orangethorpe Avenue Placentia, CA 92870 714-986-7000	Community-Based Nursing
Regents Point 19191 Harvard Avenue Irvine, CA 92612 949-988-0849	Geriatrics Nursing
Santa Ana College Health and Wellness Center 1530 W. 17 <sup>th</sup> Street Santa Ana, CA 92706 714-564-6216	Community-Based Nursing
Santa Ana Unified School District 1601 E. Chestnut Avenue Santa Ana, CA 92701 714-558-5501	Community-Based Nursing
Santiago Canyon College Health Center 805 E. Chapman Avenue Orange, CA 92869-4512 714-628-4773	Community-Based Nursing
Silverado Senior Center 350 W. Bay Street Costa Mesa, CA 92627 949-258-7109	Community-Based Nursing
South Coast Global Medical Center 2107 S. Bristol Street Costa Mesa, CA 92704 714-754-5454	Medical-Surgical Nursing Geriatrics Nursing Community-Based Nursing
St. Joseph Home Health-Providence Nurse Family Partnership	Community-Based Nursing

1845 W. Orangewood Ave., Suite 200  
Orange, CA 92868  
714-712-9500

St. Joseph Hospital-Providence  
1100 Stewart Drive  
Orange, CA 92688  
714-633-9111

Medical-Surgical Nursing  
Psychiatric Nursing  
Obstetrical Nursing  
Geriatrics Nursing

St. Jude Neighborhood Health Center  
731 S. Highland  
Fullerton, CA 92832  
714-992-3000

Community-Based Nursing

The Hills Post-Acute  
1800 Old Tustin Ave.  
Santa Ana, CA 92706  
714-835-4900

Geriatrics Nursing

University of California, Irvine Medical Center  
101 City Drive South  
Irvine, CA 92668  
714-456-7890

Medical-Surgical Nursing  
Psychiatric Nursing  
Community-Based Nursing

VIP Adult Day Care Center  
1101 S. Grand Avenue  
Santa Ana, CA 92705  
714-558-1216

Geriatrics Nursing  
Psychiatric Nursing

VIP Adult Day Care Center  
1158 N. Knollwood Circle  
Anaheim, CA 92801  
714-220-2114

Geriatrics Nursing  
Psychiatric Nursing

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## Board of Registered Nursing Regulations RN Students

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The RN student must be a high school graduate or provide evidence of education equivalent to completion of high school in the US to qualify for taking the RN licensing exam (NCLEX-RN) as a graduate. In addition, the student must complete an RN program from a BRN-approved school.

Pursuant to the California Code of Regulations Article 3 (Prelicensure Nursing Programs), 1428.6, The Associate Dean. Program Director will submit a roster of names of those students that are eligible for examination along with their expected date to successfully complete required course work. In order to be eligible, the student must:

- successfully complete NRN272L,
- apply for licensure with the BRN, and
- complete fingerprinting requirements.

## Major Nursing Requirements for Associate Degree in Nursing

The following table lists the major requirements for the Associate Degree in Nursing followed by a table that lists the graduation requirements for the Associate Degree in Nursing:

**Major nursing requirements for the Associate Degree in Nursing were implemented in Fall 2019 following approval by the BRN and ACEN.**

First-Year Requirements			Credit Hours: (19.5 Required)
<u>First Semester</u>			
NRN170	Pharmacological Concepts of Nursing		2.0
NRN171	Principles of Nursing Practice and Simple Concepts		4.5
NRN171L	Principles of Nursing Practice and Simple Concepts Lab		4.5
<u>Second Semester</u>			
NRN172	Family Health and Illness Concepts		4.0
NRN172L	Family Health and Illness Concepts Lab		4.5
Second Year Requirements			Credit Hours: (16.5 Required)
<u>Third Semester</u>			
NRN271	Mental Health and Acute Concepts		4.0
NRN271L	Mental Health and Acute Concepts Lab		4.5
<u>Fourth Semester</u>			
NRN272	Complex Concepts		3.5
NRN272L	Complex Concepts and Preceptorship Lab		4.5
NRN200*	Role Transition		(2)*
<b>Total core nursing units required</b>			<b>36</b>

\*NRN 200 must be taken by all advance-placed students prior to entering the Nursing Program; not required for generic students unless assigned as part of remediation.

### **Graduation Requirements for the Associate Degree in Nursing:**

Total core nursing units required	36
Biology 239, General Human Anatomy or equivalent	4
**Biology 249, Human Physiology or equivalent	4
Communication Studies C1000 (CMST102) or 145 (SAC), Communication 101 or 110 (SCC)	3
English C1000/C1000H (ENGL101/ENGL 101H)	4
Sociology 100/100H	3

Psychology C1000/C1000H (PSYC 100/PSYC 100H)	3
American Institutions (U.S. History or Political Science C1000 (POLT 101)	3
Humanities elective	3
Lifelong Understanding and Self-Development	met
Cultural Breadth	met
<b>TOTAL</b>	<b>67 units</b>

\*\* The asterisks before courses indicate they are required for Option III – 30 Unit Option LVN students. Science courses must have been completed within seven (7) years of submission of the Nursing Program application.

Successful completion of math and reading proficiency are required for graduation. Lifelong understanding and self-development, and cultural breadth requirements are met by nursing students with degree completion.

All RN students must possess the Graduation Requirements, or their equivalents as interpreted by the Admissions and Records Department of Santa Ana College with a 2.0 or better grade point average in order to advance to graduation.

The California BRN stipulates that RN students MUST complete sixteen (16) units of natural, behavioral, and social sciences as well as six (6) units of communications skills, to qualify for examination and licensure.

All RN students should complete the Santa Ana College Associate Degree in Science with a major in Nursing before taking the National Council Licensing Examination-Registered Nurse (NCLEX-RN). All courses in the Graduation Requirements list, except for American Institutions, Humanities, and the math requirement, are required as "Content Required for Licensure." This means a student is not eligible to take NCLEX-RN unless the Content Required for Licensure classes have been completed except for students choosing Option III, LVN 30 Unit Option per the California BRN.

Students may elect to not complete the degree requirements of American Institutions, Humanities, and the math requirement. Should a student take the licensure examination before completing all of the degree requirements, she/he would be considered a non-graduate, not having graduated from an approved nursing program. This non-graduate status is a final designation within the BRN's database and cannot be reversed. Therefore, it is critical that the RN students assume responsibility for completing the degree requirements before taking NCLEX-RN.

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## Challenge of Courses

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Application for Credit by Examination may be obtained in the Admissions & Records Office. The application must be completed by the student and processed by the Admissions & Records Office. The student will contact the Director.

The student is to notify the instructor of intent to challenge the course and will be given the challenge instructions. The student must be currently enrolled at Santa Ana College and in the Nursing course(s) to be challenged. The challenge exam(s) must be completed within the first two weeks of the semester for

a theory course. A theory course must be successfully passed before challenging the concurrent clinical course. The student must meet all program requirements including prerequisites, physical exam, immunizations, drug testing, malpractice insurance, CPR, and background check requirements. All courses require a challenge fee. Students may attempt "Credit by Examination" only once in a particular course. Grading of the examination is on a pass/no pass basis. "Pass" represents a grade of "C" or better and will be shown on the transcript as "Credit by Examination." Grades that are less than "C" will not be recorded on the transcript. "Pass" grades will be computed as units earned but will not be counted in the grade point average. If a student has been unsuccessful in a theory or clinical course in any Nursing Program, he/she is not eligible for credit by examination in that course. A student who is unsuccessful in the challenge cannot remain in the course. A student successfully challenging a course will be placed on the bottom of the entry list for the next course. The granting of credit to students for previous education is based on section 1435 of the BRN Rules and Regulations.

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## Computer Competencies

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Students need to have basic skills in the use of computerized word processing programs prior to beginning the program as well as use of an email and Canvas (the college's Learning Management System, formerly Blackboard). Computer labs are available for student use as is the Neally Library. Assistance can be obtained at the Help Desk in the Administration Building. Santa Ana College and the Nursing Program use the student's email for correspondence. It is the student's responsibility to check email daily as changes may occur.

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## Clinical Requirements

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Students are required to have a cleared background check, physical exam, immunizations, drug testing, flu shots, lab work, CPR, and malpractice insurance. All documentation regarding the physical exam, immunizations, drug testing, flu shots, lab work, CPR certification, and malpractice insurance is required to be emailed to [clinical\\_compliance@sac.edu](mailto:clinical_compliance@sac.edu). Students must be in compliance with all requirements for clinical in order to be in the clinical area.

Students are responsible for maintaining their clinical compliance. Students must be compliant with all clinical requirements to attend clinical. All requirements that are currently due, or will become due during the semester, MUST be completed before the first day of clinical to be considered compliant. Students are not permitted to attend clinical if they are not cleared by the clinical compliance coordinator. This will count as a clinical absence.

### Background Checks

A hospital requirement mandates criminal background checks on all healthcare students per The Joint Commission. To meet this requirement, all nursing students will be required to have a background check utilizing the company "CastleBranch" at [www.CastleBranch.com](http://www.CastleBranch.com) after acceptance to the Nursing Program. Background checks are to be completed yearly.

Certain background information may preclude or delay a student from entering the clinical setting. Should a situation arise, the student will be counseled by the Program Director as to appropriate options based on the student's individual situation. Students who fail or withdraw from the Nursing Program and are not in the Nursing Program for one semester or longer will need to complete another

background check upon re-entry.

Students/prospective students who have a misdemeanor or felony conviction must meet with the Program Director upon entry to the program to review Board of Registered Nursing requirements for NCLEX-RN application.

If a student is convicted of a misdemeanor or felony while in the Nursing Program, the student is required to notify the Program Director. Clinical placement could be affected by a conviction. It is suggested that the student meet with the Program Director after an arrest and prior to a conviction.

### COVID-19 Vaccine Requirement

Due to the novel Corona Virus, COVID-19 vaccine mandates have been implemented in many institutions including clinical sites that our nursing students need to attend in order to fulfill the nursing program educational requirements. Due to these current events, please be aware that the majority of the clinical sites are requiring the COVID-19 vaccine in order to be able to go into their site and participate in clinicals. Some clinical sites are permitting religious and/or medical exemptions. Please have in mind that you might be required to be fully vaccinated in order to participate and fulfill the educational requirements unless there is an exemption option for such clinical site.

### CPR Cards

All RN students must have a current CPR card for BLS Providers from the American Heart Association (AHA) before being allowed into the clinical area. CPR cards are to be renewed every year (even though the card expiration date may show two years). Students with expired CPR cards are not allowed to attend clinical until they have been cleared for re-admittance from the Health Sciences/Nursing Office.

AHA Resuscitation Quality Improvement (RQI): The Nursing Program will accept the BLS RQI to meet the CPR requirement as long as the documentation provided meets the recency requirement and states “the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Resuscitation Quality Improvement Program (RQI).” Quarterly RQI credentials that indicate that the participant “has demonstrated competence in High-Quality CPR skills” will not be accepted.

**NOTE: University Training Center DOES NOT provide AHA cards. Neither CPR cards from University Training Center nor American Red Cross are recognized as meeting the program’s CPR requirement.**

### Drug Testing

All entering Nursing students are drug tested using CastleBranch for a urine drug test due to clinical requirements. Drug testing is to be completed every year. All students must have test results that are negative or cleared by the Medical Officer for CastleBranch. If the results are found to be positive/not cleared, the student will not be allowed to enter/remain in the program. Note: A positive marijuana result is not considered cleared even if the student has a prescription. Students who fail or withdraw from the Nursing Program and are not in the Nursing Program for one semester or longer will need to complete another drug test upon re-entry.

A student cannot enter/will be dropped due to a positive/not cleared drug test. In order to have the opportunity to enter/re-enter, the student must make an appointment with the Director within 20 business days of the notification of denial/removal, wait at least one year to re-apply/request re-entry, be drug tested through urine and hair testing and have negative/cleared results. If a student was removed from the program for positive/not cleared drug testing results and more than 18 months have passed since removal, re-entry is at the discretion of the Director due to length of time out of the

program.

### Malpractice Insurance

Students are required to obtain individual malpractice insurance upon admission to the program. This must be renewed every year prior to the expiration date. Students are not allowed in clinical if their malpractice insurance is expired. In addition, malpractice insurance is carried by the college to cover students while working under the supervision of college instructors.

### Physical Examinations

Proof of annual physical examination is required of all beginning or re-entering students prior to placement in the clinical environment. A student will not be allowed in clinical if non-compliant or does not meet the health requirements. Physical exams include documentation of immunizations.

Immunization documentation/requirements include:

- MMR titers – positive or 2 vaccinations in process following negative titers then retested 1 month later
- Varicella titer – positive or 2 vaccinations in process following negative titer then retested 1 month later
- Hepatitis B titer – positive titer or 3 vaccinations in process following negative titer, then retested 1 month later, or declined immunization (titers are required if assigned to Kaiser facilities regardless of whether immunizations are declined).
- Tdap – received
- Complete Blood Count and Urinalysis – completed
- Influenza vaccination – received or declined (all students and faculty assigned to Kaiser facilities are required to have flu shots).
- Annual TB testing – negative results or negative chest x-ray every 4 years. If a chest x-ray is needed for TB results, the student will submit chest x-ray results every 4 years with a negative symptomatology review every year as part of the physical.

All documentation must be emailed to the Clinical Compliance Liaison at [clinical\\_compliance@sac.edu](mailto:clinical_compliance@sac.edu).

### Social Security Number

A Social Security Number or Tax Identification Number is required by some clinical facilities (for example, Kaiser facilities require social security numbers of all students in their facilities). A Social Security Number or Tax Identification Number is required to obtain a California RN license and to take NCLEX-RN in California.

## Nondiscrimination Policy

The Rancho Santiago Community College District complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator: 2323 N. Broadway, Santa Ana, CA, 92706, and (714)480-7489.

## Nursing Scholarships

The following are nursing scholarships awarded each year. Applications for these scholarships are available at the Scholarship Office on campus (S-201). The following criteria exist:

MING T. CHENG MEMORIAL NURSING SCHOLARSHIP

Continuing full-time student at Santa Ana College in Fall and Spring.

GPA: 2.0

STATUS: C

AWARD(S): Number of awards to be determined

AMOUNT: \$1,000 total awards available

Requirements: Nursing major; must be 3rd or 4th semester nursing student.

JOAN DOWDEN MEMORIAL NURSING SCHOLARSHIP

Continuing in the Santa Ana College Nursing Program in Fall and Spring.

GPA: 3.0

STATUS: C

AWARD(S): One

AMOUNT: \$250

Schoenfelder O'Dell Nursing Scholarship

Continuing student in the Santa Ana College Nursing Program; priority given to single parents.

GPA: 3.0

STATUS: C

AWARD(S): One

AMOUNT: \$2,000

Requirements: Nursing major; priority given to single parents.

KAISER PERMANENTE RN SCHOLARSHIP

1. Must be a California resident from within the Kaiser Permanente Southern California Region (from Bakersfield to San Diego).
2. All degrees must be in nursing except at the doctoral level where study in a related field will be considered.
3. All nursing programs must be accredited by ACEN or the Western Association of Schools and Colleges.
4. Candidates must have been accepted into a nursing course of study except for doctoral studies, which may be in a related field.
5. Students must apply through their Nursing Program.

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## Student Guidelines

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Nursing students are legally responsible and accountable for their own acts, commission, and/or omission in the clinical area. See the Criteria for Unsafe Clinical Performance in the Appendix for examples.

### Academic Honesty Policy

Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced.



Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic dishonesty documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty, or coercing students into acts of dishonesty.

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an “Academic Misconduct Incident Report” form and distribute the form to the appropriate offices listed.

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of “F” or zero for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student’s standing with the college-at-large, up to and including suspension or expulsion from the College.

In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred. The Associate Dean of Student Life will assist in all College-wide sanctions.

The Santa Ana College Nursing Program integrates social responsibility, high integrity, and ethical and moral reasoning in a complex healthcare environment. In addition to the Santa Ana College Student Code of Conduct, all students in nursing courses will be held to the ethical and moral standards for the nursing profession. Each student in a nursing course must initial and sign a Nursing Student Code of Conduct Contract (see Appendix).

It is expected students adhere to the Santa Ana College Student Code of Conduct (link: <https://www.sac.edu/StudentServices/Security/Pages/Student-Code-of-Conduct.aspx>), are academically honest, are accurate and truthful in any records of patient care documentation in the clinical setting, give only accurate and true information to any member of the nursing program or clinical staff, adhere to HIPAA (Health Insurance Portability and Accountability Act), perform safe patient care, exhibit professional behavior, and report any violations by another student.

Definitions of plagiarism and cheating include but are not limited to the following: Plagiarism is the act of presenting the words, work, or other opinions of someone else as if they were the original work of the submitter. These may be the product of another student, a professional writer, or be from any source whether the author is known or unknown, i.e., encyclopedia, magazine, textbook, Internet, or models used by instructors.

Examples of behaviors that constitute cheating include stealing tests, copying test questions onto another sheet of paper, photographing test questions, tape recording when questions are read orally, providing answers to other students, beginning an exam prior to distribution of the exam to the entire class, removing material from the classrooms without authorization, or examining materials on a teacher’s desk without permission.

All students are expected to conform to the California Nursing Practice Act rules and regulations. Students are expected to interact with faculty and peers in a professional manner. The BRN states it is mandatory that nursing instructors have the unquestioned authority to take immediate corrective

action in the clinical area with regard to student conduct and performance. The Nursing Program supports this unquestioned authority of faculty in the clinical area. The conduct and performance of students must maintain safety and prevent jeopardy to the patient at all times.

### Attendance Procedure

Regular attendance in the classroom and clinical area is necessary for students to meet program and course objectives. Students are required to meet the objectives of the course in order to receive a passing grade. Absence may make it impossible for a student to meet course objectives. Absences are evaluated by the class or clinical instructor based on competencies and college policy. In a theory class, a student may be dropped when the total hours of absences exceed 10% of the total, scheduled hours of the class (2026-2027 SAC Catalog). In a clinical class, a student may be dropped if absent more than 24 hours per course. Three tardies equal one absence. If a student arrives more than 15 minutes after the pre-clinical conference, the student will not be permitted to attend the clinical day. If a student is going to be late or absent, the student must notify the clinical instructor directly. This must be done prior to the start of the pre-clinical conference. Failure to notify the clinical instructor will result in an Anecdotal Note or Written Warning Notice. Repeat offenses will result in a Written Warning Notice. The instructor defines and evaluates extenuating circumstances on an individual basis.

**It is the student's responsibility to notify the clinical instructor of any clinical absence prior to the beginning of the clinical shift. If a student is a "no call, no show," the student will be issued a Written Warning Notice or Anecdotal Note (See Appendices) at the instructor's discretion. Contact faculty as instructed. If by email, use the format last name\_first name@sac.edu; i.e., steckler\_mary@sac.edu**

After an absence, the clinical instructor will complete a Clinical Absence Make Up Form, identifying acceptable make-up activities for the clinical absence. A student must complete clinical absence make-up within one month from the date of the absence (or by the end of the semester if less than one month remains in the semester). If the student does not complete the designated make-up hours within the month, the make-up time will double and will continue to double until completely finished. All make-up time must be completed by the end of the semester. A student will receive a "no pass" for the course if make-up work is not completed.

Arrangements may be made in advance for clinical makeup in extenuating circumstances such as documented jury duty at the discretion of the instructor. It is the responsibility of the student to make arrangements with his/her instructor(s) for these events.

Leaving the hospital/agency while on duty without notification to the instructor and staff constitutes abandonment and may result in immediate suspension from the program. If a student must leave a hospital/agency and has notified the instructor and staff, the student is not to return that day and is given a Clinical Absence Make Up Form to make up the missed hours. If a student is absent in a clinical course, the student may receive a referral to the skills lab to make up those absent hours. However, if the student is not enrolled in the skills lab to make up these hours, the student and the faculty of record for the clinical course will meet and discuss an alternative plan for making up the missed hours and meet the course objectives.

### Cell Phones

Personal cell phones must be set on vibration mode. Cell phone use in the clinical facility is dependent upon hospital policy.

### Change of Address or Phone Number

Changes of address and/or phone number must be submitted immediately to the Nursing office and instructor(s), as well as the college, to maintain current student contact information.

### Class Officers

Each class will elect the following officers: President, Vice President, Secretary/Historian, and Treasurer. These officers will be elected at the end of the third week of the first semester. A list of all the elected officers including their phone numbers and e-mail addresses will be given to the nursing department secretary. If an elected student cannot fulfill the duties, an election to fill the position will occur at the earliest possible time.

The description of the class officer duties includes, but is not limited to, the following:

**President:** The President is responsible for attending all faculty meetings and, if possible, participating in other committee meetings. Information received at faculty meetings should be relayed to the class at periodic class meetings. At these meetings, the President will receive any suggestions or student/class problems, have discussion, and if necessary, call for a vote to determine class preference. If the class so decides, the President will bring these items up to the faculty at the next meeting for discussion. The President is not to be a sounding board for personal problems that should be handled by the student complaint procedure policy but is to act as a liaison between faculty and students. These are serious responsibilities and should not be undertaken unless the student is willing to undertake the commitment to this office. Agendas and minutes of the faculty meetings and other announcements are emailed to the class President(s).

**Vice President:** The Vice President should be willing to assume the office of President if the occasion arises until an election can occur and have the same commitment to the job as that of the President. The Vice President is responsible for organizing and overseeing committees related to graduation, i.e., pinning ceremony, party, awards, etc. A volunteer committee may be organized to assist in this endeavor if the class so desires.

**Secretary/Historian:** The Secretary/Historian keeps a record of the minutes from all class and class officer meetings, keeps class records (e.g., votes, new business, and old business), and maintains a current list of names, addresses, e-mail addresses, and phone numbers of all students in the class and provides a phone list to each student. As the Historian, she/he assigns one person from each clinical rotation to take pictures of the students and instructors as well as keep a diary of memorable events to be used at the class pinning ceremony and any other duties the class so decides.

**Treasurer:** The treasurer is to keep records of all financial matters pertaining to the class. She/he collects monies from dues or fund-raising events (if dues are to be collected, the amount of dues is determined by a vote of the class), gives out receipts to individual students for dues collected, and deposits the money with pinning ceremony coordinator. An accounting of all transactions will be given every semester to the class President and Vice President.

The Faculty Team Leader of each semester will provide assistance in interpreting college and department procedures, acting as a resource person, and assisting the class in problem solving. The Pinning Ceremony faculty advisor(s) will assist the class with the Pinning Ceremony.

### Complaint Procedure/Chain of Command

Students who have a complaint should contact the instructor involved. If unresolved, then contact the

Assistant Director and/or the Director of Nursing at Santa Ana College. If the problem is still not resolved, the student may contact the Division Dean of Science, Math, and Health Sciences. If further resolution is needed, the Associate Dean of Student Life should be consulted per current Rancho Santiago Community College District guidelines.

### Convictions

The California Board of Registered Nursing (BRN) requires a California Department of Justice and Federal Bureau of Investigation review when applying for licensure (upon completion of the program). Section 480 (a)(1) of the Business and Professions Code, authorizes the BRN to deny licensure to applicants convicted of crimes substantially related to nursing (see Appendix – Policy Statement on Denial of Licensure). Anyone who wishes clarification may contact:

The Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100  
Web Site: [www.rn.ca.gov](http://www.rn.ca.gov)  
Telephone: (916) 322-3350

Misdemeanors and felonies may prevent students from obtaining a California nursing license. It is the student's responsibility to notify the Program Director of any conviction upon entry into or during the nursing program. It is the student's responsibility to inform the California Board of Registered Nursing (BRN) of any such incidence at the time of application for licensure. Students may be allowed in the Nursing Program and yet be denied licensure by the BRN due to the nature and timing of the convictions.

### Dress Code in Clinical

Conservative use of jewelry and cosmetics is permitted. Only one small stud earring is allowed per ear and no facial piercings are permitted. No tattoos can be showing. Nails are to be manicured and appropriate length. Faculty and students are not allowed to wear acrylic nails. If nail polish is worn, it is to be clear. Cologne/perfume is not to be worn, and gum is prohibited while in clinical.

Attire will conform to each clinical facility's dress code. In the clinical setting, appropriate attire means a clean, neat uniform and clean, polished shoes. Certain health settings require appropriate professional, non-uniform clothing.

Professional, non-uniform clothing is also termed "business casual." This means slacks or dress pants; no jeans, no shorts; no blouse or shirt that is revealing; enclosed shoes with only a small heel; if wearing a dress, it is not to be short or revealing; no tattoos can be showing; only one stud-type earring/ear. If further assistance about what to wear when a uniform is not required/needed, search "business casual attire" on the Internet.

**Faculty has the right to exclude the student from the clinical setting if not appropriately attired.**

## Uniforms



Students must be in the approved SAC Nursing Program uniform with SAC badge and white shoes. No clogs are permitted. Hair must be neat, a natural color, and off the collar. Mustache and beard must be neat and trimmed. The SAC badge is to be sewn to the left sleeve, one inch below the shoulder seam.

\*Suggestion: Soak the SAC badge in a solution of one cup of water and one cup of vinegar for 10 minutes before sewing the badge to the uniform.

A washable, white uniform jacket may be worn unless prohibited by the facility. A solid white turtleneck may be worn under the top.

Bandage scissors, stethoscope, penlight, watch with seconds noted, and Nurse Pack are required. A name pin/picture identification, obtained in the Student Business Office, must always be worn on the upper left side of the student's uniform or appropriate attire in the clinical setting.

## Educational Program Concerns

Students have the right to contact the California Board of Registered Nursing (BRN) or Accreditation Commission for Education in Nursing (ACEN) regarding concerns about the educational program. It is recommended that this be done after all college means for resolving the problem have been exhausted. The BRN and ACEN addresses and phone numbers are as follows:

California Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100  
Web Site: [www.rn.ca.gov](http://www.rn.ca.gov)  
Telephone: (916) 322-3350

Accreditation Commission for  
Education in Nursing  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA. 30326  
(404) 975-5000

## Employment

Excessive work commitments during the program have been associated with an increased risk of failure. It is suggested that students should work no more than 12 hours per week to allow adequate study and clinical preparation time. Two to three hours of study time are expected for each course hour. Scholarships are available to financially assist students. Applications are available in the Nursing and Scholarship Office.

Students are not to work during the eight hours prior to a clinical rotation due to the demanding nature of the clinical environment.

Students are to care for patients to the level of the Nursing Program in which they are enrolled and not their certified or licensed level.

Students being employed as a Nursing Assistant, LPT, LVN, or other healthcare provider at their place of employment will not:

1. Wear the Santa Ana College Nursing Uniform.
2. Accept assignments beyond their level of the Nursing Assistant, LPT, LVN, or healthcare provider role.
3. Use the abbreviation SN/SAC after his/her name.

### Excused Withdrawal & Implications for Program Progression

In accordance with college policy, an Excused Withdrawal (EW) is a non-evaluative grade notation granted for verifiable, documented reasons beyond the student's control, such as serious illness, accident, or other extenuating circumstances. When approved, an EW does not count toward a student's GPA and is not considered an official attempt of the course.

However, nursing students should be aware that if an EW is granted after the student has already failed the course, or if the student was not meeting course objectives and was failing at the time of the withdrawal, the Nursing Program reserves the right to require academic remediation. In such cases, the student will be assigned a mandatory remediation plan by the Director of Nursing or designee, which must be successfully completed prior to re-enrollment, reentry, or progression in the program.

This policy is in place to ensure students are adequately prepared to re-engage with the rigorous demands of the nursing curriculum and to promote academic success and safe clinical practice.

### Gifts

According to professional standards, students are advised that it is considered ethically inappropriate to either accept gifts of value from patients or to present gifts to them.

### Going on Duty

Students are to report to the clinical area at the time and place designated by the instructor. Instructors take attendance in the clinical facility prior to going on duty. Students cannot go on duty unless their clinical instructor is there to supervise them. Students are to wait 30 minutes before phoning the Health Sciences/Nursing Office (714) 564-6825 or Campus Security (714- 564-6330) if the instructor has not arrived. Students may not make patient contact when the instructor is not on-site.

In the second semester of the program, students are required to complete preparation as designated by the clinical instructor before reporting to class each week. If this is not completed, the student will be sent home and an absence recorded for the day.

See page 31 for attendance procedures.

### Grading

The nursing department has the following grading scale for theory courses:

100-90	=	A
89-82	=	B
81-75	=	C
74-70	=	D
Below 70	=	F

There is no rounding of the final course grade. For example, a final grade of 74.9 is 74 and constitutes a grade of "D" for the course. A student must achieve a "C" in order to pass.

Clinical courses are graded on a Pass/No Pass basis. A student must have 75% of the total points to achieve a "Pass."

1. The instructor is solely responsible for the grade assigned in both theory and clinical courses. Instructors may not be directed to change a grade except in certain narrow

- circumstances authorized by the California Education Code, Section 76224(a). The Education Code states: "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor of the course, in the absence of mistake, fraud, bad faith or incompetence, shall be final." When a student believes that the District grading policies have not been followed, the student should discuss this concern with the appropriate course instructor. If the issue cannot be resolved to the student's satisfaction, he/she may grieve the assigned grade to the Director/Division Dean through the grade complaint process. The Director/Division Dean will determine if any mistake, fraud, bad faith, or incompetency has occurred.
2. Course syllabi containing course requirements and academic standards are distributed in writing on the first day of the course with any changes notified to students as soon as possible and made through written and electronic means. Students are expected to complete every assignment of the course, to submit assignments on time, and to perform other course requirements within the standards of achievement established by the instructor.
    - 2.1 Evaluation of students by faculty is based upon course objectives. Objectives are stated in the course syllabus, modules, and clinical evaluation forms. Theoretical knowledge is tested by written examinations, quizzes, and activities as assigned by the instructor. Tests are timed at 1.25 minutes/question for multiple-choice and 2.25 minutes/question for alternate format with 2 minutes/question for math questions.
    - 2.2 The student may not use a personal calculator in the testing environment. Instead, in testing situations where calculators are needed, calculators will be provided by the Department.
    - 2.3 ExamSoft is utilized by the Nursing Program for testing and purchased by the student each semester. ExamSoft is software for online testing. If a student believes that a discrepancy exists between the scoring of the test and what she/he answered, a review will be done on an individual basis in the presence of faculty.
    - 2.4 The department will provide reasonable accommodations for students with disabilities that may affect their ability to take examinations. Accommodation is determined by Disabled Student Program and Services (DSPS). Accommodation requirements must be kept on file with the faculty and department. The accommodation is an annual process each fall semester; however, the accommodation notification letter must be received by the faculty before accommodation(s) can be given each semester. Students should meet with the Director to begin the accommodation process.
  3. It is the practice of the Nursing Program to construct tests that measure critical thinking. The faculty are aware that testing is anxiety-producing for both students and themselves. It is important that the program's tests be an effective, consistent evaluation of intellectual skills. Consequently, a test analysis is done on all tests given within the program. To allow time for faculty to analyze test reliability and examine response frequencies, faculty reserve

one week for evaluating test results prior to posting exam grades.

4. Faculty assesses clinical performance by a variety of methods:

- 4.1 Clinical Evaluation Tools express in behavioral terms the course objectives in which the student must demonstrate competence. The student will be formally evaluated at midterm for progress notification and upon conclusion of the course for the course grade.
- 4.2 Clinical paperwork will be assigned. Concept maps, research papers, case studies, reports, and reflection papers are examples of possible paperwork. The course syllabus will specify the paperwork, points, and grading of paperwork assignments. If a student has concerns regarding the completion of paperwork, he/she may contact the clinical instructor for further clarification. Assistance may also be obtained from the Skills Lab, if the student is enrolled. The faculty person of record is solely responsible for the grade assigned except as provided in the education code.
- 4.3 Anecdotal Notes (See Appendix) are utilized by the faculty as a means of documenting student behavior for counseling or commendation.
- 4.4 A Written Warning Notice (see Appendix) is given to a student by the instructor to indicate to the student that his/her behavior in the clinical setting does not meet course and program objectives. A student may be given a Written Warning Notice two times throughout the course of the program. If a student receives a third Written Warning Notice, the student will be disqualified from the RN Program at Santa Ana College.  
A student may be given a Written Warning Notice at any point during the program for any of the following reasons:
  - Placing a patient in physical jeopardy
    - Physical jeopardy is defined as any action or inaction on the part of the student, which in the judgment of the instructor, compromises the patient's physical safety.
  - Placing a patient in psychosocial jeopardy
    - Psychosocial jeopardy is defined as any action or inaction on the part of the student, which in the judgment of the instructor, compromises the patient's emotional safety.
  - Failure to demonstrate competence
    - Failure to demonstrate competence is defined as the lack of possession of or the failure to exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by students of the same level. The student exercises an inability to demonstrate mastery of previous or current course content as described in course objectives.
  - Inappropriate student behavior
    - Inappropriate student behavior is defined as behavior on the part of the student which, in the judgment of the instructor, is in conflict with the Santa Ana Student Code of conduct, the Nursing Program Nursing Student Guidebook, the ANA Code of Ethics, the ANA Position Statement on



Incivility, or the Nursing Program Civility Statement (see Appendices).

- Gross Negligence
  - Gross Negligence is defined as an extreme departure from the standard of care, which, under similar circumstances would have been exercised by a student of the same level.\*

\*A student may be disqualified from the RN Program for one instance of behavior that is classified as gross negligence.

Students given their first Written Warning Notice will meet with their instructor for a conference. Students given their second Written Warning Notice will meet with their instructor and should meet with the Assistant Director of Nursing or the Director of Nursing for a conference. Students given their third Written Warning Notice (and disqualified from the RN Program) will meet with their instructor and the Director of the Nursing Program for a conference.

5. Continuation in the program will be determined by the faculty in accordance with the following rules:
  - 5.1 Students must achieve at least a “C” grade in the theory course(s) and “Pass” in the clinical course in order to pass the semester and continue in the program. Enrollment in the Nursing Theory Course and the corresponding Nursing Clinical Course is mandatory and concurrent. Students must register for and complete both courses in the same academic term.  
 Grading Structure:  
 Theory Course: Evaluated on a letter grade (A–F) basis.  
 Clinical Course: Evaluated on a Pass/No Pass basis.  
 Completion Requirements:  
 Students must successfully pass both the theory course with a C or better and the clinical course with a “pass” to receive credit for either.  
 A passing grade in one course does not compensate for a failure in the other.  
 Failure to Pass or Complete Both Courses:  
 If a student fails to pass either the theory or the clinical course, the following penalties will be applied:
    - A grade of “0” will be recorded for the final exam in the theory course grade book. The resulting grade will be the students’ final grade in the course.
    - A grade of “0” will be recorded on the Clinical Evaluation Tool in the clinical course.
 These failing marks are non-reversible, and the student will be required to retake both the theory and clinical courses (if eligible) in a future term to earn credit.
  - 5.2 A student who fails or withdraws from one concurrent course must withdraw from the concurrent course.
  - 5.3 An Academic Failure Warning (See Appendix) or Early Warning will be given when a student is not receiving a passing grade in theory courses. Plans for remediation accompany the Academic Failure Warning and Early Warning.

- 5.4 A student may receive a grade of "I" (incomplete) in a theory course when the student has attended regularly, but because of illness or unavoidable circumstances is unable to complete course work or take a final examination. If the required work is not completed within two academic weeks into the next term, the student will receive a failing grade for the course.

6. Withdrawal/Failure

- 6.1 A student wishing to withdraw from a course must do so prior to 75% of the course being completed. If a student withdraws from a course, the student may not continue to attend/audit the class. It is the student's responsibility to withdraw from the theory and clinical courses as well as any other courses, as necessary, through the college's Self Service system. If the student does not withdraw, the grade of "F" and/or "NP (No Pass)" will be given.
- 6.2 Students who are dropped, withdraw, or receive a failing grade in a nursing course MUST make an appointment with the Director of Nursing within 60 business days of the decision except in cases of disqualification (see 6.5). The student may re-enter the program ONLY after meeting with the Director of Nursing to discuss reasons for the failure/drop/withdrawal, remediation requirements, and student options. If a student does not meet with the Director within 60 business days of the drop/withdrawal/failure and/or does not complete the remediation as required within one year, the student will not be eligible to re-enter the program.
- 6.3 A remediation plan will be created at the Director of Nursing's discretion for students who have been dropped, withdrawn, or have failed. Remediation may include but is not limited to skills lab activities, communication skills, reading skills, college courses, and remedial courses. Remediation may take at least three months but must be completed within one year. If the remediation is not completed by one year, the student will not be eligible to re-enter the program.
- 6.4 After meeting with the Director and completing remediation, the student is placed at the bottom of the waiting list for re-entry. If multiple students complete remediation at the same time, a lottery will determine the order on the re-entry list. Re-entry is on a space available basis. Re-entry students will be notified of available space to re-enter on an alternating basis with advanced-placed students, i.e., a re-entry student will be asked to re-enter when there is space and then an advanced-place student and then a re-entry student and continuing until all of the spaces are filled unless there are special circumstances or grant funding requirements.
- 6.5 If a student is dropped, withdraws, or fails from the program a second time or has been given three Written Warning Notices, the student is disqualified from the program. The disqualified student should meet with the Program Director within 20 business days to review the circumstances and college processes.
- 6.6 A student may initiate a one-time pre-approved withdrawal for personal reasons, excluding impending academic or clinical failure. This exit from the program will not be counted as a failure/withdrawal. A committee, including the director/assistant

director, the clinical instructor of the student, and another faculty member from the team, will determine if the reason for this pre-approved withdrawal is acceptable. Re-entry is on a space-available basis.

7. Students enrolled in the RN Program are responsible for adhering to the policies and regulations established by the Rancho Santiago Community College District Board of Trustees (see catalog), the California Board of Registered Nursing (see BRN Rules and Regulations available online <http://www.rn.ca.gov/>) and the Nursing Program (as described herein).

### Infants and Children

Infants and children are not permitted in classes, laboratories, or clinical settings, even when there is a parent present. Children should not be left unsupervised in college or clinical settings.

### Make-Up Exams/Late Assignments

If a student is absent from a scheduled test, a 10% late penalty will be deducted from the score. Missed examinations must be made up according to the course syllabus. Personnel in the Testing Center or Disabilities Office (if the student has special testing accommodation) may monitor the examination. Quizzes cannot be made-up.

### Medications

1. Administration of Medications
  - 1.1 The RN student is expected to be proficient in the administration of drugs given by all routes of administration depending on the semester. The student must check the doctor's order sheet to verify medication orders, check the chart for patient allergies, and the time of last administration of prn medications. The student is to be familiar with the actions of the medications ordered, dosage, and method of administrations, side effects, and nursing implications. Students are to notify the instructor as to the times of the medications so the instructor will be present for supervision as necessary. All students administering medications should have drug references, apps, or pharmacology cards for ready referral and to promote learning.
  - 1.2 Any failure to observe the six rights of the patient receiving medication is cause for completion of a Report of Potential/Actual Medication Error Form (See Appendix). The student may be allowed to reach that point in the medication procedure where an error is clearly going to occur, but it is expected that the instructor will intervene and prevent medication error(s). The instructor will issue the student a Written Warning Notice or an Anecdotal Note for the intent to commit an error and jeopardy to patient safety (see Appendix). Choice of Written Warning Notice or Anecdotal Note is at the clinical instructor's discretion based on the circumstances.
  - 1.3 The SAC clinical team members are with the first semester student for all medication administration. Instructors for the second, third and fourth semester students determine the amount of supervision during medication administration. The process for co-signing is based on the clinical facility's policy and procedure. Intravenous push medications are to be given only in the fourth semester (except for the Heparin/saline in Heparin/saline locks) with the instructor present at all times during the administration in the first twelve weeks and the precepting nurse

during the preceptorship. If any student gives an intravenous push in any other semester or in fourth semester without the instructor/preceptor, the student will be given an Anecdotal Note or a Written Warning Notice at the instructor's discretion. The clinical staff is advised to page the instructor immediately in the event of any questions or problems regarding students. Students must notify the instructor if a medication error occurs.

## 2. Medication Remediation and Competency

- 2.1 **Medication Administration** - A timed medication administration competency will be administered in the designated clinical nursing courses. The student must achieve a grade of 85% in order to receive a passing grade for the competency. Students may use provided calculators in solving questions on the medication competency. A passing grade on the first medication competency attempt or successful remediation must be achieved prior to actual medication administration in the clinical setting. If a grade of less than 85% is achieved on the medication administration competency, the student will receive an Anecdotal Note (See Appendix) and must remediate. See the specific course syllabus for testing information.
- 2.2 **Remediation** - The remediation process begins upon the student's failure to achieve a passing grade of 85% on the medication administration competency. It is the student's responsibility to practice any areas of undemonstrated mastery. The Skills Lab is available as a remediation resource for students. This remediation can include correcting mistakes on the initial competency and selected activities to assist the student in gaining mastery of medication administration questions.
- 2.3 **Re-test** - Following the remediation process, the student will re-test. The date and time for re-testing will be specified in the course syllabus. The student must achieve a grade of 95% in order to pass remediation.
- 2.4 **Failed Remediation** - If a grade of less than 95% is achieved on the re-test, the student fails the remediation process and is subsequently dropped from the course. Refer to Grading, Withdrawal/Failure section 6.2 through 6.6.

### Patient Assignment

Students in this program provide care to patients in long-term, acute care, and community-based settings. The program has procedures that are designed to protect the physical and emotional well-being of these patients.

Students may be required to care for patients with communicable diseases. Therefore, standard precautions are in effect with all patients as well as specific precautions where required.

Nursing students are not to take a doctor's verbal or telephone order. The student is to notify the doctor of his/her student status and that taking an order is not allowed.

### Patient Confidentiality

1. All information obtained about a patient is considered strictly confidential. Only initials are to be used in paperwork when referring to patient(s) and healthcare team members. **Absolutely**

**no clinical facility forms with patient information may be removed from any clinical facility under any circumstances. Refer to the Nursing Student Code of Conduct Contract (see Appendix).**

2. The student will:
  - a) Show respect for patient confidentiality by accessing a patient's medical record for the provision of nursing care only per Health Insurance Portability and Accountability Act of 1996 guidelines (HIPAA).
  - b) Respect the privacy of all patients (e.g., do not express nursing or medical information about patients that can be overheard by others).
  - c) Speak English in patient areas. When required for patient care, communicate directly or through an interpreter in the language best understood by the patient whenever possible.
  - d) Discuss any patient care concerns with the instructor and/or nurse outside of the patient area or other secure location.
3. Students will not divulge personal information about self, such as address, telephone number, etc. to the patient or significant others.
4. Recording devices are not to be taken into or utilized in a clinical facility.
5. Pictures cannot be taken of patients for any reason at any time.

### Physical Requirements for Program

Santa Ana College is committed to fostering an inclusive and accessible environment for all students and aims to collaborate to ensure that all qualified individuals have the opportunity to participate in the nursing program. As the nursing program at Santa Ana College aims to graduate nurse generalists, students must be able to perform the activities based on what a Registered Nurse does. If you cannot complete these activities or plan to seek out accommodations, please contact the DSPS office to determine if there are appropriate accommodations that can be made based on your specific needs. By applying to Santa Ana College's nursing program, you agree that you have read this information and that you meet all of the below requirements, with or without accommodation.

Requirement	Standard	Example(s)
<b>Acquiring fundamental knowledge</b>	<u>LEARNING</u> : Ability to learn in classroom, educational, and clinical settings. <u>ACQUIRING KNOWLEDGE</u> : Ability to seek out sources of knowledge and acquire the knowledge found. Ability to be a life-long learner. <u>THINKING</u> : Novel and adaptive thinking.	Acquire, conceptualize, and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lectures, group seminars, small group activities, and physical demonstrations. Develop health-care solutions and responses beyond that which is rote or rule-based.

<b>Using effective communication skills</b>	<p><u>TALKING/SPEAKING</u>: Ability required to communicate effectively and sensitively with other students, faculty, staff, patients and families, and other healthcare professionals both orally and in writing. Students must communicate ideas clearly, demonstrate bidirectional feedback, and sensitively to persons with ideas and experiences that differ from their own.</p>	<p>The ability to clearly speak English is required to communicate, assess, and educate patients and their families, as well as to communicate with healthcare providers and other professionals involved in patient care. Hear healthcare providers' orders (whether face to face or over telephone) given to Registered Nurse, patient complaints, physical assessment, fire, and equipment alarms, etc.</p>
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Requirement	Standard	Example(s)
<b>Interpreting data</b>	<p>Ability to observe patient conditions and responses to health and illness.</p> <p>Ability to assess and monitor health needs.</p> <p>Computational thinking.</p> <p>Cognitive load management.</p>	<p>Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, and so on.</p> <p>Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients.</p> <p>Obtain and interpret information from assessment of patient's environment and responses to health across the continuum.</p> <p>Obtain and interpret for evaluation information about responses to nursing action.</p> <p>Translate data into abstract concepts and to understand data-based reasoning.</p>
<b>Integrating knowledge to establish clinical judgment</b>	<p>Critical thinking, problem-solving, and decision-making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments—in one or more environments of care.</p> <p>Intellectual and conceptual abilities to accomplish the essentials of the nursing program (for example, baccalaureate essentials).</p> <p>New-media literacy.</p> <p>Transdisciplinarity.</p> <p>Design mindset.</p>	<p>Accomplish, direct, or interpret assessment of persons, families and/or communities and develop, implement, and evaluate plans of care or direct the development, implementation, and evaluation of care.</p> <p>Critically assess and develop content that uses new media forms and to leverage these media for persuasive communication.</p> <p>Literacy in and ability to understand concepts across disciplines.</p> <p>Represent and develop tasks and work processes for desired outcomes.</p>

Requirement	Standard	Example(s)
<b>Incorporating appropriate professional attitudes and behaviors</b>	<p>Concern for others, integrity, ethical conduct, accountability, interest, and motivation</p> <p>Acquire interpersonal skills for professional interactions with a diverse population of individuals, families, and communities.</p> <p>Acquire interpersonal skills for professional interactions with members of the health-care team including patients, their supports, other healthcare professionals, and team members.</p> <p>Acquire the skills necessary for promoting change for necessary quality healthcare.</p> <p>Cultural competency.</p>	<p>Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff, and other professionals under all circumstances.</p> <p>Make proper judgments regarding safe and quality care.</p> <p>Function effectively under stress and adapt to changing environments inherent in clinical practice.</p> <p>Demonstrate professional role in interactions with patients, intra- and interprofessional teams.</p> <p>Operate in different cultural settings (including disability culture).</p> <p>Work productively, drive engagement, and demonstrate presence as a member of a virtual team.</p>



<b>Mobility, positioning, and movement</b>	<p>Students must be able to meet the physical requirements of clinical rotations and patient care. Examples of such requirements include:</p> <p><u>STANDING/WALKING</u>: standing/walking on carpet, tile, linoleum, asphalt, and cement. Approximate distance: 3 - 5 miles.</p> <p><u>LIFTING</u>: lifting floor to knee, knee to waist, and waist to shoulder level lifting. While “lift teams” may be in use, it is expected that students will still be in situations where lifting over 50 pounds is required.</p> <p><u>CARRYING</u>: carrying at waist level, tray (5-10 pounds), up to 5 miles.</p> <p><u>PUSHING/PULLING</u>: pushing/pulling. Pushing/pulling 70-100 pounds is required.</p> <p><u>CLIMBING</u>: climbing stairs going to and from other departments, offices, and homes.</p> <p><u>BENDING/STOOPING/KNEELING/SQUATTING/BALANCING/CROUCHING/TWISTING/REACHING/STRETCHING</u></p>	<p>Starting IVs, getting medication from the pharmacy, delivering lab specimens, monitoring patient response, charting, and handling patient flow.</p> <p>Handling supplies (5 pounds - 2- to 30 times per shift), handling IV bags (2.5 pounds - 20 times per shift), using trays (5 to 10 pounds), charting patient information (1 pound) and assisting with positioning patient in bed/moving patients on and off gurneys and exam tables (average weight 200 pounds). Lifting medical equipment weighing up to 45 pounds may be required. Assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients. One must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.</p> <p>Frequent carrying of medical supplies and other items weighing up to 45 pounds is required, along with occasional carrying of certain medical equipment weighing up to 50 pounds.</p> <p>Pushing/pulling while moving vital sign monitoring carts, relocating IV stands, utilizing crash carts, repositioning patient beds, opening and closing patient doors and stairway doors, opening refrigerator door, pushing/pulling beds, gurneys, and wheelchairs, and moving office equipment and furniture. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is required.</p> <p>Bending at the waist while performing patient checks, gathering supplies, assisting with patient positioning, priming IV tubing, adjusting patient beds, adjusting exam table, tying and untying patient restraints, bathing patients, and emptying tubes.</p>
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	<p>Stooping/kneeling while retrieving medications from refrigerator, loading tray from supplies on lower shelves, using lower shelves of cart, stocking shelves, and retrieving things from bedside stands, bathrooms, storerooms, etc. Squatting or kneeling is required when operating medical equipment and performing aspects of patient care, such as CPR. Crouching/crawling to retrieve patient belongings or medical supplies.</p> <p>Reaching/stretching while hanging IV bottles, checking IV solutions, gathering supplies, operating the computer, disposing of dirty needles in boxes, plugging in tubing over bed, assisting with patient positioning, connecting equipment: CPM's, PCA's, cardiac monitor, office equipment, retrieving patient files.</p> <p>Twisting at the waist while gathering supplies and equipment, operating equipment, providing patient care, and checking IVs.</p>
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Requirement	Standard	Example(s)
<b>Sensory skills</b>	Students must have sufficient use of the senses of vision, hearing, touch, and smell necessary to perform a physical examination. Students must be able to perform inspection, palpation, and auscultation. This includes depth perception, fine motor skills, and tactile sensation in order to grasp objects, distinguish between warm and cold sensations, and feel vibrations.	<p>Acute visual skills necessary to detect signs and symptoms, coloring and body language of patients, color of wounds and drainage, infiltrated IV sites, and possible infections. Interpret written word accurately and read characters on the computer. Vision required for monitoring equipment, preparing and administering medications and injections, and performing physical assessments of patients including subtle changes in color.</p> <p>Students must be able to assess patients through palpation with fingers and hands, and must be able to distinguish between warm/cold and be able to feel vibrations.</p> <p>Perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. One must also be able to hear to detect subtle, yet critical information regarding patient conditions including alarms, and to communicate with healthcare providers and other professionals involved in patient care.</p> <p>Depth perception is needed for skills such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.</p>
<b>Transportation</b>	Students are responsible for their transportation to and from clinical agencies.	

<sup>1</sup>ADA, Title I: "The term "qualified individual" means an individual who, with or without reasonable accommodation, can perform the essential functions of the...position that such individual holds or desires."

### Pregnancy, Illness, and Surgery

If a student is pregnant during the program, she is to obtain a statement from a licensed caregiver or attending physician giving approval for her continuance in the clinical and classroom setting and that she meets the physical requirements to continue in the program. The student is to inform her clinical instructor so appropriate assignments can be made. The approval must be given to the Nursing Office

before the student may attend class and the clinical area every semester while pregnant. The submitted approval will be placed in the student's file.

If a student has a prolonged illness and/or surgery during a class, he/she is to obtain a statement from a licensed caregiver or attending physician giving approval for his/her continuance and meeting the physical requirements in the clinical and classroom setting. The student should inform the clinical instructor for possible assignment consideration. The approval must be given to the Nursing Office before the student may attend the clinical area. The submitted approval will be placed in the student's file.

### Reference Format for Paperwork

Neatness in presentation and composition is an important consideration in written assignments. The student will follow criteria as assigned per faculty. The assignment must conform to the following criteria unless otherwise stated by the faculty.

1. The assignment must be totally legible, clear, and follow the appropriate format.
2. The assignment must be submitted by the due date set unless PRIOR approval from the faculty.
3. Conform to the most current American Psychological Association (APA) format in all written papers, with emphasis on correct grammar, spelling, and punctuation. Points for format may be deducted for incorrect grammar, spelling, and punctuation. Assistance with written assignment preparation, including APA format, is available through your faculty, Skills Lab, the Learning Center, tutoring, handouts, or online.
4. References must have a publish date of no more than 5 years prior. (Rare exceptions, such as studies or literature, may apply.)
5. E-mailed or electronically submitted assignments may be accepted at the discretion of the faculty. Assignments must be titled with the student's name and assignment on the submitted document. The faculty may require an additional hard copy.

### Registration

Nursing students are assigned to the clinical group based on district and program procedures regarding priority, facility, and faculty. Students will be notified regarding which clinical group to register for. District procedure allows students to register according to their scheduled registration date, which is based on units earned at RSCCD only. Effective Fall 2013, changes by the California Community College Chancellor's Office registration policy require students with over 100 units to no longer have priority registration. However, Nursing students maintain their priority in registering due to the number of units in the Nursing Degree. The registration date can be checked online at <http://www.sac.edu/>.

### Role of the Student and Instructor

Adult learners have a goal in mind that they want to achieve. They do not want to be "spoon-fed" someone else's ideas but seek and learn on their own. Ultimately, the primary responsibility of students is to see to it that learning occurs.

This requires the following:

- Knowing what is required;
- Learning to be honest with oneself;
- Identifying and using ideas, strategies, and techniques that support learning;
- Avoiding over-commitment;
- Establishing priorities that support learning;
- Planning and goal setting;
- Developing a personal support network;

- Attending classes and being on time;
- Taking advantage of extra opportunities;
- Speaking up in class;
- Being attentive in class;
- Turning in assignments that look neat;
- Turning in all work and assignments on time;
- Seeing the instructor before or after class;
- Engaging the instructors in meaningful conversation;
- Using correct English grammar and spelling on written assignments;
- Being respectful and caring of others and not talking while someone else is speaking (the student(s) may be asked to leave the classroom if disruptive); and
- Silencing phones so as not to interrupt class.

The instructor has responsibilities to:

- Listen to the students;
- Support the students in achieving success;
- Help the students problem solve;
- Give the students timely feedback; and
- Be prepared to teach.

To achieve learning, the student and instructor need to communicate while maintaining professional instructor/student boundaries. Students are encouraged to speak with their instructor regarding educational problems they are experiencing. Unless the instructor is aware of a problem, he/she is not able to assist the student in resolving the matter.

### [SACSNA/SACSLA](#)

Students are encouraged to join the National and California Student Nurses. Applications are located on the NSNA website. Due to low participation from the pandemic response, SACSNA will temporarily transition to the Santa Ana College Student-Nurses' Leadership Association (SACSLA).

SACSLA is run by and for student nurses. There are faculty advisors. Any student who is interested in nursing may belong. SACSLA meets monthly to share experiences and educational topics in nursing. There are guest speakers from the nursing profession, fundraisers, conventions, and scholarships as well as networking with fellow nursing students and their instructors. Involvement in professional activities, such as SACSLA, is the best way to keep up-to-date on local, statewide, and national trends in nursing.

### [Signature on Charts: Legal Requirement](#)

Students will sign the patient's chart as follows: Student's 1st initial, last name, SN/SAC.

### [Skills Labs and Computer Lab](#)

The Nursing Department Computer Lab is located in HS-110. The Skills Lab is located in HS-204 and the Simulation Lab is located in HS-323. There is a study area in HS-302. A student must be enrolled in the Health Science Skills Lab to access the resources. If a student is not enrolled in the Health Science Skills Lab, the student will not be able to attend the lab during open hours due to district policy on liability.

The Health Science Skills Lab courses (NRN106A, 106B, 106C, and NRN 206A, 206B, and 206C) are considered resource courses and are elective. These courses provide supervised use with supplemental learning assistance to assist the student in the development of clinical competency of nursing skills

addressed in the associated nursing theory and clinical courses. A student must be enrolled in the Health Science Skills Lab to access the resources. If a student is not enrolled in the Health Science Skills Lab, the student will not be able to attend the lab during open hours due to district policy on liability.

### Social Networking Sites

The Nursing Department at Santa Ana 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 as can the Nursing Department and Board of Registered Nursing. No privatization measure is perfect. Information can “live on” beyond its removal from the original website and continue to circulate in other venues.

In your professional role as a caregiver:

- DO NOT present the personal health information of other individuals. 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, type of treatment, use of photographs, or facility location may still allow the reader to recognize the identity of a specific individual.
- DO NOT present yourself as an official representative or spokesperson for the Santa Ana College Nursing Department.
- DO NOT utilize websites and/or applications in a manner that interferes with your clinical commitments. Students should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.
- DO NOT display language or photographs that imply disrespect for any individual or group because of age, race, gender ethnicity, or sexual orientation.
- DO NOT present information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

**Think carefully before you post any information on a website or application. Failure to follow these guidelines could result in disciplinary actions including suspension and expulsion.**

### Student Injury/Exposure

If the student is injured while on duty in the clinical area, the injury (including needle sticks) must be reported immediately to the clinical instructor.

### Student Input

Students are encouraged to become involved in the program by participating in faculty/committee meetings, SACSNA/SACSLA, and questionnaire/survey completion. Student participation at meetings provides a forum for information sharing and problem-solving. All students are welcome to attend. The faculty, staff, and Nursing Director maintain an open-door policy so that students can discuss issues.

Student input is encouraged through participation of class officers at faculty committees, student forums, surveys, and course/program evaluations. One year after graduation, graduates are contacted and requested to participate in a questionnaire, the Santa Ana College Registered Nursing Graduate Questionnaire (RNGQ). Input is a valuable component of program evaluation and feedback is used in modifying and changing program procedures. Employers are surveyed regarding general performance of graduates from the Santa Ana College Nursing Program. The BRN requires graduate and employer surveys with an appropriate rate of return for continued approval.

### Substance Abuse

Nursing students are required to abide by standards for professional conduct for use, possession, and

administration of narcotics or drugs required of licensed registered nurses as defined in Business and Professions Code Section 2762. Specifically, it is unprofessional conduct to use any narcotic or any drug or alcoholic beverages to an extent or in a manner dangerous or injurious to oneself, any other person, or the public, or to the extent that such use impairs one's ability to conduct with safety to the public the practice authorized by one's license.

The Nursing Faculty of Santa Ana College support the BRN's Guidelines for Schools of Nursing in Dealing with the Matter of Nursing Students Impaired by Alcoholism, Drug Abuse, and Emotional Illness (See Appendix). Abuse of substances by students (which may include drugs that are prescription and over the counter, street drugs, alcohol, food substances, and other chemicals) has the potential of serious consequences, which if left untreated may lead to disciplinary action and may prevent the student from being licensed to practice nursing in the state of California. No student under the influence of drugs (prescribed or otherwise), alcohol, or other chemicals will be allowed to be present in any clinical setting. Students and employees are prohibited from use, possession, and distribution of alcohol and illicit drugs while in any college/district activity/event/function (Board Policy #5500 and #3550).

## Testing

### ExamSoft/Examplify-Specific Policies

In class exams will be administered via ExamSoft/Examplify. Students must pay the required testing fee before the start of the semester. If a student is unable to take an assignment, exam, or quiz due to non-payment, a "0" will be entered in the grade book with no option to schedule a re-take. It is the student's responsibility to ensure that the version of Examplify they are using is the most up to date to ensure all functions will operate appropriately during the exam. To ensure the device is supported, review the Examplify minimum system requirements (<https://examsoft.com/resources/examplify-minimum-system-requirements>). It is also the student's responsibility to ensure they are familiar with Examplify® functions (highlighting, flagging, strike-out, etc.) and the question types (fill in the blank, drop down, etc.). There is a mock exam with all of these functions and question types enabled. It is strongly recommended that students practice using the platform by accessing the mock exam and completing the questions on the mock exam.

It is highly recommended that students have an electronic device/computer on which to test. There are resources available on campus for students that do not have an electronic device that meets the minimum system requirements. The Digital Dons program has electronic devices available for student use and should be contacted first (<https://www.sac.edu/StudentServices/digital-dons/Pages/default.aspx>). Additional electronic devices are available through the Nursing Student Services Coordinator.

### Testing Timeframes

The testing policy provides 1.2 minutes per question with an additional minute for each alternate format question on the assessment. NGN-style questions will follow the same timeframe with 2 minutes added for each scenario.

### Items on an Assessment

In-class exams administered in ExamSoft will have 40-60 questions per assessment. Cumulative final exams will have 75-125 questions. The percentages of alternate format questions on each exam are as follows:

- first and second semesters 5-10%
- third and fourth semesters 10-20%

### NGN Questions

The National Council of State Boards of Nursing (NCSBN) plans to implement Next-Generation NCLEX (NGN) questions in April 2023. As such, the program will implement NGN questions on assessments beginning with the cohort entering the program in fall 2021. Percentages of the exam that will be NGN-style questions are as follows:

- first and second semesters 5-10%
- third and fourth semesters 10-20%

Forward progression will be used for exams in third and fourth semesters

### Blueprinting

Faculty will use blueprinting to build their exams. The blueprint will specify the number of each question for each concept/exemplar. These blueprints will be shared with students.

### Exam Review

Exam review is available to all students on each in class exam. Faculty may set up an immediate review in ExamSoft. The immediate review will be 15-20 minutes. Rationales will be added for all questions, but students will only have access to the items that are incorrect. There is no review for cumulative final exams. Items scoring <60% will be subjected to item analysis. After the item analysis has been completed by the faculty member administering the exam, the score will be posted (within one week). All students can receive exam review, but priority will be given to students that score <75% for additional consultation until the next exam is administered. Only items that were answered incorrectly can be reviewed.

### Partial Credit for NGN Questions

For certain types of NGN-style questions, the item will be graded as partial credit in ExamSoft. These questions are:

- Cloze drop-down
- Enhanced hot spot
- Matrix/grid
- Bowtie

Case study items are dependent on the question type. Most will be multiple choice or select all that apply and will not receive partial credit.

### Testing Fees

ExamSoft – a testing software system for in-class testing is utilized in all semesters of the Nursing Program. ExamSoft testing fees for each semester must be paid prior to the first test each semester. The appropriate semester fee is to be paid online to ExamSoft. Access to ExamSoft services and testing will be revoked if payment has not been received by ExamSoft. If access to ExamSoft has been revoked at the time of a required test due to non-payment, the student will receive 0% for that test. This test cannot be made up due to non-payment. The deadline to pay the testing fee is 2 weeks before the first day of the semester. Students may make their payment as soon as the pay period open (typical January 1 and August 1).

Kaplan – a testing software for standardized testing is utilized in all semesters of the Nursing Program. Kaplan testing fees for each semester must be paid prior to the required proctored Kaplan test. The appropriate semester fee is to be paid online to Kaplan. Access to Kaplan services and testing will be revoked if payment has not been received by Kaplan. If access to Kaplan has been revoked at the time of a required test due to non-payment, the student will receive 0% for that test. This test cannot be made up due to non-payment. Remediation is required if a Kaplan test is not passed at the established threshold. Remediation processes are listed on the course syllabus.



## Transportation

Students are responsible for their own transportation to and from the clinical facilities. A parking fee may be required at some of the facilities. Students are to park only in designated student parking areas. Parking distances vary and students need to plan appropriately to assure being on time for the clinical experience.

## Use of Skills Laboratory Supplies and Clinical Facility Equipment

To ensure student safety, uphold professional standards, and comply with Santa Ana College Nursing Department policies and our affiliated clinical partners' regulations, the following guidelines apply to all SAC Nursing students:

### Invasive Skill Practice on Humans Outside of Clinical Assignments

Students are strictly prohibited from practicing invasive nursing skills on any human subject outside of their clinical assignments. This includes, but is not limited to:

- Injections
- Venipuncture or IV insertion
- Urinary catheterization
- Wound care
- Any skill that punctures the skin or enters a body cavity

Skills laboratory supplies provided by Santa Ana College are simulation-grade teaching materials only and are not sterile, not approved for clinical use, and not intended for human application under any circumstances. These skills are only to be performed on humans under the supervision of a licensed clinician (assigned bedside RN, clinical instructor, community partner, etc.) as appropriate.

### Removal of Clinical Facility Equipment

Students may not remove any equipment, supplies, or materials from our clinical partner facilities for any reason including practice, demonstration, or personal study. Doing so violates contractual agreements with clinical agencies and constitutes unprofessional conduct.

### Expectations for Professional Conduct

Santa Ana College Nursing students are expected to:

- Use all lab supplies and clinical equipment only as directed and only for their intended educational purpose.
- Demonstrate accountability for the proper care, handling, and return of any borrowed instructional items.
- Seek faculty guidance if there is any uncertainty regarding the appropriate use of supplies or equipment.

### Consequences of Policy Violation

Failure to adhere to this policy may result in:

- Immediate removal from the clinical setting
- Formal disciplinary action per the Nursing Student Guidebook
- Possible referral to the Associate Dean of Health Sciences
- Risk of dismissal from the Nursing Program
- Notification to the affiliated clinical facility, as required

This policy is designed to protect student safety, maintain the integrity of our program, and support compliance with agency agreements and regulatory standards.

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## Graduation

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Commencement exercises are held once a year at the end of spring semester for those students who complete the requirements for the degree during the year, including the summer session.

If desired, a Pinning Ceremony may be funded and implemented by the graduating class.

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## Pinning Ceremony Guidelines

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The symbolism of the nursing pin relates to the customs established in the 1600s when the privilege of wearing a coat of arms was limited to noblemen. As centuries passed, this custom was passed to schools and craft guilds. Florence Nightingale attempted to capture the spirit of wisdom, strength, and courage that pins represent when she chose the Maltese Cross as a symbol for the first nursing school graduates (Ericksen, 2016).

As nursing schools developed, each school chose a unique pin. Faculty and students designed the Santa Ana College school pin. The Pinning Ceremony heralds the completion of the Nursing Program and represents entry into professional practice.

In this spirit, the Nursing Department and the Santa Ana College Student Nurse Association (SACSNA/SACSLA) provide the guidelines to be used during ceremonies. A faculty person specializes in the Pinning Ceremony guidelines and assists students with planning.

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## Application for Licensure

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Application to take the RN licensing exam, National Council Licensing Exam—Registered Nurse (NCLEX-RN), occurs during the fourth semester of the program. The NCLEX-RN is administered using Computerized Adaptive Testing (CAT).

A Social Security Number or Tax ID Number is required by the BRN to apply to take NCLEX-RN.

First-time examination candidates may apply for an Interim Permit to work while waiting for results of their examination. “A permittee shall practice under the supervision of a registered nurse, who shall be present and available on the patient care unit during all the time permittee is rendering professional service” (Section 1414 (c), Title 16, California Code of Regulations). The permit is issued once the student has completed the nursing program and been found eligible by the Board for the examination.

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## Post-Graduation Employment Recommendations

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Requests for references should be addressed to:

Director of Nursing  
Santa Ana College  
1530 W. 17th Street  
Santa Ana, CA 92706

The department does not give personal references after one year. Personal recommendations from faculty require the permission of the faculty person. Students requesting a recommendation are to put in writing the following: purpose of the recommendation, all the information needed for addressing the recommendation, and include a resume. The request must be made at least one week prior to the due date.

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## APPENDICES

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## CRITERIA FOR UNSAFE CLINICAL PERFORMANCE

Nursing **students are legally responsible and accountable for their own acts, commission, and/or omission** in the clinical area. The **examples noted below are not an inclusive** list of all possible acts of “unsafe clinical performance” but are examples only. Unsafe Clinical Performance may result in verbal counseling, Anecdotal Note(s), Written Warning Notice(s), and/or disqualification from the Nursing Program.

<b><u>Safety (S)</u></b>	<b><u>Examples</u></b>
<p><b>Violates or threatens the <u>physical</u> safety of the patient.</b></p> <p>Placing a patient in physical jeopardy is defined as any action or inaction on the part of the student which, in the judgment of the instructor, compromises the patient’s physical safety.</p>	<ol style="list-style-type: none"> <li>1. Fails to properly position patient.</li> <li>2. Failure to carry out medical/nursing orders.</li> <li>3. Does not appropriately utilize side rails/restraints.</li> <li>4. Comes unprepared for clinical.</li> <li>5. Does not wash hands appropriately when caring for patients.</li> <li>6. Injures a patient, i.e., burns patient with hot packs, heating lamp, etc.</li> <li>7. Functions under the influence of mind-altering substances (see Student Guidebook)*</li> <li>8. Makes repeated faulty judgment/decisions resulting in ineffective nursing care.</li> <li>9. Fails to observe/report/document critical patient data in a timely fashion.</li> </ol>
<p><b>Violates or threatens the <u>psychosocial</u> safety of the patient.</b></p> <p>Placing a patient in emotional jeopardy is defined as any action or inaction on the part of the student which, in the judgment of the instructor, compromises the patient’s emotional safety.</p>	<ol style="list-style-type: none"> <li>1. Repeatedly uses non-therapeutic techniques.</li> <li>2. Attacks/degrades the individual’s beliefs or values.</li> <li>3. Calls individuals by inappropriate names.</li> <li>4. Inappropriately sharing information about the patient’s diagnosis, either with the patient or family.</li> </ol>
<p><b>Fails to <u>demonstrate competence</u>.</b></p> <p>Failure to demonstrate competence is defined as lack of possession of or the failure to exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by students of the same level. The student exercises an inability to demonstrate mastery of previous or current course content as described in course objectives.</p>	<ol style="list-style-type: none"> <li>1. Fails to recognize and correct violations of aseptic technique.</li> <li>2. Does not wash hands appropriately when caring for patients.</li> <li>3. Violates the “6 Rights” in administering medications.</li> <li>4. Fails to accurately prepare and monitor IV infusions.</li> <li>5. Fails to observe safety precautions during O2 therapy.</li> <li>6. Unable to identify basic patient deficits through assessment.</li> <li>7. Unable to perform previously learned skills.</li> <li>8. Unable to verbalize key information previously covered in lab and/or class.</li> </ol>

<p><b><u>Inappropriate student behavior.</u></b> Inappropriate student behavior is defined as behavior on the part of the student which, in the judgment of the instructor, is in conflict with the Santa Ana Student Code of conduct, the Nursing Program Nursing Student Guidebook, the ANA Code of Ethics, or the ANA Position Statement on Incivility.</p>	<p><b>Assumes inappropriate independence in action or decisions</b></p> <ol style="list-style-type: none"> <li>1. Functions beyond scope of practice.</li> <li>2. Fails to appropriately seek assistance with assessment and/or skills.</li> <li>3. Performs procedures with the staff nurse when the Instructor has specifically stated that students are only to do certain procedures with instructor supervision.</li> <li>4. Accepts a verbal/telephone order from a doctor.</li> </ol> <p><b>Fails to recognize own limitations, incompetence, and/or legal responsibilities.</b></p> <ol style="list-style-type: none"> <li>1. Refuses to admit error.</li> <li>2. Refuses to accept responsibility for own actions and judgments.</li> <li>3. Cannot identify own legal responsibility in specific nursing situations.</li> <li>4. Fails to complete assigned nursing responsibilities.</li> <li>5. Violates Academic Honesty or Student Code of Conduct policies.</li> </ol> <p><b>Displays unprofessional behavior or attitudes</b></p> <ol style="list-style-type: none"> <li>1. Participates in uncivil or bullying verbal or nonverbal behavior directed towards fellow students, faculty or hospital personnel. (eye rolling, disinterest, side-bar conversations, argumentativeness, comments meant to publicly embarrass another, disrespect).</li> </ol>
<p><b><u>Professional Accountability</u></b></p>	<p><b><u>Examples</u></b></p>
<p><b><u>Gross Negligence</u></b> Gross negligence is defined as an extreme departure from the standard of care which, under similar circumstances would have been exercised by a student of the same level.</p>	<ol style="list-style-type: none"> <li>1. Falsifies information.</li> <li>2. Reports on duty in an impaired state (see Student Guidebook criteria)*</li> <li>3. Does not follow school/healthcare institution policies and procedures.</li> <li>4. Behavior of other area that rises to level of gross negligence.</li> </ol>
<p><b><u>Violates patient confidentiality</u></b> Violation of patient confidentiality may also be a violation of Federal Law (HIPAA) and may result in fines and/or incarceration.</p>	<ol style="list-style-type: none"> <li>1. Shares patient information on the phone/social media.</li> <li>2. Photocopies patient records.</li> <li>3. Shares patient information with individuals outside the health team.</li> <li>4. Puts patient name and/or identifying information on student assignment(s).</li> <li>5. Discusses patient information in public areas such as the lobby or cafeteria.</li> </ol>

Impaired Student Nurse: The instructor has reasonable suspicion that the student is impaired when observing signs or symptoms commonly associated with intoxication including, but not limited to:

- Impaired mental ability
- Drowsiness
- Boisterous or slurred speech
- Dilated pupils
- Inability to maintain balance
- Awkward movements
- Staggering
- Odor of alcohol
- Erratic behavior

In making a determination of reasonable suspicion, the instructor may take into account observations of laypersons, other staff, or faculty and/or healthcare professionals.

When the instructor finds reasonable suspicion of impairment, the student will be instructed to leave the clinical area and will meet with the instructor in private to discuss the behavior(s) observed.

The instructor will consult with the Director of Nursing and shall make a determination as to whether to refer the student for drug and alcohol testing.

# **SANTA ANA COLLEGE NURSING DEPARTMENT**

## Report of Potential/Actual Medication Error

1. Student name		2. Course	
3. Date of report		4. Date of incident	
5. Facility name		6. Unit	
7. Patient initials			
8. The original physician's order: (Drug name, dosage, frequency, and route)			
9. Does Medication Administration Record match the order? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. What was given? (Drug name, dosage, frequency, and route)			
11. To whom was the medication given? <input type="checkbox"/> Right patient. <input type="checkbox"/> Wrong patient.			
12. Explain in your own words what occurred:			
13. Outcome to the patient:			
14. Your intervention:			
15. How can you prevent this from happening again in the future?			
Student signature:		Date:	
Faculty signature:		Date:	



**SANTA ANA COLLEGE NURSING DEPARTMENT**

## Procedure of Medication Error Report

**Purpose**

1. To ensure proper documentation of medication error in Nursing Department.
2. To enhance nursing students' awareness of factors leading to medication error.
3. To prevent medication error.

**Procedure**

1. Definitions
  - a. Potential medication error has occurred when student has done one or more of the following: prepared the wrong medication, including: wrong drug, wrong dose, wrong dosage form and wrong time prior to administering the drug to the correct or wrong patient.
  - b. Actual medication error has occurred when student has already done one or more of the following: administered wrong medication, including: wrong drug, wrong dose, wrong route, and wrong time to the correct or wrong patient.
2. The report needs to be completed by student on the date of error.
3. The faculty should discuss the content of the report with the student to prevent further medication error.
4. The report will be distributed to the student, the assigned faculty, the student's file, and the program director.

**Instruction**

1. "Student name": self-explanatory.
2. "Course": the name of the nursing course; e.g., NRN 171L, RN172L, RN271L, RN272L.
3. "Date of report": record the date you fill out the report.
4. "Date of incident": record the date of medication error happened.
5. "Facility name": the name of clinical facility.
6. "Unit": the name of the unit/floor in the clinical facility.
7. "Patient initials": self-explanatory.
8. "The original physician's order": record the correct medication order the physician wrote originally including drug name, dosage, frequency, and route.
9. "Does Medication Administration Record match the order?": self-explanatory by checking the appropriate box.
10. "What was given?": explain the wrong medication including drug name, dosage, frequency, and route.
11. "To whom was the medication given?": self-explanatory by checking the appropriate box.
12. "Explain in your own words what occurred": self-explanatory.
13. "Outcome to the patient": explain what happened to the patient after you gave the wrong medication; e.g., changed VS, altered LOC, etc.
14. "Your intervention": explain what you did after you committed the medication error; e.g., performed head to toe assessment, notified physician, etc.
15. "How can you prevent this from happening again in the future?": self-explanatory.

SANTA ANA COLLEGE  
Registered Nursing Program  
WRITTEN WARNING NOTICE

Name of Student:

Date:

Clinical Course:

This Written Warning Notice is to inform you that your behaviors in the clinical setting do not meet course objectives. You are receiving this Written Warning Notice as of: \_\_\_\_\_ for:

(Include description of what occurred as well as what should have occurred)

A student may receive a Written Warning Notice two times through the course of the program.

**\*\*If a student receives a third Written Warning Notice, the student will be disqualified from the RN Program.**

Please be advised that this is your \_\_\_\_\_ First Written Warning Notice  
 \_\_\_\_\_ Second Written Warning Notice  
 \_\_\_\_\_ Disqualification Notice from the RN Program at  
 Santa Ana College

Please note that students who receive a first Written Warning Notice should meet with their instructor for conference. Students who receive a second Written Warning Notice should meet with their instructor and the Assistant Director of Nursing or Director of Nursing for a conference. Students who are disqualified from the RN Program will meet with their instructor and the Director of Nursing for a conference.

A student may be placed on Written Warning Notice at any point during the semester for any of the following reasons:

1. Placing a patient in physical jeopardy
2. Placing a patient in psychosocial jeopardy
3. Failure to demonstrate competence
4. Inappropriate student behavior
5. Gross Negligence

Physical jeopardy is defined as any action or inaction on the part of the student which, in the judgment of the instructor, compromises the patient's physical safety

Psychosocial jeopardy is defined as any action or inaction on the part of the student which, in the judgment of the instructor, compromises the patient's emotional safety.

Failure to demonstrate competence is defined as the lack of possession of or the failure to exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by students of the same level. The student exercises an inability to demonstrate mastery of previous or current course content as described in course objectives.

Inappropriate student behavior is defined as behavior on the part of the student which, in the judgment of the instructor, is in conflict with the Santa Ana Student Code of Conduct, the Nursing Program Nursing Student Guidebook, the ANA Code of Ethics, or the ANA Position Statement on Incivility.

Gross negligence is defined as an extreme departure from the standard of care, which under similar circumstances would have been exercised by a student of the same level.

**\*\*A student may be disqualified from the RN. Program for one instance of behavior that can be classified as gross negligence.**

You are receiving a Written Warning Notice as your behaviors fall into the category(ies) of:

This memo also constitutes written warning of clinical lab failure in:

Please recognize that unless immediate changes occur in your behavior, a below passing grade may be issued at the end of the semester.

Specific suggestions for improvement are as follows:

I have read and understand this memo. I have received a copy of this Written Warning Notice.

Student comment:

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

Signature of Instructor\_\_\_\_\_ Date\_\_\_\_\_

Signature of Assistant Director\_\_\_\_\_ Date\_\_\_\_\_

Signature of Director of Nursing\_\_\_\_\_ Date\_\_\_\_\_

cc: 1) Student    2) Instructor    3) Student file (original document)    4) Director of Nursing

SANTA ANA COLLEGE  
Nursing Program

Anecdotal Note

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Student behavior observed:

Student counseled/commended regarding behavior:

Noted by \_\_\_\_\_, Instructor

Acknowledged by \_\_\_\_\_, Student (Your signature indicates this report has been received by you in conference. You are welcome to write any comments below.)  
Student Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Director or Assistant Director  
(if required)



## IMPAIRED NURSING STUDENTS

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### BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof. (B&P 2762).

Nursing students showing signs of mental illness or chemical dependency should be directed to a healthcare provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established an intervention program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

Link to Intervention Program Brochure: <http://rn.ca.gov/pdfs/intervention/intbrochure.pdf>

### NURSING PROGRAMS ARE EXPECTED TO:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a healthcare provider and provide the nursing program with proof of treatment.
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities.
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students.
- Handle the matter confidentially.

### STUDENTS ARE EXPECTED TO:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program.
- Show evidence of rehabilitation when submitting their application for licensure.

EDP-B-03 (REVIEWED 08/18; REV 08/10; APPROVED 11/84)



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

**BOARD OF REGISTERED NURSING**

PO Box 944210, Sacramento, CA 94244-2100



## POLICY STATEMENT ON DENIAL OF LICENSURE

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The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

### Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Assaultive and abusive conduct.
- Failure to comply with mandatory reporting requirements.
- Theft, dishonesty, fraud and deceit.
- Convictions or acts resulting in registration under Section 290 of the Penal Code.

### Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

#### EVIDENCE OF REHABILITATION

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence, which the applicant should consider providing to the Board. The individual or agency that is providing information about the applicant should mail all items directly to the Board.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.

For endorsement applicants, copies of:

- a) Formal accusation and determination of other state,
- b) Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
- c) Terms of probation and evidence of current compliance if currently on probation in another state.

## STATUTORY AUTHORITY FOR DENIAL OF LICENSURE (Summarized Version of Business & Professions Code)

### Grounds for Denial

- 480 (a) Board may deny a license on the basis of:
- (1) Conviction of a crime, after time for appeal, irrespective of a subsequent order under Section 1203.4 of the Penal Code.
  - (2) Any act involving dishonesty, fraud or deceit with intent to substantially benefit self or another, or substantially injure another.
  - (3) Any act which is grounds for suspension or revocation of registered nurse's license.
- (b) May not deny license solely on basis of felony conviction if there is certificate of rehabilitation. (Penal Code 4852.01)
- (c) May deny license if applicant knowingly made false statement of fact required in application.

### Criteria for Related Crimes Required

- 481 Board must have criteria to assist in considering denial, revocation, and suspension of license in order to determine whether a crime or act is substantially related to nursing qualifications, functions, or duties. (BRN criteria specified in Section 1444 of California Code of Regulations).

### Criteria for Rehabilitation Required

- 482 Board must have criteria to evaluate rehabilitation when considering (a) denial or (b) suspension or revocation of license. Board must consider all competent evidence of rehabilitation furnished by applicant or licensee. (Section 1445 of California Code of Regulations).

### Attestations of Good Moral Character Not Required

- 484 No applicant can be required to submit attestations of good moral character.

### Procedure for Board Upon Denial

- 485 Upon denial the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

### Reapplication After Denial

- 486 Upon denial the Board must inform the applicant of the earliest date for reapplication, state that all competent evidence of rehabilitation will be considered upon reapplication and send a copy of the criteria for rehabilitation.
- 487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant's request.
- 492 Successful completion of any diversion program under the Penal Code or successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon



the underlying misconduct.

- 493 The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred, and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

#### Violations of Exam Security

- 496 Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

#### REGULATIONS RELATING TO LICENSE DENIAL

### (Summarized Version of California Code of Regulations)

#### **1444. Substantial Relationship Criteria**

A conviction or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare.

Such acts or crimes include, but are not limited to:

- (a) Assaultive and abusive conduct under Penal Code Section 11160.
- (b) Failure to comply with any mandatory reporting requirements.
- (c) Theft, dishonesty, fraud, and deceit.
- (d) Conviction or act subject to registration under Penal Code Section 290.

#### 1445. Criteria for Rehabilitation

- (a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.
  - (1) Nature and severity of acts or crimes.
  - (2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
  - (3) Time that has elapsed since commission of acts or crimes.
  - (4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.
  - (5) Evidence of rehabilitation submitted by applicant.

## Rancho Santiago Community College District

## ACADEMIC HONESTY INCIDENT REPORT FORM

Santa Ana College

Santiago Canyon College

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

Name

Student ID Number

Class: \_\_\_\_\_

Title

Ticket #

Semester

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

Name (Please Print)

Department

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Phone Number

Date of Incident: \_\_\_\_\_

**Description of Incident:** (Attach additional pages or supplementary report as necessary; please include original, photocopy or facsimile copies of supporting documents.)

Academic penalty assessed by instructor (limited to assigning a lower grade or a grade of "F" for the assignment, project, quiz or exam):

\_\_\_\_\_

\_\_\_\_\_

Instructor must forward copies of completed form to:

- Student
- Associate Dean of Student Life
- Division Dean

**SANTA ANA COLLEGE**  
**Nursing Program**

**Academic Failure Warning**

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ Your present grade is: \_\_\_\_\_

This notice is to inform you that you are not receiving a "C" or better grade in this course at this present time. Instructor Comments:

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Remediation plan / Skills Lab: ☐

Yes

☐ No Specific suggestions for improvement:

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Student Comments:

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I have read this notice and am aware that my grade in RN \_\_\_\_\_ is \_\_\_\_\_ at the present time. I have received a copy of this written advisement of academic failure.

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

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

Comments from Skills Lab Coordinator—if applicable:

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Skills Lab Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Civility Statement – Shared Values

The Santa Ana College Nursing Program believes nursing is a caring and compassionate profession that is deeply rooted in personal and professional accountability. Treating others with value, respect, dignity, justice, and equality is essential to our mission in creating a culture of civility. Civility matters and belongs in the realm of ethical behavior. Faculty, staff, and students are considered equal and active members of our learning community. The professionalism and civility guidelines of the SAC Nursing Program are consistent with the SAC Student Code of Conduct and American Nurses Association (ANA) Code of Ethics. As SAC nursing students, you are held to the highest ethical standards in and out of the clinical setting. Any form of incivility is unacceptable in the SAC Nursing Program. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the learning community. This includes any and all forms of disrespect or disregard for instruction, the instructor, or a fellow student.

Professionalism in nursing and civility are closely linked. Examples of unprofessionalism include:

- Failure to respond to instructor communication
- Consistent disregard for assignment expectations (deadlines, format/adherence to guidelines, AP formatting, etc.)
- Disrespect for authority
- Inappropriate postings to social network sites that include information about clinical site, patients, faculty, and/or preceptors
- Unexcused absences in class, simulation, lab, or clinical
- Disruptive behavior of any kind in class
- Failure to prepare for class
- Cellular phones and electronic devices not silenced or used inappropriately during class, lab, simulation, or clinical
- Arriving late or leaving early in a conspicuous manner
- Failure to attend required examinations when scheduled
- Non-participative talking or talking when another has the floor

Examples of incivility include:

- Negative innuendo (face-making, body language, other forms of nonverbal communication)
- Covert or overt negative communication (snide remarks, withholding information, assumptions, abrupt responses, blaming, uncontrolled emotion)
- Undermining activities (not available to help, turning away when asked for help)
- Sabotage (deliberately setting up a negative situation)
- Bickering among peers
- Scapegoating (assigning blame to one person when things go wrong)
- Backstabbing (complaining to others about an individual)
- Failure to respect the privacy of others (gossip/talking about others without their permission)
- Broken commitments and/or broken confidences (repeating something that was meant to be, or should be, kept confidential)

As faculty, students, and staff, we strive to incorporate the guidelines of the RESPECT\* acronym into our interactions with others, regardless of medium.

R: Recognize that every opinion is valuable

E: Express and receive feedback without making it personal

S: Stop collusion; direct the issue back to the owner

P: Practice authentic listening

E: Encourage discussion of ideas and issues, not people

C: Celebrate each other's successes

T: Treat others as they wish to be treated

In addition to RESPECT, other guidelines for our interactions with each other are:

- Manage emotions so that oral and written communication can be clear and neutral (or positive)
- Accept personal responsibility for choices such as insufficient study, poor test scores, and submission of late assignments
- Offer a reasonable solution when registering a complaint or requesting a change

\*Adapted from University of Kansas RESPECT initiative available at

<http://nursing.kumc.edu/respect-program.html>

As Dr. Cynthia Clark (2010) wrote, Civility is an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground. Civility matters because treating one another with respect is requisite to communicating effectively, building community, and creating high-functioning teams. Without civility, we miss opportunities to really listen and understand other points of view ([https://www.reflectionsonnursingleadership.org/features/more-features/Vol36\\_1\\_why-civility-matters](https://www.reflectionsonnursingleadership.org/features/more-features/Vol36_1_why-civility-matters)).

Adapted from: Utah State University Nursing Program

**Santa Ana College Nursing Program**  
**Nursing Student Code of Conduct Contract**

The Santa Ana College Nursing Program integrates social responsibility, high integrity, and ethical and moral reasoning in a complex healthcare environment. In addition to the Santa Ana College Student Code of Conduct, all students in nursing courses will be held to the ethical and moral standards for the nursing profession.

**I understand that the following items violate the Nursing Student**

**Code of Conduct: Initial before each item:**

- \_\_\_\_\_ 1. Violations of the Santa Ana College Student Code of Conduct (link:  
<http://sac.edu/StudentServices/StudentLife/Documents/Student-Handbook2013.pdf>)
- \_\_\_\_\_ 2. Academic dishonesty
  - Plagiarism: The act of presenting the words, works, or other opinions of someone else as if they were the original work of the submitter.
  - Cheating.
- \_\_\_\_\_ 3. Purposely falsifying any records of patient care documentation in the clinical setting
- \_\_\_\_\_ 4. Knowingly giving false information to any member of the nursing program or clinical staff
- \_\_\_\_\_ 5. Violations of HIPAA (Health Insurance Portability and Accountability Act) including, but not limited to:
  - Leaving the clinical setting with any printed patient documentation
  - Having protected patient information in the student's written notes
  - Photographing patient information
  - Placing patient information on any electronic device
  - Having unauthorized access to patient information
- \_\_\_\_\_ 6. Performing patient care that has been deemed unsafe by the clinical instructor
- \_\_\_\_\_ 7. Exhibiting behavior that is unbecoming of a Nursing professional
- \_\_\_\_\_ 8. Not reporting a violation by another student

**I understand that I must abide by the Santa Ana College Student Code of Conduct and the Nursing Student Code of Conduct as outlined above.**

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

**Printed Name**\_\_\_\_\_