

Associate Degree Nursing Program
Policy and Procedure Student Handbook

Mt. San Jacinto College
2023-2024

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General Information

During your attendance in the Nursing and Allied Health Department, you will have many questions. It is important to get the correct answer from the most appropriate source. The policies and procedures written in this handbook are designed to assist students as they progress through the program and answer some of the most frequently asked questions. Contents presented in this handbook are in accordance with the Mt. San Jacinto College Catalog, additional student information is also available in the college catalog. Students will be notified about any revision or creation of Policies and Procedures via student email.

It is the student's responsibility to review the Policy and Procedure changes which will be located in the following places:

[Nursing and Allied Health website](mailto:NursingandAH@msjc.edu) (NursingandAH@msjc.edu)

Canvas shell for courses

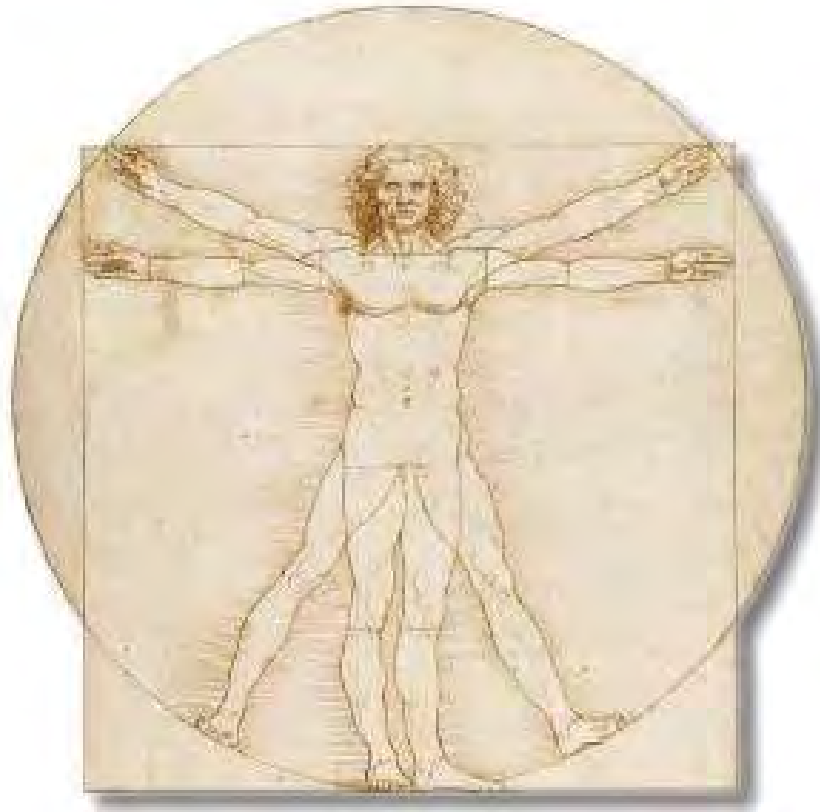
Canvas shell for Skills Lab

The Nursing and Allied Health Department requires all students to check their assigned MSJC Student Email account daily for important notices and announcements.

You will find current information posted about meetings, educational opportunities, employment opportunities, and scholarships on our website and on the Skills Lab Canvas shell.

This handbook should be read carefully, saved, and used as a reference throughout your attendance in the Associate Degree Nursing Program.

It is the student's responsibility to notify the Nursing and Allied Health office in writing of any changes in address, telephone number, or name change after updating that information with Enrollment Services. If students do not keep the office advised of changes, the Nursing and Allied Health Department will not accept responsibility or liability for any consequences resulting from that action or inaction.



Acknowledgement of Review

I _____ (Print Name) have received, reviewed, and agree to follow the Nursing and Allied Health Department, Student Policy and Procedure Handbook.

Consent for Release of Information

Last Name _____ First Name _____ Mi _____

Student ID Number _____ DOB _____

I, the undersigned authorize Mt. San Jacinto College Associate Degree Nursing Program to release information regarding myself to the Board of Registered Nursing and all affiliated clinical and or hospital sites.

All information will be kept confidential and maintained as part of my records with Mt. San Jacinto College. Additionally, all information will be used exclusively in the administration or delivery of services.

This release shall remain in effect while accessing any service from Mt. San Jacinto College and throughout my enrollment and follow-up period under the Associate Degree Nursing Program at Mt. San Jacinto College.

Student Signature

Date

Consent for Release of Image

I hereby consent to the use of all images (photos, video, film, etc....) taken of me and or recordings made of my voice and or written extraction, in whole for Mt. San Jacinto College and or others with its consent, for the purposes of illustration, advertising, or publication in any manner.

Name _____ Student ID Number _____

Street Address _____ City _____

State _____ Zip _____ Telephone Number _____

Student Signature

Date

Covid Guidelines and Vaccination

Last Name _____ First Name _____ Middle Initial _____

Student ID Number _____ DOB _____

I, the undersigned, will notify Mt. San Jacinto College Associate Degree Nursing Program of my Covid vaccination status and will provide documents to the Clinical Placement Coordinator. I am aware I might be denied clinical placement from the affiliated clinical and or hospital if I am unable to provide proof of vaccination or booster in order to perform clinical activities. This could affect my continuation in the MSJC Nursing and Allied Health Program.

All information will be kept confidential and maintained as part of my records with Mt. San Jacinto College. Additionally, all information will be used exclusively in the administration or delivery of services.

This notification shall remain in effect while accessing any service from Mt. San Jacinto College and throughout my enrollment and follow-up period under the Associate Degree Nursing Program at Mt. San Jacinto College.

Student Signature

Date

College and ADN Mission Statements

<p>Mt. San Jacinto College Mission Statement</p>	<p>Associate Degree Nursing Program Mission Statement</p>
<div data-bbox="203 541 609 716" data-label="Image"> </div> <p data-bbox="203 787 787 976">Mt. San Jacinto College offers quality, accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals.</p> <p data-bbox="203 1008 755 1270">We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities.</p> <p data-bbox="203 1302 787 1449">Our commitment to learning and achievement empowers students to enrich our communities and participate meaningfully in today's complex world.</p> <p data-bbox="203 1480 373 1522">(January 19, 2017)</p>	<div data-bbox="857 493 1128 716" data-label="Image"> </div> <p data-bbox="824 787 1404 1113">The mission of the Associate of Science Degree Nursing Program is to prepare entry-level registered nurses to function effectively within nursing and inter-professional teams. These graduates will deliver patient centered care to culturally diverse populations in a variety of healthcare settings. Graduates will be effective communicators and demonstrate a commitment to lifelong learning.</p> <p data-bbox="824 1144 1404 1585">We respect the individuality of students and recognize that each student has different learning styles, educational, experiential, cultural, spiritual, economic, and social backgrounds, and a unique support system. The goal of the program is to promote student success in a positive and innovative learning environment that empowers students to develop critical thinking and problem-solving skills to enhance clinical reasoning and decision making that result in positive patient outcomes.</p>

School of Nursing Contacts

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Philosophy

The philosophy of the Associate Science Degree, Registered Nursing Program focuses on the individual needs of the students and patients, within the context of families, communities, and environments who exist on a health continuum. Learning occurs via a dynamic engaged process that prepares the student to function effectively as an entry-level registered nurse within nursing and inter-professional teams.

Program Core Values

The Associate Degree Nursing Program Mission and Philosophy Statements align with the college Mission and Philosophy Statements. Philosophy, Program Learning Outcomes, Student/Course Learning Outcomes, and Core Values take into consideration the basic concepts of QSEN competencies:

Nursing Role and Leadership

Uses the nursing role of communicator and actively participates in implementing change.

Nursing Process

Uses a systematic approach to assess, diagnose, plan, implement or intervene, and evaluate patient care.

Patient-Centered Care

Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Communication

Implements therapeutic communication skills that foster open communication, mutual respect, and shared decision making to achieve quality patient care.

Evidence-Based Practice

Integrates best current evidence with clinical expertise and patient or family preferences and values for delivery of optimal health care.

Quality Improvement and Fiscal Responsibility

Uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Recognizes that cost effectiveness is essential for success for the health care organization.

Safety

Minimizes the risk of harm to patients and providers through both system effectiveness and individual performance.

Program Learning Outcomes (PLO)

Incorporate ethical, legal, and safety standards and professionalism (Nurse Practice Act).

Develop leadership skills and promote research and evidence-based practice.

Design Problem Solving Plans (PSP) using the nursing process to direct and manage care of clients.

Develop and utilize effective verbal and written communication methods that can be used with clients, family, and health care professionals to promote optimum wellness and client advocacy.

Incorporate principles of environmental, informatics, client, and personal safety when using the nursing process to provide care for clients.

Integrate knowledge of drug classifications used to promote, maintain, and restore optimum wellness.

Synthesize growth and development concepts for the care of clients of various ages.

Compare and contrast the various, physical, social, cultural, and spiritual environments using the nursing process to promote, maintain, and restore optimum wellness.

Analysis of physiological needs for clients to promote, maintain, and restore optimum wellness.

Prepare students for candidacy to take the National Council Licensure by Examination (NCLEX) and continue lifelong learning.

Communication and Chain of Command

Students have the opportunity to communicate their ideas, suggestions and or concerns associated with the Nursing and Allied Department by:

- Speaking directly with the Lead Professor or Clinical Professor
- Speaking directly with the Assistant Director or Program Director
- Attending sessions with the Director of Nursing
- Attending faculty meetings and having faculty student liaison(s)
- Speaking directly with the Associate Dean of the Nursing and Allied Health Department

If a student has a concern or a problem with a professor, the student is expected to approach the involved professor and arrange an appointment to discuss the issue. Matters relating to the clinical area should be discussed with that clinical professor and matters dealing with a specific lecture should be discussed with the lecturer.

If the problem cannot be resolved, the student is advised to follow the appropriate chain of command which is: Clinical Professor (if issue is clinical in nature), Lead Theory Professor, Assistant Program Director, Program Director, Associate Dean of Nursing and Allied Health.

If the problem persists, the student is advised to follow the MSJC Catalog for the [Student Complaint Policy and Student Grievance Policy](#). See College Catalog for [Board Policy 5500 and Administrative Procedure 5500](#).

Nursing Department Resources

Health and Wellness Pathway Counselors

A dedicated counselor is available for nursing students through the Health and Wellness Pathway to assist with time management, study skills, financial aid, scholarships, transfer information, writing a resume, and other needs with regard to nursing student success. From day one, all nursing students are provided information about the Health and Wellness Pathway Counselor and are encouraged to meet with a counselor. They can be reached via the [Counseling Department](#).

Skills Lab

The Skills Lab is separated into four areas in the 500 building, rooms 512, 514, 515, and 516. There is one simulation room, one room designated for student computer usage, a study area and a designated area for skills practice and check offs. The Skills Lab contains and continues to purchase a variety of audiovisual (AV) materials to augment lecture presentations and provides students with opportunities for self-study.

There are a variety of resources available for all nursing students:

Skills practice with an instructor

Skills check-off with an instructor

SIM Man simulation activities

Computer accessibility for online learning to access Kaplan Skills Modules and other web-based resources

Reference textbooks and nursing journal articles (located in the Learning Resource Center and Library on the Meniffee Valley and online library resources)

California Collaborative Model of Nursing Education (CCME)

The California Collaborative Model of Nursing Education provides a streamlined option for ADN students to obtain their BSN degree. This dual enrollment education pathway is a core strategy with statewide impact to advance nursing education. This model is specific to future articulation opportunities of students to attend Cal State San Marcos and Loma Linda University.

College Campus Resources

Counseling

The mission of the [Mt. San Jacinto College Counseling Department](#) is to facilitate proactive planning for student success, leadership, and life-long learning through academic, career, transfer, personal, and crisis counseling. Counselors and staff advocate, educate, guide, and empower student's intellectual and social development within an educational and multicultural environment.

Accommodation Service Center

[Accommodation Service Center \(ASC\)](#) formerly Disabled Students Programs and Services (DSPS), is a program that assists students with disabilities in gaining maximum access to college curriculum and programs while attaining their academic, vocation, and personal goals in a mainstream setting. Students may be referred to ASC by professors, counselors, community agencies, high schools, a parent, or by self-referral. Students are eligible for appropriate and reasonable accommodations and support services upon completion of an application, verification of the disability, and an intake interview with ASC.

Enrollment Services

The [Enrollment Services Department](#) provides numerous services to students. Petitions to Enter Class Late, Transcripts Requests, Credit by Examination, and Enrollment Verifications are some of the many processes handled by this office. Student academic records, courses taken, units attempted, units earned, grades, grade points, graduation date, and other data are maintained by this office.

Financial Aid

Mt. San Jacinto College participates in many state and federally funded programs that provide assistance to student with financial hardship through the [Financial Aid Department](#). Please review their website to see all the resources they can provide during your time with us. You may need to [complete your FAFSA annually](#) and reach out the Financial Aid Department each semester to receive any and all financial aid assistance you may qualify for.

Extended Opportunity Programs and Services

The [Extended Opportunity Programs and Services \(EOPS\)](#) was established as a result of Assembly Bill 164 passed by the California Legislature in 1969 to increase the enrollment of educationally disadvantaged and low-income students on community college campuses.

Scholarships

Many resources and scholarship opportunities are listed on the [MSJC Financial Aid Scholarship](#) page as well as the [Board of Registered Nursing Financial Aid Information](#) page and we will highlight some below.

[COADN Leadership Scholarship](#)

[Johnson and Johnson Nursing Scholarship Database](#)

[HealthGrad Scholarship](#)
[Flo's Cookie Jar \(CSNA\)](#)
[Health Professions Education Foundation](#)
[Health Professionals Scholarship Program](#)
[Hispanic Scholarship Fund](#)
[Japanese American Citizens League](#)
[National Student Nurses Association \(NSNA\) Scholarship](#)
[Sharps Compliance Scholarship](#)
[Tylenol Future Care Scholarship](#)
[United Negro College Fund](#)

Puente Project

[The Puente Project](#) is an academic, counseling, and leadership program that prepares first year students to succeed in the college environment. The course curriculum and content are multi-cultural emphasizing Latino/a experiences through literature. Their mission is to increase the number of students transferring to four-year institutions and becoming future leaders and mentors. The program starts each fall and runs through the spring semester.

Umoja

Umoja (a Kiswahili word meaning *unity*) is a community dedicated to the academic success, personal growth, and self-actualization of African-American and other students. All **Umoja** values and practices are inspired by African and African-American intellectual, cultural and spiritual gifts.

The **Umoja** community at MSJC is dedicated to its students and providing them with a “**family**” environment where individuals lift and support one-another. Those within **Umoja** understand the progress made by our ancestors and strive to be as strong as they were. The **Umoja** community understands that our ancestors come from royalty, yet we are often only taught about the struggles since our ancestors have been enslaved. However, within **Umoja**, the knowledge of the rich culture of those from the African Diaspora is sought after to help build the strength and courage needed to navigate experiences in life and navigating college.

The **Umoja** program is designed to increase community, recognition, retention, certificate completion, degree completion, and transfer rates of African American and other historically underrepresented students.

Ujima

Ujima, Mt. San Jacinto College’s African American and Black Professional Association, was established in 2020 to address the unique needs and concerns of African American and Black students and employees at Mt. San Jacinto College. Ujima will serve as a viable and visible organization dedicated to the empowerment of African American and Black identified faculty, classified professionals, administrators, and students at MSJC, by creating a system of advocacy. Ujima is a resource that will be utilized for promoting cultural sensitivity while representing the interest of African American and Black students, faculty, and staff.

A2MEND

[African-American Male Education Network and Development \(A2MEND\)](#) is a Student Charter that provides an opportunity to promote a sense of brotherhood and positivity among its members, within the campus, and surrounding community. Members of the A2MEND Charter are dedicated to academic success, leadership development, community service, and mentoring.

LGBTQ+ Resources

In April 2022, the Board of Trustees passed [a resolution](#) affirming their commitment to the LGBTQ+ community. We also have a Campus Club called the [Sexuality and Gender Alliance \(SAGA\)](#) that meets on campus. SAGA is a safe and welcoming place for members and allies of the LGBTQIA+ community to convene, talk, and find support.

Veterans Services

Mt. San Jacinto College is fully approved for the training of students under various government educational programs for veterans and eligible dependents of deceased or disabled veterans. After applying for admission, a veteran wishing to receive one of the VA Educational Benefits should contact the [Veterans Resource Center](#) with sites at both the Menifee and San Jacinto campuses.

Matriculation Services

Matriculation Services were mandated in 1986 with the passage of AB3, a bill created to address the high dropout rate of community college students by offering services to assist students in completion of their education goals.

Job Location Development Program

The Job Location Development Program (JLDP) is set up to assure that students are successful in their education and work-related activities while they remain in the program. Job placement services offer several important services

- Job opportunities
- Job skills/knowledge
- Internship referrals
- Portfolio development
- Resume building
- Employment resources
- Workshops
- Job fairs

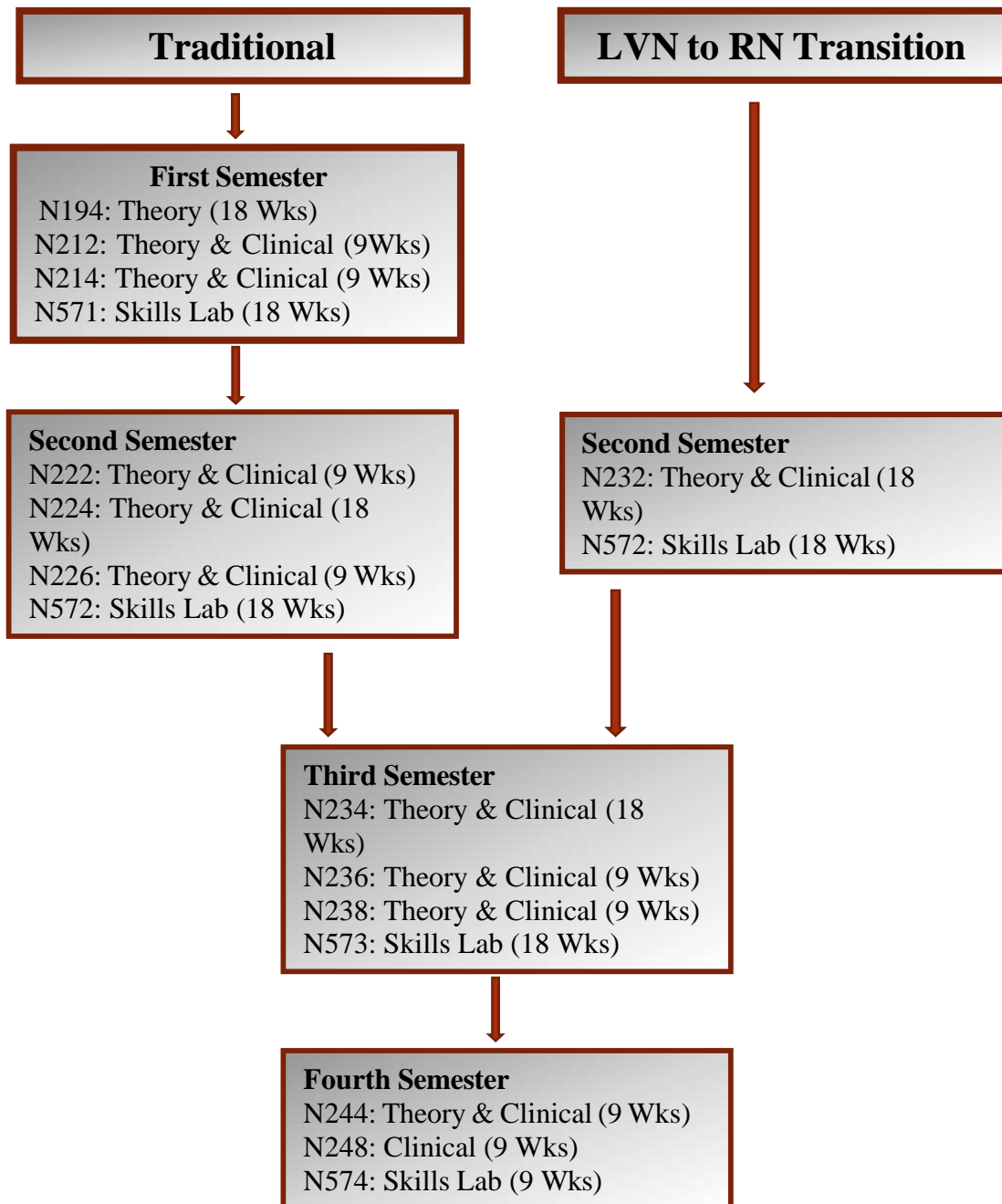
The office maintains a wide variety of [job listings](#) in all areas, which are posted daily. Students may also do a job search via the internet using [CalJOBS](#) and other websites. Many resources to assist students are available on careers, interviewing techniques, resume writing, and job market projection. These include computer programs, videos, books, and other written materials. Helpful staff are always available to get students started on their career exploration job search.

Total Curriculum Plan

Associate of Science in Nursing

Course Number	Course Title	Units	Theory Hours	Clinical Hours
First Semester				
Nursing 194 (18 weeks)	Pharmacology and Dosage Calculations for Nurses	3.5	63	0
Nursing 212 (9 weeks)	Foundations of Nursing	4	36	108
Nursing 214 (9 weeks)	Introduction to Medical-Surgical Nursing I	4	36	108
Nursing 571 (18 weeks)	Foundations of Nursing Skills Lab	0.5	0	27
Second Semester				
Nursing 222 (9 weeks)	Nursing Care of Children and Families	3.5	36	81
Nursing 224 (18 weeks)	Beginning Medical Surgical Nursing II	5	45	135
Nursing 226 (9 weeks)	Nursing Care of Childbearing Families	3.5	36	81
Nursing 572 (18 weeks)	Basic Medical-Surgical Nursing Skills Lab	0.5	0	27
Third Semester				
Nursing 234 (18 weeks)	Intermediate Medical-Surgical Nursing III	5	45	135
Nursing 236 (9 weeks)	Mental Health Nursing	3	27	81
Nursing 238 (9 weeks)	Gerontology and Community Nursing	2	18	54
Nursing 573 (18 weeks)	Intermediate Nursing Skills Lab	0.5	0	27
Fourth Semester				
Nursing 244 (9 weeks)	Advanced Medical-Surgical Nursing IV	4	36	108
Nursing 248 (9 weeks)	Preceptorship	2.5	0	135
Nursing 574 (18 weeks)	Advanced Nursing Skills Lab	0.5	0	27
Second Semester LVN-RN				
Nursing 232 (18 weeks)	LVN-RN Role Transition	3	36	54
Nursing 572 (18 weeks)	Basic Medical-Surgical Nursing Skills Lab	0.5	0	27

Progression Through the Program



Promotion, Enrollment, Admissions, Retention (PEAR)

Admission Requirements

ADN Program

Meeting admission requirements for the program does not guarantee admission into the Associate Degree in Nursing Program. Please see the [Multi-Criteria Selection Process Point System](#) on the [ADN Admission Information](#) page on our website for additional information about the selection process. <https://www.msjc.edu/nursingandalliedhealth/adn/admission.html>

The following must be met prior to the application deadlines:

Admission to Mt. San Jacinto College, completion of the Orientation, and optional advising session.

Proof of High School Diploma, G.E.D., California Proficiency Exam, or college degree.

Submission of official transcripts from all previously attended higher education institutions to Enrollment Services.

A minimum cumulative GPA of at least 2.5 on a 4.0 college scale and a grade of “C” or better in the following prerequisites.

Anat-101	Anatomy and Physiology I	4 Semester Units
Anat-102*	Anatomy and Physiology II	4 Semester Units
Biol-125*	Microbiology	4 Semester Units
Math-140 or College-Level Math	Introduction to Statistics or College-level Math over 100	3 Semester Units
Engl-101	Freshman Composition	4 Semester Units

*These courses may require the completion of pre-requisites

Complete and submit a Nursing Evaluation Request Form to Enrollment Services through their Dropbox on the [Student Support Hub](#) once all prerequisites are completed or you are in the last semester of completion. Submit the form before the July 1st or December 1st deadline.

Please Note: If your Evaluation date does not have an expiration date it is only valid for one year.

Evaluation Request Forms submitted after the deadline will not be accepted and there are no exceptions.

If evaluation results confirm eligibility, download an application from the [MSJC School of Nursing and Allied Health website](#) and submit it along with your official ATI TEAS VI results during the application filing period. Order your official TEAS scores from either TEAS VI or VII, we no longer accept TEAS V results.

Applications will be reviewed using the Multi-Criteria Point System.

Attend mandatory Nursing Information Workshop via live Zoom and attach “Certificate of Attendance” with the Nursing application.

Transcript Requirements

Official transcripts from all colleges or universities attended must be submitted to Enrollment Services at officialtranscripts@msjc.edu along with a [Nursing Evaluation Request Form](#). Students completing all coursework at Mt. San Jacinto College only need to submit the Nursing Evaluation Request Form. A notification of the written report of your transcript evaluation and application eligibility will be emailed to you and the written report can be found in your Self Service account.

All foreign transcripts, including high school documentation, must be formally evaluated by an approved company under Evaluation Services on the NACES website (naces.org) and then evaluated by an MSJC Evaluator for course equivalency. See a [counselor](#) for details and more information.

Deadlines for Applications and Nursing Evaluation Request Form

Starting Term	Application Filing Period	Evaluation Request Window
Spring	September 1-15	April 1 – July 1
Fall	February 1-15	July 1 – December 1

Selection Process

Applicants with the highest ranking based on the Multi-Criteria Selection Process will be notified via email approximately 6-8 weeks after the end of the application period. Applicants who are not selected for the nursing program may reapply during the next application filing period. No waitlist is maintained. For more information visit:

<https://www.msjc.edu/nursingandalliedhealth/adn/admission.html>

LVN-RN Program

Meeting admission requirements for the program does not guarantee admission into the Associate Degree in Nursing Program. Please see the [Multi-Criteria Selection Process Point System](#) on the [ADN Admission Information](#) page on our website for additional information about the selection process.

The following must be met prior to the application deadlines

Admission to the Mt. San Jacinto College, completion of the Orientation, and optional advising session.

Proof of High School Diploma, G.E.D., California Proficiency Exam, or college degree.

Submit official transcripts from all previously attended higher education institutions to Enrollment Services.

A minimum cumulative GPA of at least 2.5 on a 4.0 college scale and a grade of “C” or better in the following prerequisites.

Anat-101	Anatomy and Physiology I	4 Semester Units
Anat-102*	Anatomy and Physiology II	4 Semester Units
Biol-125*	Microbiology	4 Semester Units
Math-140	Introduction to Statistics or College-level Math over 100	3 Semester Units
Engl-101	Freshman Composition	4 Semester Units
Psyc-101	Introduction to Psychology	3 Semester Units

*These courses may require the completion of pre-requisites

Complete and submit a Nursing Evaluation Request Form to Enrollment Services through their Dropbox on the [Student Support Hub](#) once all prerequisites are completed or you are in the last semester of completion. Submit the form before the July 1st or December 1st deadline.

Please Note: If your Evaluation date does not have an expiration date it is only valid for one year.

Evaluation Request Forms submitted after the deadline will not be accepted and there are no exceptions.

If evaluation results confirm eligibility, download an application from the [MSJC School of Nursing and Allied Health website](#) and submit it along with your official ATI TEAS VI results during the application filing period. Order your official TEAS scores from either TEAS VI or VII. Effective February 2024 application period we will only accept TEAS VII results. Applications will be reviewed using the Multi-Criteria Point System.

Attend mandatory Nursing Information Workshop via live Zoom and attach “Certificate of Attendance” with the Nursing application.

Transcript Requirements

Official transcripts from all colleges or universities attended must be submitted to Enrollment Services at officialtranscripts@msjc.edu along with a [Nursing Evaluation Request Form](#). Students completing all coursework at Mt. San Jacinto College only need to submit the Nursing Evaluation Request Form. A notification of the written report of your transcript evaluation and application eligibility will be emailed to you and the written report can be found in your Self Service account.

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<https://www.msjc.edu/nursingandalliedhealth/adn/admission.html>

LVN to RN Transition Thirty Unit Option (Non-Degree)

This option allows a currently licensed LVN to earn 30 additional semester units in specified courses, and eligibility to take the NCLEX-RN Exam (Section 1429 of BRN Rules & Regulations). Following the completion of 15 units of science admission requirements, the 30-Unit Option student applies for entrance. Candidates accepted for program admission are required to complete Role Transition courses ([NUR 232 and NUR 572](#)) during the Spring semester, and upon successful completion enter the third semester of the nursing program in the Fall. The student is eligible to apply for licensure as a Registered Nurse and to take the licensing examination (NCLEX-RN) that is required for nursing practice in the State of California. Completion of the 30-Unit Option Program excludes the student from obtaining an Associate of Science Degree in Nursing in California. The Non-Degree 30-Unit Option is recognized only in the State of California; additional information is available from the [California Board of Registered Nursing \(BRN\)](#).

Advanced Placement for LVN and Military

All information and [College Catalog](#) information will inform LVN and military applicants about the option for advanced placement based on their LVN and military experience and education. Recency of education and experience within the last seven years prior to application is recommended, however competency may be verified for each course per program policy. Education and experience must meet the basic requirements per individual college guidelines. For military, a counselor will verify an Honorable Discharge as noted on the DD214 or request an official letter from a supervisor noting current honorable service for active-duty students. For LVN, the student must hold an active unencumbered California LVN license.

The Special Program Assistant will identify LVN, or military students once admitted into the program and arrange a meeting with the Nursing Director, or designee to discuss advanced placement options.

If a student qualifies for advanced placement a Health and Wellness Pathway Counselor will confirm with LVN and military students, their decision to challenge nursing courses using their prior LVN or military experience and education.

Health and Wellness Pathway Counselor will complete the Student Petition for Waive Course Requirements with the student and request documentation including LVN or military transcripts, possible experiential verification, to be submitted with the Student Petition to Enrollment Services.

Nursing Director or designee will review and indicate whether candidates meet the requirements to challenge courses and provide their decision to Enrollment Services.

If the student is deemed eligible for advanced placement the Nursing Director or designee will communicate with correct nursing faculty and staff and assign a content expert or designee to facilitate the appropriate challenge exam(s) and skills testing or remedial activities to determine competency.

Successful Benchmarks

Skills competency (if clinical course set is being challenged, 3 attempts)

Written examination (score 76% or above)

Medication calculation examination (if clinical course is being challenged 90% or above, 3 attempts)

Content expert or designee will provide a course outline and remedial activities to the candidate prior to competency tests.

Candidates are required to complete the competency tests in person or content expert will provide remedial activities to students.

Content expert or designee will notify Program Director or designee the results of exams, skills tests or results remedial activities.

Director or designee via the Special Program Assistant will notify candidate on the outcome of their Student Petition for Waive Course Requirements.

If successful, the Health and Wellness Pathway Counselor, in collaboration with the Program Director or designee will develop and provide the candidate with a revised program of study.

If unsuccessful, the Special Program Assistant will notify the candidate via email and inform the candidate to take the course(s) as scheduled.

All challenge exams must be completed prior to the start of the first nursing course.

Students must meet residency requirements as stated in the College Catalog.

For information visit:

<https://www.msjc.edu/nursingandalliedhealth/adn/Advanced-Placement-LVN.html>

<https://www.msjc.edu/nursingandalliedhealth/adn/Advanced-Placement-Military.html>

Program Dismissal Policy

All students that exit the program are responsible for dropping all nursing courses through their Self-Service account and contacting the Financial Aid department, as appropriate. The following causes shall be sufficient for immediate dismissal:

Professionalism

Documented and counseled consistent accounts of violating any policy and procedures related to the program.

Documented and observed cheating or plagiarism in the classroom or clinical practice settings. Insubordinate attitude, unethical or inappropriate conduct or incivility at any point during enrollment in the program upon committee review.

Noncompliance with meeting expectations of the Strategic Plan for Success (SPS).

Verbal, physical, or sexual assault, abuse, or harassment.

Documented and observed bullying or cyberbullying.

Evidence of alcohol or illicit drug use resulting from urine drug screen.

Refusal or noncompliance with random drug testing requirements.

Please Note: Students may be randomly drug tested at any time during the nursing program.

Clinical Performance

Unsafe performance in the classroom or clinical practice settings. (See Unsafe Clinical Behavior Chart with Examples)

Documented and counseled for inconsistent performance in delivering appropriate standard patient care.

False reporting and documentation.

Failure to complete clinical objectives.

Attendance

Absences or tardiness as discussed in the Attendance Policy.

Other Reasons Enumerated by the [Student Conduct Section of the College Catalog](#)

Communication of Student Academic Failure and Dismissal Policy

Course exam grades will be posted at the discretion of the faculty member. If a student fails a course, the professor will follow the procedure below:

Contact the Director with the name of the student(s).

Review the exams with the Director or Assistant Director to verify and pronounce the failure.

Contact the student about meeting face-to-face to review the exam and to communicate the course failure.

Instruct the student to make an appointment for an Exit Interview with the Director or designee.

Exit Interviews are scheduled approximately 3 days after the communication of the course failure.

All students that exit the program are responsible for dropping the program through their Self Service and contacting Financial Aid as appropriate.

Exit Interview Form

Exit Interview Form	
Student Name: _____	
Exit Interviewer: _____	
Date: _____	Course: _____
Eligible for Readmission: Yes / No	
Readmission Notification Due Date: _____	
Discussion: _____ _____	
Additional Notes from Lecture Faculty: _____ _____ _____	
Additional Notes from Clinical Faculty: _____ _____ _____	
Readmission Application Procedure: _____ _____ _____	
Exit Interview Requirements: _____ _____ _____	
The student will submit all work by due dates above to the School of Nursing by the stipulated deadlines to be considered for readmission.	
Student Signature _____	Date _____
Director Signature _____	Date _____

Readmission Policy

A student exiting the nursing program for any reason must complete an Exit Interview Form with the Director or designee to qualify for readmission. Students who have been readmitted to the nursing program after an absence of two or more academic semesters must complete a new background check, drug screen, and physical.

Readmission is not guaranteed. A student may be granted only one readmission if the student meets the readmission eligibility criteria that may include:

- Space availability
- No previous admissions granted or requested
- Current admission criteria are met including, but not limited to:
 - Repeat academic courses
 - Work experience
 - Remediation Classes
 - Counseling
 - Activities to promote program completion and student success
 - Compliance with any Exit Interview readmission requirements and the completion of the Exit Interview Form
 - Leave in good standing
 - Approval of the School of Nursing Program Director

If the student is requesting readmission after exiting the program during or upon completion of the first or second semester and the student is unable to accept an offer of readmission for the next academic year in accordance with program matriculation timeline requirements the student must complete a new program application. Upon acceptance for readmission the student will return to the nursing program as a new first semester student.

If the readmission request occurs after exiting the program during or upon completion of the third or fourth semester, the student will be required to complete a readmission application packet and enter the program in the third semester. Auditing of previous successful course attempts may be required. The student must meet all current admission requirements. The final determination for readmission is made by the Nursing Program Director.

The Nursing Program Director or designee may specify certain criteria necessary for readmission. The Nursing Program Director or designee reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or other serious violation of professional standards and ethics.

The Nursing Program Director or designee and the Progression, Enrollment, Admission and Retention Committee reserves the right to approve an admission or readmission for a student in

good standing who has to defer or withdraw for an unexpected personal life event, including but not limited to illness, injury, and military deployment.

Transfer Policy

Transferring to the Mt. San Jacinto College Associate Degree Nursing Program is based upon space availability. Application for transfer must be received by the MSJC Nursing and Allied Health Department during the February application filing period. The program director or designee will evaluate previous coursework to determine course equivalency with the required program prerequisites and mandatory nursing curriculum. The applicant must also meet with a Health and Wellness Counselor for further assistance regarding the petition approval process.

Prospective nursing students seeking transfer must have course grades of ‘B’ or better and ‘safe clinical standing’ in required Board of Registered Nursing courses. A letter of recommendation or letter of support is required from the previous nursing program director. Students seeking transfer to the MSJC ADN Program with a previous nursing course or clinical failure grade will not be considered for admission. <https://catalog.msjc.edu/instructional-programs/nursing-registered-nursing/>

Essential Function Policy/Special Needs

The nursing candidate or student must be able to possess and perform specific essential functions to qualify for admission into the nursing program. Possession and performance of essential functions are a requirement for every nursing content course as a requirement for course completion and graduation from the designated nursing program. Reasonable accommodation will be provided to the student unless the accommodation still limits the student’s ability to meet the objectives or the competencies of the program or is not consistent with employment standards or meets the minimum competencies outlined by the Board of Registered Nursing. Most nursing courses are comprised of both a theory and a clinical portion. Each student must meet the objectives and competencies of both these facets of the required courses while in the program. The nursing faculty grants accommodations in the classroom setting as per the ASC accommodation outlined by the Accommodation Service Center (ASC), but accommodations in the clinical setting must be agreed upon in collaboration with the nursing program.

In compliance with the American Disability Act, students admitted to the nursing programs must be with reasonable accommodations, physically and mentally capable of performing the essential functions of the program in the classroom, skills lab, and clinical setting.

Please refer to the [College Catalog](#) for further information on the ADA Policy.

The essential functions listed are not intended as a complete listing, but a sample of the types of abilities needed by the nursing student to meet the program objectives and requirements.

The following are essential functions for program entry, progression, and completion of any of the nursing program.

Essential Functions

Essential Functions
<p>Physical Demands</p> <p>Possess the ability for extremely heavy effort (lift/carry 50 lbs. or more). Perform prolonged, extensive, or considerable standing or walking, lifting, positioning, pushing, or transferring patients. Perform considerable reaching, stooping, bending, kneeling, and crouching. Possess the ability to perform fine motor movements with hands and fingers.</p>
<p>Mental Demands</p> <p>Ability to function in a busy environment with shifting and evolving priorities. Subject to varying and unpredictable situations. Pressure due to multiple calls and inquiries. Subject to many interruptions. Handle emergency or crisis situation(s). Ability to continuously communicate verbally and mentally. Stable emotional makeup required in fast-paced environment with frequent interruptions.</p>
<p>Sensory Demands</p> <p>Distance vision, ability to see clearly at 20 feet or more.* Near vision, ability to see clearly at 20 inches or less.* Depth perception, ability to judge distance and space relationships.* Color vision, ability to distinguish and identify colors. Hearing, able to recognize a full range of tones.* <i>*May be corrected with adaptive devices</i></p>
<p>Working Conditions</p> <p>May be exposed to infectious and contagious diseases without prior notification. Regularly exposed to the risk of bloodborne diseases. Exposed to hazardous agents, body fluids, and wastes. Exposed to odorous chemicals and specimens. Subject to hazards of flammable explosive gases. Subject to burns and cuts. Contact with patients having different religious, cultural, ethnic, racial, sexual orientation, psychological, and physical (dis)abilities, and under a wide variety of circumstances. Handle emergency or crisis situations. Subject to many interruptions. Requires judgement or action sufficient to prevent harm, injury, or death of a patient. Exposed to products containing latex or other allergens.</p>
<p>Cognitive Demands</p> <p>Transfer knowledge from one situation to another Process information</p>

Solve problems
Prioritize tasks
Utilize long and short-term memory
Identify cause and effect relationships
Sequence information

English Language Skills

Although proficiency in English is not a criterion for admission into the nursing program, students must be able to speak, receive, write, comprehend, and read English to satisfactorily complete classes and to ensure safety of themselves and others.

Learning Disability

If any student has been diagnosed and documented with a disability, faculty must be notified through the ASC and the student will notify instructor within the first two weeks if they wish to exercise their accommodations. The Nursing and Allied Health Department is willing to meet any reasonable request for accommodation. However, the responsibility remains with the student to provide relevant and recent written documentation from the ASC, that such a disability exists, as well as all recommendations by the ASC for accommodations for the student.

Statement Related to Students with Accommodation Needs

Students with documented disabilities must submit the documentation to MSJC’s Accommodation Service Center (ASC) for the Nursing and Allied Health Department to provide accommodations.

Students with disabilities who may need accommodation should discuss options with their professor during the first two weeks of class. After arrangements have been made, the student is responsible for accessing and requesting ASC testing accommodations in time before each exam through the ASC office.

Should a student feel that there has been an inappropriate restriction of access to employment or educational opportunities for one or more qualified persons with one or more disabilities, students may follow the procedures outlined by the [MSJC College Catalog written under: “Americans with Disabilities Act”](#)

CastleBranch

CastleBranch will check the following information:

Background checks (upon admission)
Immunizations (each semester)
Drug screening (upon admission and randomly throughout the ADN program)
Physical examination

Contact [MSJC Student Health Services](#) for availability of appointments for physical exams and drug screening.

Students who are readmitted to the program may be asked to complete all items above prior to reentry to the program.

Position Statement Background Check

Students are required to complete a background check through CastleBranch by the specified Associate Degree Nursing Program deadlines for the fall or spring semesters.

The background check is not a prerequisite for application or acceptance to the nursing program but must be completed after an invitation for admission is granted.

The background check information will be maintained by the respective program director and designated program staff and faculty.

The background check results with infractions will be shared with the Human Resources representative at the student's assigned clinical site. Convictions listed below may render student's ineligible to attend clinical.

Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.

Students will be required to provide documentation regarding clearance of background check infractions. Failure to provide sufficient proof of rehabilitation to the Boards may result in denial of licensure.

Students who are determined to be ineligible for clinical placement will be unable to meet clinical objectives of the nursing program curriculum and therefore will not be allowed to continue in the nursing program.

The background check is done as a requirement for the program or course participation in clinical learning and may not be used for licensure purposes.

Credit checks are not performed on students.

Background checks can include, but are not limited to the following:

Seven-year history
Address verification
Sex offender database search
Two names (current legal and one other name)
Three counties
Office of Inspector General (OIG) search

Social Security Number verification or ITIN

<https://rn.ca.gov/pdfs/applicants/exam-app.pdf> See information from the BRN

Students will be unable to attend clinical facilities for the following convictions:

Murder

Felony assault

Sexual offenses or sexual assault

Felony possession and furnishing (without certificate of rehabilitation)

Felony drug and alcohol offenses (without certificate of rehabilitation)

Other felonies involving weapons or violent crimes

Blass B and Class A misdemeanor theft

Felony theft

Fraud

To comply with The Joint Commission (TJC), state and local regulations regarding background checks for healthcare providers, the faculty of Mt. San Jacinto College Nursing and Allied Health Department has implemented this position statement to be effective fall 2005. Students who have been readmitted to the nursing program and have been absent from the program for two academic semesters must complete a new background check.

Students with Prior Convictions

All applicants are advised that they will be required under law to report all misdemeanor or felony convictions to the California Board of Registered Nursing. Failure to provide sufficient proof of rehabilitation to the BRN may result in denial of licensure. One requirement to qualify for the licensing examination is the submission of a completed Live-Scan form. These are evaluated by the California Department of Justice and the FBI. Even if students have had prior fingerprinting, each regulatory board requires new fingerprint information.

If students have any questions regarding their arrest and conviction record, they are strongly encouraged to check with the California Board of Registered Nursing.

Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100
www.rn.ca.gov
(916) 322-3350

Students must provide the ADN Program with information allowing the school access to the background check. If the student's record is not clear, the student will be responsible for obtaining documents and having the record corrected. If this is not possible, the student will be unable to attend clinical rotation. Clinical rotations are a mandatory part of nursing education therefore, the student will be ineligible to meet course objectives and will not be allowed to continue in the Nursing Program at MSJC.

CastleBranch Information Sheet



American Heart Association CPR Certification

Evidence of current certification in Basic Life Support (BLS) CPR techniques will be required for all students before the first clinical session each semester. No student may enter the clinical area without a current CPR card. Students must take the Basic Life Support (BLS) for Healthcare Providers from the *American Heart Association* (hands-on adult, child, and infant). Online course certification will be accepted with in person hands-on practicum.

New students will be informed of the requirement for current CPR certification at the time they are notified of admission to the program. Ongoing certification will be checked each semester; the student has the responsibility to keep this card current. If a CPR card has expired, the student must submit a renewal card. Failure to do so will prevent the student from entering a clinical setting.

Every student in the registered nursing program is responsible for being aware of the policy for “Cardiopulmonary Arrest” in the facility to which they are assigned. If a respiratory or cardiac arrest appears to have occurred and no hospital staff member is present, we expect the MSJC student to initiate the appropriate basic life support measure or follow the policy of the clinical site.

Program Policies and Procedures



Use of Technology and Social Media Policy

Courses in the Nursing and Allied health programs use online resources as a learning and communication tool between professors and students. Professional behavior and proper technology etiquette is expected of all students both inside and outside the classroom and during clinical activities. Students are expected to follow all clinical site policies and procedures at all times.

All students are required to check student email daily.

Personal use of electronic devices is not permitted while participating in any program related activities. They should always be turned off. However, students may use devices only when authorized by faculty.

Electronic devices can only be used in designated areas of clinical sites.

No photos may be taken by students in the clinical agency or lab environments unless authorized by faculty for a course assignment.

Confidential information related to individuals or agencies must be kept in confidence.

All students are expected to follow HIPAA guidelines at all times.

Information concerning clients, clinical rotations, clinical partners, or their staff cannot be posted on any online forum or webpage.

Students are legally responsible for anything that may be posted on social media forums by themselves or others related to their participation in the program.

Students must use their MSJC student email account or Canvas when corresponding with faculty and staff of the School of Nursing. Setting up and maintenance of these accounts is the student's responsibility.

If authorized by faculty to record lectures, voice recording will only be utilized for student studying purposes. It cannot be sold, published, or provided under to anyone else for any purpose

If a student violates the Use of Technology and Social Policy

The student must meet with the Nursing and Allied Health Department faculty to determine disciplinary actions and further eligibility in the program.

The student is also subject to disciplinary actions by the clinical site.

Please Note: Nursing students are preparing for a profession which provides services to the public and expect to exhibit high standards of behavior and professional communication. Students should remember that their online presence reflects them as a professional. Many recruiters routinely search social networks when considering candidates for hire.

National Student Nurses Association Code of Ethics

Know the scope of the program of study attended and function within this scope.

Recognize and respect cultural backgrounds, spiritual needs, and the religious beliefs of individual patients.

Safeguard the confidential information acquired from any source about the patient. Follow the Health Insurance Portability and Accountability Act of 2003 (HIPAA).

Refuse to give endorsement to the sale and promotion of commercial products or services.

Uphold the highest standards in personal appearance, language, dress, and demeanor.

Follow college, program, and clinical site policies and procedures.

All students are expected to:

Be prepared (mentally and physically) for all assignments. Perform only those procedures that have been previously taught and practiced. Read the agency Policy and Procedure Manual for specifics.

Consider all information obtained regarding the patient's status as strictly confidential and not to be discussed with anyone except professors, peers, and appropriate hospital personnel. (Learning experiences in the clinical area are to be shared during pre- and post-conferences only.)

If circumstances regarding the patient will prevent giving effective care (e.g., friend) consult with the professor.

Always maintain a professional and courteous attitude.

Channel any criticism of any agency or individual through the proper Chain of Command.

Recognize other professional fields and ethics which are essential.

Substance Use, Impairment, and Emotional Wellness

The Nursing and Allied Health Department is in accordance with the Mt. San Jacinto College [Alcohol and Drug Free School Policy](#) as outlined in MSJCCD Board Policy Administrative Procedure 3550. Students attending classes at any location of the MSJC District may be expelled, suspended, placed on probation, or given lesser sanction for sale, possession, or use of chemical or alcohol substances.

The nursing student must be emotionally and mentally healthy and free of any illegal drugs or alcohol in all MSJC associate degree Nursing classes, laboratories, and clinical rotations. Chemical or Alcoholic substances may not be taken while in class or clinical or within 12 hours of reporting for clinical assignments on campus or in the hospital. Additionally, students may not be impaired by any medications while attending class, lab, clinical, or any school function. As noted in previous sections, students may be randomly drug tested at any time while enrolled in the nursing program.

The nursing program abides by all clinical facilities policies and procedure related to alcoholism, drug use, and emotional wellness. All hospital clinical facility policies and procedures may supersede this Policy and Procedures Handbook. Students are expected to provide full disclosure of medications throughout enrollment in the nursing program to ensure safe care of the patients we serve. Medications include anti-anxiety, anti-convulsant, opioids, antiepileptic, and antidepressants.

Nursing faculty of Mt. San Jacinto College concurs with the California Board of Registered Nursing statements regarding alcoholism, substance use disorders, and mental illness and recognizes that:

These are diseases and should be treated as such.

Personal and health problems involving these diseases can affect one's academic and clinical performance. An impaired nursing student is a danger to self and a grave danger to patients in their care.

Nursing students who develop these diseases can be helped to recover.

The nursing student is responsible for voluntarily seeking diagnosis and treatment of suspected illnesses.

Students must report any changes in health status and provide clearance to participate in unrestricted activities essential to nursing practice.

Confidential handling of the diagnosis and treatment of these diseases is essential.

Student performance must be free of any evidence of impairment.

Patient safety is always the top priority.

In compliance with the guidelines from the California Board of Registered Nursing regarding students suspected of being impaired by alcoholism, drug abuse, or emotional illness the nursing department will:

Offer appropriate assistance, either directly or by referral.

Have the responsibility and authority to take immediate corrective action with regards to student conduct and performance in the clinical setting.

Inform nursing students of the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action, and may prevent them from being licensed to practice nursing in the state of California; and on admission to the program, distribute the policy to students and have each student sign a consent form for their file.

May require, at student’s expense, random drug testing.

Emotional wellness requires that students are prepared to give the best possible care to their patients. Students who are working excessive hours (i.e., nightshift followed by dayshift clinical) are not prepared and alert to care for patients. Students who have a dayshift clinical assignment should not work the nightshift before their clinical assignment.

Procedure for Impaired Students

If a student is exhibiting behavior that suggests impairment by alcohol, drugs, emotional, or mental illness, the nursing faculty maintaining confidentiality will:

Remove the student from patient care immediately and notify assigned nurse.

Identify problems and discuss signs with the student to explain behavior and provide additional relevant information. Signs of impairment may include, but are not limited to, the following:

Physiological	Behavioral
Slurred or rapid speech	Irritability and mood swings
Trembling hands	Isolation or avoidance of group work
Persistent rhinorrhea	Patterns of absenteeism and tardiness
Altered pupil dilation	Decreased clinical and academic productivity
Flushed face	Change in dress and appearance
Red eyes	Inappropriate or delayed responses
Odor of alcohol	Decrease in alertness or falling asleep during program activities
Tachycardia	Elaborate excuses for behavior
Unsteady gait	Inappropriate joking about drug and alcohol use
Declining health	(Keltner, et al 2013; Varcarolis, et al, 2014)

Ask student to voluntarily agree to blood and or urine testing in an approved lab immediately, at student’s expense. Voluntarily agreeing to the blood and or urine testing allows the department to assess whether the student can provide safe patient care, while not jeopardizing safety.

Notify the Associate Dean or Director. The nursing office staff will notify the student’s emergency contact person to take the student home after blood and or urine testing has been completed. In a facility without a lab on-site, the student will be sent by rideshare (at the student’s expense) to a clinic for testing.

If voluntary testing is refused, the student will be sent home by rideshare (at the student's expense).

Inform the student prior to leaving the facility that they may not return to class or clinical until they have met with the semester level faculty, Dean, or Director to discuss the incident, test results, and follow-up.

Document the incident on a Strategic Plan for Success and refer to the [Alcohol and Drug Free School College Policy](#).

Student Civility Policy

According to the American Nurses Association, “incivility” is described as: “Incivility may be exhibited through behaviors such as rudeness, open disdain, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate in which students feel pressured by peers to look the other way, and this fails to support the person experiencing such incivility.”

Article four of the California Nurse Practice Act from the Board of Registered Nursing, “Grounds for Discipline, Disciplinary Proceedings, and Rehabilitation” states:

Substantial Relationship Criteria: A conviction or act shall be related to the qualifications, functions, or duties of a registered nurse if to a substantial degree it evidences the present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare. Such convictions or acts shall include but not be limited to the following:

Assaultive behavior

Failure to comply with mandatory reporting requirements

Theft, dishonesty, fraud, or deceit

Bullying or cyberbullying

Any conviction or act subject to an order of registration into Section 290 of the Penal Code

Students in the Nursing and Allied Health Department at Mt. San Jacinto College are expected to be civil in their actions toward each other, college faculty, staff, and anyone they interact with. Civility entails being polite, courteous, and showing regard for others. Such actions may be demonstrated in both verbal and non-verbal behaviors.

Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the MSJC Nursing and Allied Health community. This requires the demonstration of mutual respect and civility in academic and professional discourse. MSJC is an institute of higher education, a place where ideas are openly shared. In the search for truth, it is essential that freedom exists for contrary ideas to be expressed. Accordingly, students are expected to respect the rights and privileges of others and to foster an environment conducive to learning. Students are accountable for their actions and required to independently and collaborate with teams in achieving learning goals.

Conduct, either on or off-campus, that is determined to impair, interfere, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the MSJC Nursing and Allied Health Department will be deemed misconduct and shall be subject to appropriate disciplinary action, which includes dismissal from the program.

Please refer to the [MSJC Student Code of Conduct Policy](#) and to the Program Dismissal Policy in the Student Policy and Procedure Handbook for more information on disciplinary actions should incivility occur.

National Student Nurses Association Code of Academic and Clinical Conduct

Preamble

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

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in them. The code's statements provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited to the academic or clinical environment but can assist in the person's holistic development.

A Code for Nursing Students

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

Advocate for the rights of all clients.

Maintain client confidentiality.

Take appropriate action to ensure the safety of clients, self, and others.

Provide care for the client in a timely, compassionate, and professional manner.

Communicate client care in a truthful, timely, and accurate manner.

Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

Promote excellence in nursing by encouraging lifelong learning and professional development.

Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.

Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

Encourage faculty, clinical staff, and peers to mentor nursing students.

Refrain from performing any technique or procedure for which the student has not been adequately trained.

Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.

Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
Abstain from the use of alcoholic beverages or any substances in the academic and clinicals setting that impair judgement.
Strive to achieve and maintain an optimal level of personal health.
Support access to treatment and rehabilitation for students experiencing impairments related to substance abuse and mental or physical health issues.
Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per [MSJC's Student Grievance Process](#).

MSJC Standards of Conduct

[See College Catalog for Board Policy 5500 and Administrative Procedure 5500.](#)

Delivery of Health Care

The Board of Registered Nursing supports the right of all consumers to receive dignified and competent health care consistent with the law and prevailing standards of care, including the right to participate in and make decisions regarding their health care. The Board also supports the right of the nurse to know the patient's diagnosis or suspected diagnosis in a timely manner in order to make an appropriate nursing care plan.

The implementation of infection control procedures known as standard precautions is basic in all health care. Standard precautions are regarded by the Board as a common standard of nursing practice necessary to protect both patients and health care workers from disease transmission.

Although the nurse is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any patient, nor is it acceptable to refuse to treat any person on the basis of age, religion, sex, national origin, sexual orientation, or disability. Decisions regarding the degree of risk involved in patient care should be based on current scientific knowledge. Information in issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the State Department of Health Services and County and City Health Agencies.

Delivery of Health Care to Patients with Communicable Disease

The American Hospital Association has adopted the Patient Bill of Rights. This document is presented in all entry-level nursing courses. Exam questions assess the student's level of understanding of this document. The Patient's Bill of Rights states, "The client has the right to considerate and respectful care." Additionally, the Mt. San Jacinto College Nursing program supports the right of all consumers to receive dignified and competent health care as outlined in Title 16 California Code of Regulations, Stand of Competent Performance Section 1443.5 of the Administrative Code.

Failure to care for a client, based on the client's disease process violates this right. Nurses and student nurses do not have the right to refuse treatment of a client because of the client's disease process. Failure to accept a client assignment as a student nurse may be interpreted as insubordination and grounds for immediate dismissal from the nursing program.

Students are not expected to take life-threatening risks in caring for clients. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge. Students, in the role of health care provider, have a right to take any and all necessary precautions to minimize the risk of contracting or spreading disease. If inconsistent implementation of necessary precautions presents a risk for the student or faculty, the clinical professor and the student will carefully evaluate the benefit versus the assignment's risk.

Standard Precautions

Medical history and examination cannot reliably identify all clients infected with viral or other blood-borne pathogens. Therefore, blood and body-fluid precautions should be consistently used for all patients. This approach is referred to as "universal blood and body-fluid precautions" or "standard precautions," and is recommended by the MSJC Nursing Program faculty in conjunction with the Centers for Disease Control and Prevention (CDC).

All health care students and faculty should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any client is anticipated.

Gloves should be worn when touching blood, blood products, mucous membranes, and body fluids (urine, feces, saliva, and wound drainage). For your convenience, it is recommended that you carry a pair of gloves in your uniform pocket at all times.

Gloves should be changed after contact with each client.

Students' hands should be washed prior to and immediately after every client contact, even when gloves are worn. Hands or other skin surfaces should be washed promptly and thoroughly if contaminated with blood or other body fluids. Hands must also be washed before and after practicing each procedure involving another person as a client.

There is increasing evidence from the CDC that artificial nails are more likely than natural nails to harbor pathogens that can lead to nosocomial infections, artificial nails and nail extenders may not be worn in the clinical area.

Masks and protective eyewear or face-shields must be worn during procedures that are likely to generate droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, and eyes.

Gowns or aprons should be worn during procedures that are likely to generate splashes of body or other body fluids. Contaminated gowns are to be discarded per hospital policy.

Disposable articles contaminated with blood, blood products, wound drainage, or body secretions or excretions should be disposed of per hospital policy.

All health care students and faculty should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleansing used

instruments, during disposal of used needles, and when handling sharp instruments after procedures.

To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

After they are used. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal. Larger-bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.

Health-care students for patients who have open lesions or weeping dermatitis may be required to utilize appropriate protective measures (such as double gloving) or depending on the extent and location of lesions, refrain from all direct client care and from handling equipment until the condition resolves.

To minimize the risk of exposure to infectious diseases, resuscitation bags, mouthpieces, and ventilation devices should be utilized in patient care areas where the need for resuscitation is predictable.

CDC guidelines should be followed at all times to minimize the risk of contracting an infectious disease, including emerging infections, while in the clinical setting

COVID-19

MSJC Nursing and Allied Health Department adheres to all COVID-19 recommendations set forth by the CDC, the California Department of Public Health and [Riverside County](#). These requirements and recommendations are being updated regularly, and practices are subject to change.

Masks still prove to be one of the most effective methods to prevent contracting or transmitting the COVID-19 virus and are recommended, but not required, while on campus. Wearing a mask is a small inconvenience to ensure the health and safety of yourself, your family, and peers. Do not come to campus if you are sick, whether you have been vaccinated or not. Notify your instructor if you are unable to attend class.

Currently there are no social distancing requirements from health or college officials.

COVID-19 vaccination is not required by MSJC for students to attend classes on campus.

However, the [California Department of Public Health](#) has mandated that all healthcare workers (including students) be fully vaccinated in order to provide care in clinical facilities. In compliance with this mandate, the MSJC Nursing Program requires students to be vaccinated against COVID-19.

Check the MSJC website for up-to-date information from [the college on COVID-19](#).

Pathogen Exposure Policy

The following is the protocol for students or faculty who experience needle-stick, mucous membrane exposure, airborne exposure, or other methods of blood-borne contamination.

In the clinical setting:

The student must immediately inform clinical faculty of the exposure.

Provide emergency treatment per facility protocol.

In the acute care setting: Report to the Emergency Department of the hospital.

In the non-acute care setting: Proceed directly to the nearest Emergency Department, Urgent Care, or your primary care physician.

Notify the employee health department at the hospital or facility.

Faculty must complete [Report of Injury Form](#) and return to the [College Risk Management Office](#), Director of the Associate Degree Nursing Program, and the Special Program Assistant for Nursing.

Request that the patient's admitting physician be contacted to obtain an order for a stat HIV, Heb B, Hep C, and TB blood test.

On Campus:

Minor Injury (broken skin, bruise, needle-stick from practice syringe)

Injury reported to the faculty

First aid is performed as needed

Faculty has student complete [Report of Injury Form](#) and faculty submits to the [College Risk Management Office](#), Director of the Associate Degree Nursing Program, and the Special Program Assistant for Nursing.

Serious injury requiring 911 emergency services

Provide first aid and manage crowds

Call 911

Notify the front office staff and the Director

Faculty must complete [Report of Injury Form](#) and return to the [College Risk Management Office](#), Director of the Associate Degree Nursing Program, and the Special Program Assistant for Nursing.

Please Note: Students injured or ill due to their injury will need to provide a note from their physician indicating they can return to the classroom and clinical setting without limitations.

Hand Hygiene

Improved adherence to hand hygiene (i.e., hand washing or use of alcohol-based hand rubs) has been shown to terminate outbreaks in health care facilities, to reduce transmission of antimicrobial resistant organisms (e.g., methicillin resistant staphylococcus aureus) and reduce overall infection rates.

In addition to traditional hand washing with soap and water, the CDC recommends the use of alcohol-based hand rubs by health care personnel for patient care because they address some of the obstacles that health care professionals face when taking care of patients. Hand washing with soap and water remains a sensible strategy for hand hygiene in non-health care settings and is recommended by CDC and other experts.

When health care personnel's hands are visibly soiled, they should wash with soap and water. The use of gloves does not eliminate the need for hand hygiene. Likewise, the use of hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70 percent to 90 percent, prevent cross-contamination, and protect patients and health care personnel from infection. Hand hygiene should be performed before and after each patient, just as gloves should be changed before and after each patient and never worn outside of the patient room. When using an alcohol-based hand rub, apply product to palm of one hand and rub hands together covering all surfaces of hands and fingers until hands are dry. Note that the volume needed to reduce the number of bacteria on hands varies by product. Alcohol-based hand rubs significantly reduce the number of microorganisms on skin, are fast-acting, and cause less skin irritation.

Please Note: Health care personnel may not wear artificial nails or nail polish and must keep natural nails less than one quarter of an inch long.

Latex Sensitivity Policy

Latex-sensitive students must have a letter from a physician documenting the latex sensitivity and the treatment that will be required in the event of an adverse reaction prior to engaging in any clinical or laboratory practicum in the first semester of the Nursing Program. The student must keep the emergency medications with them at all times when involved with school related functions or school related activities throughout the entire nursing program.

Latex-sensitive students will use only non-latex supplies. Latex-free gloves must be provided by the student during the on-campus laboratory practicum. During clinical, students may use hospital latex-free gloves supplied by the hospital.

All students with evidence of latex sensitivity will be responsible for obtaining and wearing a medical alert bracelet, carrying non-latex gloves, and emergency medical instructions including emergency medications if applicable.

Student Injury, Illness, or Pregnancy

Injury is defined as any act, event, or condition that results in a physical or physiological change or renders the student unable to complete the nursing care requirements or activities.

The Program Director and Dean should be informed of any injury by the appropriate faculty. For the protection of students, clients, clinical personnel, and faculty, the following policies must be adhered to:

Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from a physician before returning to class or the clinical setting. Examples include, but are not limited to: conditions requiring casts, canes, crutches, slings, elastic bandages, skin rashes, sore throats, and draining wounds.

Students who are pregnant must notify the Program Director as soon as pregnancy is confirmed and submit a letter from their physician stating any restrictions on their activities and estimated date of delivery on their physician's letterhead or a prescription sheet.

Letters from a physician regarding student illness, surgery, or injury must be on a physician's letterhead or a prescription sheet and must be presented to Student Health Services. In the event accommodations are needed, students must contact the Accommodation Service Center and provide documentation to include specific limitations or restrictions as well as a statement defining classroom and clinical activities allowed (See Essential Function Policy). Any exclusions or limitations must be followed up by a written release from the physician before returning to full activity.

In any and all clinical situations, alternative assignments or rotation to specialty units is up to the discretion of the professor.

In all circumstances, students must be able to meet learning objectives with consideration of the restrictions stipulated by the physician to remain in good standing in the nursing program.

When returning to the program, any injury or illness necessitating any absence is considered excessive and will require a healthcare practitioner's release to return to school (See Attendance Policy). A standardized form will not be accepted.

The healthcare practitioner's release must state these exact words: "student name" "may resume any and all duties of a student nurse, including lifting and moving with no restrictions."

This release statement must be on an official prescription pad or the healthcare practitioner's letterhead stationery.

Students are not able to participate in any clinical activities including simulation experiences while wearing splints, casts, braces, or bandages (including all activities listed in the Essential Function Policy).

Attendance Policy

The Attendance Policy for the Mt. San Jacinto College Associate Degree Nursing Program practices professionalism and follows the California Board of Registered Nursing total Curriculum Plan and pertains to both clinical and theory. The Board of Registered Nursing provides guidelines for required theory and clinical hours attended by the pre-licensure nursing

students in order to be granted NCLEX candidacy. This policy applies to each course of the MSJC Associate Degree Nursing Program.

Communication for Reporting an Absence

Students must contact their clinical professor in case of clinical absence.

Students must contact their course theory professor(s) for theory and clinical absence.

Student must also contact the Special Program Assistant for Nursing for any absence by emailing nursingandah@msjc.edu

Tardiness

Students are expected to arrive on time for theory and clinical. Tardiness is defined as one or more minutes late. Two tardies in theory will be counted as one absence.

Students who are tardy to clinical will be placed on a Strategic Plan for Success (SPS) and assigned make-up work at the discretion of the professor.

Absences

Students must notify the professor at least two hours before the scheduled time of class or clinical if they will be absent.

If a student leaves theory/clinical class early they will be counted as absent for that day (See Clinical Make-up Assignments).

After one unexcused absence in theory or clinical, the student will receive a deficiency notice (SPS) and will have to meet with their lead and clinical professors.

Any two absences in theory or clinical combined are considered excessive. The student will meet with the Nursing and Allied Health department faculty in collaboration with the Assistant Directors and Director to determine the student's eligibility to remain in the program.

A note from the healthcare provider does not negate the absences, the student is still considered absent as per the time limit designated by the faculty member.

Excused Absences are Defined as:

Student illness, critical illness, or death in the immediate family.

Only illnesses or injuries that prohibit students from participating in class or clinical are excused.

The immediate family is defined as spouse or life partner, child, parent, legal guardian, sibling, grandparent, or grandchild.

Short-term military obligation.

Jury duty or subpoena for court appearance.

Students must arrange to postpone or schedule all court activities during time that do not conflict with nursing classes and clinical activities (documentation required).

Unexcused Absences are Defined as:

An absence not excused or a no-call no-show, the student is subject to disciplinary actions and must meet with the course professor and be placed on a Strategic Plan for Success.

Theory or Clinical Cancellation

Students cannot log into the Skills Lab should a theory or clinical class be canceled. This is considered “double dipping” which is not permitted.

Theory and Clinical Make-up

The student has the responsibility to make up missed lecture content.

Individual professors may require make-up work for missed lectures.

Students must notify their professors and the School of Nursing before they miss any exam (See the Exam Absence Policy).

Please Note: These policies remain in effect whether instruction is virtual or in person.

Clinical Make-up Assignment

Clinical Make-up Assignment	
Course:	
In order to meet BRN clinical hourly requirements for a missed clinical day, the following assignments must be completed within one week of meeting with the faculty member to ensure compliance (Complete all that apply):	
Coordinate with the Lead Professor to complete the following assignments	
<ol style="list-style-type: none"> 1. 2. 3. 	
Complete	(list SIM number) SIM Case Scenario
Other:	
Once you have completed the requirements above the faculty member in the Skills Lab sign-off the following below:	
Student Name _____	Date _____
SIM assignment completed on _____	Lab Faculty signature _____
Other assignment completed on _____	Lab Faculty signature _____
Makeup assignment due date _____	
Once completed, submit to lead faculty of your course.	

Classroom and Clinical Expectations

Students in the Nursing and Allied Health Department at Mt. San Jacinto College are expected to be professional and respectful in their actions toward each other, college faculty, and staff. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the MSJC Nursing and Allied Health community. It is essential that an environment conducive to learning be maintained, as such, students are expected to respect the rights and privileges of others and maintain accountability in achieving learning objectives. Refer to the Student Civility Policy for more detail on behavior and conduct expectations.

Students must ask instructor permission prior to recording lectures (See Academic Integrity). Upon permission to record, all electronic recording devices (phones, computers, laptops) must be placed at the front of the classroom.

Gum chewing is not allowed in the classroom or clinical setting.

If you are late (excluding exam days), please enter the classroom quietly and take a seat in the rear of the classroom.

Sleeping in class is not tolerated. If sleeping occurs, the student will be asked to leave and marked absent. An SPS may also be initiated for this behavior.

Electronic devices must be silenced in classroom or clinical settings and completely turned off during examinations unless otherwise directed by the instructor.

During class, no text messaging or exchanging electronic information is permitted.

The student must comply with additional conduct requirements in individual course syllabi. Each instructor may also have additional restrictions on the use of electronic devices. Please refer to the course syllabus for further information on these expectations.

On exam day, students must clear their desks and place their bags at either the front or back of the classroom as directed by faculty. Smart watches are not allowed on exam day, and phones will be instructed to be put with bags. Calculators will be provided by the faculty member as needed.

Take part in classroom activities. These include group discussions, formal and informal oral presentations, scholarly papers and written reports, and web-based programs and software
Complete nursing school exams within time limitations defined by faculty.

Display a professional attitude to patients, their families, and other members of the health care team.

Show the ability to cope with many unpredictable situations, be flexible, and remain emotionally stable under stress.

Perform head-to-toe patient assessments. This includes providing and receiving verbal reports, preparing, and administering medication, documenting care appropriately, providing emotional support and patient education, and delivering culturally competent care that respects each patient's individual beliefs.

Administer CPR as appropriate.

Consistently perform the physical demands of nursing — standing/walking for up to 12 hours while in the clinical area, lifting up to 50 pounds, and assisting in lifting, transferring, ambulating, and repositioning patients.

Never pose a direct threat or risk to the health and safety of others in class and clinical situations.

Please Note: These policies remain in effect whether instruction is virtual or in person.

Academic Integrity, Dishonesty, and Plagiarism

Integrity

Integrity may be defined as an uncompromising adherence to a code of moral, artistic, or other personal or professional values. Integrity is also viewed as absolute sincerity, honesty, candor and the avoidance of deception (Webster's 3rd New International Dictionary).

The faculty and staff of Mt. San Jacinto College Nursing and Allied Health Department believe that integrity is one of the core values for academic and professional nursing and allied health communities. The faculty ascribes a mission that teaches all students to develop and demonstrate ethics, values, and professional behavior.

Academic Integrity

Prohibit "selling, publishing, or providing lecture information, voice recordings, papers, essays, discussion questions, assignments, quizzes, exams, or any part of the college curriculum to any person, online, or commercial entity.

Plagiarism

The term "plagiarism" includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials.

Cheating

The term "cheating" includes but is not limited to:

Use of any unauthorized assistance in taking quizzes, tests, assessments, or examinations.

Use of the aid of sources beyond those authorized by the professor in drafting papers, preparing reports, solving problems, or carrying out other assignments

The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Collaboration with other students results in a shared intellectual product without the professor of record's permission.

Collusion

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to disciplinary action for academic dishonesty. There is no difference between students who cheat and plagiarize and those who willingly allow it to

occur. Some professors permit group work or collaboration between students. All students should write up their work independently of one another, unless the professor has given explicit approval for a common write-up. If there are any questions about collaboration, students are expected to ask their professor about the appropriate procedures for the course.

According to the Program Withdrawal/Dismissal Policy the following causes shall be sufficient for immediate dismissal.

Professionalism

Documented and counseled consistent accounts of violating any policy and procedures related to the program.

Documented and observed cheating or plagiarism in the classroom or clinical practice settings. Insubordinate attitude, unethical or inappropriate conduct or incivility during enrollment in the program upon committee review.

Noncompliance with meeting expectations of the Strategic Plan for Success (SPS).

Verbal, physical, or sexual assault, abuse, or harassment.

Documented and observed bullying or cyberbullying.

Evidence of alcohol or illicit drug use resulting from urine drug screen.

Refusal or noncompliance with random drug testing requirements.

Please note: The Associate Degree Nursing Program Professors utilize Plagiarism Services Software to review all assignments for plagiarism.

APA Style Guide (7th Edition)

Examples provided at [Purdue OWL](#)

General Guidelines and Hints

Remember to use one space after each period.

Do not use slang language in a formal paper.

Do not begin a sentence with a conjunction (and, but, yet, so, etc....).

Spell out numbers under ten, use numbers when referring to 10 and above.

Use the word “the” before a noun. Omitting the word, the makes the paper choppy. Incorrect example: Child went to the emergency department for treatment. Correct example: The child went to the emergency...

The first time you use an abbreviation you must spell the name out with the abbreviation after the name; subsequent uses can be only the abbreviation. First use: Riverside County Regional Medical Center (RCRMC). Subsequent use: RCRMC.

Write in the third person. Correct use: Student nurse S.N. saw a three-year-old child... Incorrect use: I saw a three-year-old child...

Use the same tense for your verbs, do not change tenses.

Use level headings (level one heading, level two heading, etc...). The words "Running Head" is no longer used. Shortened title (50 words max) should be placed flushed left uppercase lettering, on title page, if requested by instructor.

All level headings are bolded.

Page numbers should be on the top right-hand corner.

Reference Guide

Information is from the Publication Manual of the American Psychological Association, 7th edition.

APA requires a hanging indent and double spacing throughout the reference list.

Arrange titles in alphabetical order according to the last name of the first author.

The author's names should be consistent in the body of the paper and the references. Make sure you use the correct order of the authors. For example, if the book is by Kozier and Erb and it is listed that way in the book, keep it that way. Do not switch the names around because E comes before K alphabetically.

Examples

Book

Author Last Name, Initials. (Publication year). *Title of the Book*. Location of publication with city and state: Publisher.

Hockenberry, A. I., & Wilson, B.C. (2014). *The Guide to Writing* (2nd ed.). Berkeley, CA: University Press.

Edited Book

Hockenberry, A. I. (Eds.). (1992) *How to Edit: Writing with Style*. New York: Pratter.

eBook

Bornn, M.D. (1999). *Development of the Child: A Closer Look* (4th ed.). Manhattan, NJ: Laurel Scott. Retrieved from <http://www.Ebscott.com>

Website

When a document is on multiple pages, link to the home page first for the document.

Author Last Name, Initials. (Publication date/year). *Title of Document*. Retrieved from URL
National Library Service. (2009, February 11). *Using computers in the library*. Retrieved from
<http://www.nps.gov.asti/>

Journal Article

Author Last Name, Initials, additional authors in the same format. (Year). Title of Article. *Title of Journal, Volume number* (issue if available), page numbers.

Personal Communication (email, interview, phone conversation, etc....)

Do not include in the references. Cite the source of the information in the body of the paper.

L.Gibson (personal communication, August 14, 2021)

APA Formal Paper Checklist

Major	Minor
Accessible 12-point font (Times New Roman, Arial or Calibri)	Margins are one inch, except on the bottom of the page
Title is on the second page	Do not use the word “Introduction”
Proper use of headings	Title page is centered on page
Correct use of citations	Has a header and page number with correct spacing
More than three different types of errors on reference page	Has all identifying information
Follows assignment criteria on current references	All references are in alphabetical order
Except for personal communication, all references are on Reference Page	All references are double spaced
Paraphrases without plagiarism	All references have a hanging indent
	Cites information appropriately

Grading Scale

Students in the Nursing Program are graded in two areas, theoretical and clinical, and will be assessed and evaluated using one letter grade.

The Universal Grading Policy for all nursing courses is as follows.

Percent Grade	Letter Grade
91-100	A
83-90	B
75-82	C
74 or less	F

Course Grade

Eighty percent (80%) of the course grade is a cumulative score from theory portion of the course. The scores derive from examinations, quizzes, written assignments, presentations, and any other graded components. An additional 20% of the course points are from clinical assignments. Students must achieve a 75% in the theory portion of the course before the clinical portion can be added.

Examination Policy

MSJC nursing program is based on a concept of simple to complex, chronic, acute, to critical. Each course will have more rigor through increasing exam percentage in the course. MS1 will have exams accounted for 70% of total score for the course. While MS2, Gero, Mental Health, MS3, OB, and Pediatric increase total exams scores for the course to 75%. Lastly, MS4 will increase the total score for the course to 80% from exams.

<i>Simple to complex</i>	<i>Fundamental/MS 1</i>	<i>MS 2 and GERO</i>	<i>MS 3 and OB</i>	<i>MS 4</i>
<i>Exams Percentages from Total score</i>	70%	75%	75%	80%
<i>Example</i>	<i>700 points/1000 points class will come from exams</i>	<i>750 points/1000 points will come from exams</i>	<i>750 points/1000 points will come from exams</i>	<i>800 points/1000 points will come from the exams</i>
<i>Total percentage to pass the class</i>	75%	75%	75%	75%

Unit exams allow for formative and summative evaluation of subject material learned throughout the nursing program. Students must have a comprehensive understanding of concepts and scientific nursing theory contained within the nursing curricula. Nursing is a discipline where subsequent material is based on previously learned knowledge.

Every Nursing and Allied Health professor will construct exam questions from their course content according to the components of the NCLEX Test Plans. After surveying nursing programs in California, the nursing faculty at Mt. San Jacinto College has decided to initiate the following policies:

Falling below 75% on any given exam or quiz places the student at risk for failure to progress in the program and constitutes the creation of an SPS plan.

Each course will include no less than 2 exams and 1 comprehensive final exam. The comprehensive final examination may include one or more modules of new material. Computerized exams will be timed with no option to go back and view previous questions. Different versions of the exam (*same content, different questions*) may be delivered during testing.

Absences Related to Examination

The student is expected to be present for theory and clinical laboratory on the day of any scheduled exam or assessment. No makeup examinations will be provided for unexcused absences and will result in a zero grade for the examination. No quizzes or exams will be accepted after the assigned due date and time.

Please refer to the *Nursing Program Attendance Policy* for the following circumstances for excused absence, in which a make-up exam may be administered:

- Military obligation
- Jury duty on day of exam
- Bereavement
- Emergency medical conditions

Exam Day Guidelines

To ensure all student's results are earned under comparable conditions and are representative of fair and accurate measurement, it is necessary to maintain a standardized testing environment. Students who fail to adhere to the policy or the instructions from their faculty or proctor will be asked to leave and will not be able to complete the exam.

Please Note: These policies remain in effect whether instruction is virtual or in person.

All electronic devices must be turned off completely during examinations and not in the student's possession. Smartwatches must also be removed on exam day. Violation of this policy will be addressed, and the student will be asked to leave.

Students will be provided with one sheet of scratch paper and a calculator, as necessary.

At any point in the program, if a student removes an exam from the test area, the first offense will result in a zero grade for the examination and initiation of an SPS; the second offense could result in a program dismissal.

Faculty or proctor will monitor the room during testing.

Personal items are not allowed in the student's immediate testing area. *Personal items include, but are not limited to:*

- Cellular, mobile, or smartphones, PDA, smartwatches
- Any electronic device
- Bags, purses, wallets, watches, keys
- Books or study materials
- Cameras of any kind, pagers, or hand-held computers
- Coats, hats, scarves, sweatshirts, gloves (per MSJC College policy)
- Food or drink
- Lip balm or cosmetics
- Weapons of any kind

All personal items must be placed at either the back or front of the classroom as directed by the faculty members. If students are found with any of these items in their possession, they will be

asked to leave the test area, as this constitutes cheating or plagiarism (*Per program and MSJC College policy*).

Remote Online Examination Guidelines

Students may be asked to take online exams remotely via Canvas, Kaplan website or another online platform. Zoom link or another platform link will be provided to the student by the faculty or examination proctor via MSJC email at least 12-24 hours prior to the exam notifying the student of the date and time at which to log on for the examination. The student will be expected to maintain academic integrity while taking the exam outside the school environment.

In preparation to sit for the online course examination:

All computers must have functioning cameras and microphones prior to taking the exam. Failure to adhere to this stipulation may result in a “no credit” zero grade for the exam. No exam make-up will be allowed.

Students are required to take remote exams using the lockdown browser via Canvas to maintain testing integrity. Failure to do so may result in a zero for the exam.

The student must be in a quiet and undisturbed space that is set up appropriately for academic study.

No other people will be present in the testing area while the student is taking the exam.

Students are not permitted to leave the testing area once the examination has begun, as this constitutes a breach of test integrity and may result in a zero grade.

The student may be monitored by a faculty or proctor who will view students via their computer camera. Should a malfunction occur with one of the students’ mandatory testing supplies (e.g., computer, camera, internet, Canvas, Zoom), the student is responsible for contacting the faculty or proctor within 1-3 minutes for further instructions on how to proceed.

The student is responsible for having the faculty or proctor’s contact information accessible prior to testing.

If a student’s testing environment becomes compromised (e.g., an additional person enters the testing space, computer camera or microphone fails to operate), it is the student’s responsibility to contact the proctor within 1-3 minutes for further instructions on how to proceed.

If the faculty or proctor notices a malfunction or compromise and is not notified by the student within the stated 1–3-minute timeframe, the proctor may contact the student directly to notify them of the compromise or malfunction and determine the next course of action.

One piece of blank scratch paper with student name and date on it will be allowed during the exam. The proctor will view this paper prior to the exam via computer camera and the student may be asked to submit the sheet to the campus via mail or drop off after the exam is complete. A basic hand-held calculator is allowed during testing with nothing taped to or any notes adhered to it. The proctor will examine each calculator via computer camera prior to the exam. No calculators associated with smart devices will be permitted except at the discretion of the faculty or proctor.

Zoom chat feature will not be allowed during exams other than to communicate with the proctor as needed. A response will be provided to the student by that method or by alternate method, as necessary.

Please Note: *These policies remain in effect whether instruction is virtual or in person.*

Nursing Pharmacology and Dosage Examination

Knowledge of pharmacology and dosage calculations is imperative to ensure safety in the clinical area while administering medications to clients.

Pharmacology Assessment

Student knowledge of pharmacology can be assessed in the following manner:

Unit exams are composed of pharmacology questions.

Questions will assess the student's knowledge of pharmacology at the application level or higher.

Questions can include (but not limited to): Use(s) of medication, nursing interventions, actions, effect, and side effects, dosage or IV calculations, dosage range, and generic or trade names.

Questions will assess the student's knowledge of pharmacology from the previous semesters

Dosage Exam

All nursing students will be given a dosage calculations exam consisting of no more than 20 questions during the first two weeks of each course (Except Nurs-212). Students must achieve a minimum score of 90% to pass this exam. Once the exam is passed, students may administer medications at the clinical site as directed by clinical faculty. If students fail to pass the initial exam, only one re-take examination will be allowed. Individual recommendations for remediation will be made by the faculty. The re-take examination will be of equal difficulty to the first and must be completed within one week of the failed exam. Should the student fail to achieve a minimum score of 90% on the re-take, they will not be permitted to pass medications (hence, be unable to meet course objectives) and the student must withdraw from the program. The student will need to reapply to the nursing program and be readmitted on a space available basis.

Please Note: The professor will provide a calculator for the dosage calculation examinations.

Course	Content (Including, but not limited to)	90% Required	Retake Required
Nurs-194 Pharmacology for Nurses	Basic math: conversions, decimals, fractions, medication label reading	No	No
Nurs-212 Foundations of Nursing	Basic math: conversions, decimals, fractions, medication label reading	No	No
Nurs-214 Intro to Med Surg I	Basic math: conversions, decimals, fractions, medication label reading	Yes	Yes
Nurs-222 Nursing Care of Children and Family (Peds)	Basic math: conversions, decimals, fractions, weight-based calculations, medication label reading	Yes	Yes
Nurs-224 Beginning Med-Surg II	Basic math: conversions, decimals, fractions, weight-based calculations, IV drip factor and milliliters per hour, medication label reading	Yes	Yes
Nurs-226 Nursing of Childbearing and Family (OB)	Basic math: conversions, decimals, fractions, weight-based calculations, medication label reading	Yes	Yes
Nurs-232 LVN to RN Role Transition	Basic math: conversions, decimals, fractions, weight-based calculations, IV drip factor and milliliters per hour, medication label reading	Yes	Yes
Nurs-234 Intermediate Med-Surg III	Basic math: conversions, decimals, fractions, weight-based calculations, IV drip factor and milliliters per hour, medication label reading	Yes	Yes
Nurs-236 Mental Health	Basic math: conversions, decimals, fractions, medication label reading	No	No
Nurs-238 Geriatrics and Community Nursing	Basic math: conversions, decimals, fractions, medication label reading	No	No
Nurs-244 Advanced Med-Surg IV	Basic math: conversions, decimals, fractions, weight-based calculations, IV drip factor and milliliters per hour, medication label reading	Yes	Yes
Nurs-248 Preceptorship	Basic math: conversions, decimals, fractions, weight-based calculations, IV drip factor and milliliters per hour, medication label reading (all adult based calculations)	Yes	Yes

Resources Available: Skills lab coordinator remediation, Kaplan review, Pharmacology book, recommended dosage calculation book, Canvas practice problems, LRC Math Center, Student Success Symposium Workshop, and Peer Tutoring.

Rounding Rule (Adults)

Basic Rounding	Remember
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<p>If the last number is \geq round up Example: 1.57 = 1.6, 1.45 = 1.5, 0.686 = 0.69</p> <p>If the number is <5 round down Example: 0.543 = 0.54</p>	<p>Round at the end of the problem. The exception to this rule is when you are converting pounds to kilograms. Always convert and round to the nearest 10th, then complete the problem.</p>
<p>Pounds to Kilogram Conversion</p>	<p>Drops (gtt) and Units</p>
<p>Round to the nearest 10th Example: 120 pounds = 54.54 kg = 54.5 kg</p> <p>*All kg weight for Nurs-222 (Peds) must be rounded to the 100th (54.54 for Pediatrics)</p>	<p>Drops and units are too small to divide into parts. Always round to the nearest whole number. Example: 89.5 = 90, 89.4 = 89</p>
<p>mL</p>	<p>Tablet</p>
<p>If the answer is <1 mL round to the nearest 100th Example: 0.376 mL = 0.38 mL</p> <p>If the answer is >1 mL round to the nearest 10th Example: 1.57 mL = 1.6 mL</p>	<p>Tablets, as a rule, can only be given whole or broken in half. Round to the nearest half (0.5) Example: 1.45 = 1.5 tablets, 1.2 = 1 tablet</p>
<p>IV Calculations</p>	
<p>Intravenous infusions can be calculated in drops per minute (gtt/min) or milliliters per hour (mL/h). Please Note: CCs per hour is no longer used.</p> <p>For College of Nursing Testing Purposes: When calculating intravenous infusion rate, round the answers to the nearest 10th Example: 62.53 = 62.5 mL/h; 33.31 = 33.3 mL/h, 83.68 = 83.7 mL/h</p>	

Strategic Plan for Success Policy

The faculty of Mt. San Jacinto Nursing and Allied Health Department is committed to assisting students to achieve their maximum potential. However, there are times when certain factors prohibit or prevent students from achieving their goal. In the event that any of the behaviors described below are observed, a Strategic Plan for Success will be initiated. To afford the student due process and time for remediation and improvement, the described sequence of events and recommendations will be followed.

Not Requiring Meeting with Health and Wellness Counselors

The faculty will create a Strategic Plan for Success (SPS) that identifies areas needing improvement, meet with the student to collaborate, and add other information as needed, and provide recommendations within five working days. The faculty member initiating the SPS will provide recommendations within 5 days.

The student may be suspended from the clinical setting as determined by the faculty to allow time for further verification of information, if applicable.

The student will complete the required remediation by the date identified by faculty on the SPS form.

After the remediation, the student and faculty will meet to discuss progress.

Failure to comply with the expectations of the SPS may lead to dismissal from the course or the nursing program.

If required or recommended by the faculty, the student will meet with the Health and Wellness Pathway Counselors.

Requiring Meeting with Health and Wellness Counselors

The faculty will create a Strategic Plan for Success (SPS) that identifies areas needing improvement, meet with the student to collaborate and add other information as needed, and provide recommendations within five workdays.

If required by the faculty, the student will schedule an appointment to meet with a Health and Wellness Counselor.

The student will schedule an appointment with a Health and Wellness Pathway Counselor by calling 951-465-7927 or email counseling@msjc.edu.

After the Faculty and the student meet to discuss the SPS, faculty will email the SPS to the Health and Wellness Counselor and cc counseling@msjc.edu. This will help verify that the Health and Wellness Counselors received the SPS before meeting with the student.

Once the Health and Wellness Counselors meets with the student, the Health and Wellness Counselors will write notes on the SPS and sign the completed portion on the last page.

The Health and Wellness Counselor will email the SPS back to the student, and upon receipt of email containing the SPS, the student will also sign the SPS.

The student will email the SPS back to Health and Wellness Counselors after signing.

The Health and Wellness Counselors will review and email back to the faculty that originated the SPS.

The faculty will review that the SPS was successfully completed and sign the “Recommendations/Requirements Completed” section on last page of the SPS.

After the Faculty signs the completed SPS, they will email the SPS to the Assistant Director or designee for their final review and signature.

After the Assistant Director or the designee signs the SPS, they will email the SPS back to the faculty to keep it in the student file and send a copy to the Program Assistant to save in the student’s file.

SPS Not Completed

If the student has not satisfied the terms of the SPS within the timeframe given, a meeting may/will be scheduled with any of the following: Department director, assistant director(s), assigned faculty and/or academic counselors to determine the student’s eligibility to continue in the course or program. During the meeting, the student may respond in writing regarding the reasons for not having satisfied the terms of the SPS. If necessary, a final meeting will be held (with all persons in assigned roles as stated above) to come to a final decision on student enrollment status in the program. The student may have a maximum of two student peers present on their behalf. A decision will be made to the student, in writing, within five working days after the meeting has been concluded and may include but not be limited to one of the following three options.

Students are expected to follow the guidelines identified in the student complaint and [student grievance policies](#) in accordance with the MSJC Catalog.

The Associate Dean of Nursing & Allied Health, after consideration of the circumstances, may recommend the issues be brought to MSJC mediation. This mediation team will include the Associate Dean of Nursing and Allied Health and a trained co-mediator member of the MSJC faculty, the student, and faculty.

If the identified area(s) of improvement is still unresolved, the student may request a meeting with the Dean of Nursing and Allied Health or designee, to review the findings and student input.

SPS Form

Strategic Plan for Success (SPS) Form	
Student Name _____ ID Number _____ Faculty Name _____ Course _____ Start Date _____ End Date _____	
Nature of Concern Exam Failure Unsatisfactory Plan of Patient Care Not completing research Not demonstrating mastery of basic skills, competencies, or previously learned concepts Unable to calculate medication dosages in a timely manner Unsafe clinical practice Violating patient confidentiality Demonstrating irresponsible behavior Not complying with deadlines Absenteeism Tardiness Unprepared for clinical Noncompliance with dress code Not follow faculty instructions Lacking in professional demeanor or civility Lacking accountability or not accepting feedback Not communicating effectively or therapeutically with patient, family, faculty, or staff Other _____ _____ _____ _____	
Highly Recommended Meet with a Health and Wellness Counselor Improve academic and/or clinical preparation Seek counseling or ASC services for personal or academic concerns Reduce outside work hours if possible Improve written and/or verbal communication skills Attend Peer Tutoring and/or acquire a Peer Mentor Improve psychomotor skills	Required Remediation Meet with a Health and Wellness Counselor Meet with Nursing Skills Lab Coordinator by _____ Practice in Skills Lab with faculty by _____ Communicate or meet with faculty on a frequent basis _____ Kaplan resources defined as: _____ Visit the Math and Writing Center for additional support in basic math skills and writing

Additional recommendations or requirements not described above:	
<hr/> <hr/> <hr/> <hr/> <hr/>	
Student Comments:	
<hr/> <hr/> <hr/> <hr/> <hr/>	
Counselor Notes:	
<hr/> <hr/> <hr/> <hr/> <hr/>	
<p>The student acknowledges their receipt and understanding of the contract. Student signature does not imply agreement with this contract.</p>	
Student Signature _____	Date _____
Professor Signature _____	Date _____
Assistant Director _____	Date _____
Other (Include Title) _____	
Date _____	
Recommendations and/or Requirements Completed	
Student Signature _____	Date _____
Professor Signature _____	Date _____
Assistant Director _____	Date _____
Other (Include Title) _____	
Date _____	

Please Note: Failure to complete the listed requirements as noted in this plan will result in dismissal from the program.

Community Service Events and Activities

The student nurse will complete pre-approved mandatory community service hours for each semester. Students who are required to complete a minimum of 12 community service hours per semester.

1st Semester

N212 and N214; Two SWANS meetings and ten community service hours

2nd Semester

N224: One SWANS meeting and 11 community service hours

3rd Semester

N234: One SWANS meeting and 11 community service hours

4th Semester

N244 and N248: One SWANS meeting and 11 community service hours

LVN-RN Transition

N232: Two SWANS meeting and ten community service hours

Community service hours can only be conducted at a facility that has an affiliation agreement or MOU with the MSJC nursing department, be nurse driven, have RN oversight, and implement a nursing intervention. A list of pre-approved community service activities is posted in the Skills Lab and/or Skills Lab canvas shell. If there is an activity that the student nurse would like to attend but does not see posted, it must be discussed with the SWANS Advisor at least one week prior to the scheduled event.

Pre-Approved Community Service Events

Service Events: Peer Tutoring*

MSJC College Fair*

Valley Restart and Valley Restart Tutoring**

Advisory Meeting*

LifeStream and American Red Cross Blood Drive Canteens or Donations, only on MSJC campuses*

AHA Heart and Stroke Walk**

Health Occupations

Discovery Camp*

Care Connexus*

Various High School Outreach opportunities for MSJC*

Hospital or Hospice Volunteer*

MSJC Welcome Back BBQ*

Hemet and Menifee Valley Medical Center health Fair*

Other health fairs through MSJC*

Dress Code for Community Service

An MSJC nursing name badge must be always worn and be clearly visible during all community service activities to include clinical and theory sections for the course. Attire will be determined based on the scheduled event, consisting of either the nursing uniform (white top) or MSJC Nursing T-shirt.

*Full uniform

**MSJC Nursing T-shirt

Please Note: Signing up for an event is a commitment for staying at the event in its entirety.

Please Note: Community Service hours are due on Monday the week before finals

Community Service Hours Report

Mt. San Jacinto College School of Nursing Community Service Hours Report					
Student Name _____ Semester _____					
SWANS Meetings					
SWANS Meetings Dates (list each separately below)				Hours	
Community Service Events					
Date	Event Name /Description	Location	Hours	Leader/Supervisor's Name (Please Print)	Leader/Supervisor's Phone Number
Estimate how many hours you spent participating in events hosted or sponsored by SWANS. If need be: Attach several reports to this form and turn it in at the end of the semester. All events must be preapproved by an appropriate faculty member.					
Total Hours of Community Service _____					
I verify that this log is a true and accurate record of my Community Service Events and SWANS meetings					
Student Signature _____ Date _____					

Kaplan Policy

KAPLAN COURSE REQUIREMENTS

All pre-licensure students are required to participate in the Kaplan NCLEX Preparation Plan. Kaplan NCLEX preparation activities will be integrated throughout the nursing program. Students are expected to successfully complete all Kaplan integrated exams, practice exams, remediations, course specific activities, and the Kaplan review course prior to graduation. Students are required to remediate (review) both Kaplan focused review/practice tests A and B and integrated exams for each course. Exam remediation will be uploaded to Canvas as part of the Kaplan assignment course requirement using the Kaplan remediation tool and portions of the remediation may be required to be completed by pen or pencil, scanned, and uploaded.

Kaplan Proctored Integrated Exams

The Kaplan Proctored Integrated Exam is considered an indicator of a student's potential for success in a specific content area on the NCLEX exam throughout a nursing program. Students must take the proctored integrated exam on the date and time specified in the syllabus for each course. Testing procedure for in-class vs. online test administration will apply. If integrated exam results are less than the benchmark for the course, a remediation of at least 1 minute spent for each question answered incorrectly using the Kaplan remediation tool must be completed and uploaded to Canvas by the date and time specified in the syllabus. The proctored integrated exam is worth 4%* of the final theory course grade. There are no Kaplan integrated exams to be given during N219 and N212.

Specific benchmarks for each Kaplan Integrated Exam and an itemization of the points allotted for each Kaplan component can be found within individual course syllabi.

Non-proctored Kaplan Focused Review / Practice Exams

Students are required to complete two Kaplan practice exams to prepare for the integrated exam for each course, which are to be completed by the dates and times specified in the syllabus. All students are required to upload the results of each practice exam to Canvas along with a remediation (review) to total at least 1 minute for every question answered incorrectly. Focused reviews, practice exams, and remediations are collectively worth 4%* of the final theory course grade.

**The guided Preceptorship course N248 during fourth semester will include several Kaplan Integrated Exams, Focused Review Exams, and additional Kaplan assignments as a means to provide students with a comprehensive preparation for the NCLEX. As such, 20% of the N248 final course grade will be allotted for all Kaplan exams and assignments, as outlined in the N248 course syllabus.*

Nursing Skills Lab



Nursing Skills Lab Courses

Nurs-571 Foundations of Nursing Skills Lab	Corequisites: Nurs-212 and Nurs-214
Nurs-572 Basic Medical Surgical Skills Lab	Corequisites: Nurs-222, Nurs224, Nurs-226, or Nurs-232
Nurs-573 Intermediate Nursing Skills Lab	Corequisites: Nurs-234, Nurs-236, and Nurs-238
Nurs-574 Advanced Nursing Skills Lab	Corequisites: Nurs-244 and Nurs-248

Theory or Clinical Cancellation

If a student is in the Skills Lab to make up clinical or class absentee time, or enrolled in another class meeting time, they may not log in on the computer. This is considered double dipping. *Under no circumstances are students allowed to use class time as an opportunity to log into as lab time.*

Textbook Check-Out and Use Policy

Textbooks and Reference books are housed in the [Learning Resource Center \(LRC\)](#) for more accessibility. Please visit the MSJC Menifee Valley Campus website for updated library hours.

Remediation and Skills Check-off Policy

Students will be expected to attend the skills lab during the week when scheduled. Students will have time to practice and will be required to perform a return demonstration in order to have the skill checked off by faculty. Students unsuccessful with a check-off will remediate in open lab and repeat it until a successful pass is completed for that skill.

Faculty are available on a walk-in basis during open lab hours for help with student studies. Appointments are required for skills checkoffs. If a student is more than one (1) minute late to their scheduled appointment, the appointment will be forfeited unless reasonable notification is made to a skills lab instructor on duty.

Students must do at least two of the following prior to making an appointment for skills checkoffs:

- Review the skill(s) in the textbook
- Watch the video related to those skills
- Practice “hands on” skill in the lab
- Have a fellow student or lab professor critique the skill

A skill may not be checked off the same day the skill was practiced with an instructor in open lab. The student must sign up the next day or at a future date to get checked off. If the skill was

practiced with a peer/fellow student without instructor supervision, then it is okay to sign up for a check off.

Students unsuccessful during checkoffs must make another retest appointment.

A 24-hour period must lapse before retesting on the same skill

Students may not watch another student check-off and then checkoff on the same skill

Sign-up Policy

To Check-Off A Skill: Please check with the calendar located in your Project Skills Lab Canvas shell and /or the skills lab door for available OPEN LAB availability. Check the college calendar for closures and holidays. Faculty are available on a walk-in basis during regular open lab hours to **help** with your studies.

Go to <https://msjc.edu/nursingandalliedhealth/adn/resources> to view the appointment calendar.

(Be sure to use your MSJC school email address when signing up.)

Navigate to the day you want to schedule

Click on the link to the time you want for the appointment

Select your skill to be checked off at the top on the next page

Click continue.

You should then receive an email confirming your appointment.

Cancellation of Skills Check-off Appointment

The profession of nursing emphasizes the importance of accountability and professionalism.

When students choose to sign up for a check off with an instructor, a 30-minute time frame is held for them. Students are expected to show up to the appointment on time and prepared.

In the Skills Lab, two (2) or more missed appointments will result in a Student Plan for Success

To Cancel an Existing Appointment:

Go to <https://msjc.edu/nursingandalliedhealth/adn/resources> to view the appointment calendar.

(Be sure to use your MSJC school email address when signing up.)

Navigate to the day/time you want to cancel.

Click continue.

You should then receive a confirming email for your canceled appointment.

Three Prompt Policy

Prior to initiating the skill, students must recite and demonstrate competence in the 10 Critical Behaviors prior to every procedure. (See 10 Critical Behaviors section below).

The student will be allowed up to three prompts. The professor will be asking students some critical thinking questions before, during, or after the skill.

The Three Prompt technique allows the student to have some redirection during a skill. The redirection allows the student to process and refocus within safe boundaries. It allows the professor to fully assess whether the student is competent and safely performing the skill. It is crucial that the professor informs the student that they may be stopping them and redirecting them during the skill. Finally, before starting, the student will be asked if they have questions about the three prompts.

Canvas

The skills lab has a Canvas online component available for students to view a calendar, schedule at any time, and request an appointment for check-off or practicing of skills with an instructor. The lab is open Monday through Friday and appointments are scheduled at times not conflicting with scheduled skills lab.

The skills lab Canvas communication shell displays hours of operation and includes a component for the National Student Nurses Association. It also has informational tabs that contain information for announcement updates, course information and materials, syllabi, student success, and SWANS. Canvas contains special assignments such as YouTube video assignments and tutorials to augment student learning. Skills videos have been previewed by faculty and uploaded for students to view at any time.

This online component is accessible anywhere the student has internet access. To access this component, go to the MSJC website and click on the Canvas link in the MyMSJC section. Log in to your Canvas account and under the My Courses tab you will find the Skills Lab Communication link.

The Ten Critical Behaviors

The MSJC nursing student is strongly encouraged to commit the following preparatory and safety measures to memory and practice. The ten behaviors were designed and compiled in order to keep the student and patient safe.

Check the physician's orders.

Wash hands before and after the procedure. Assemble necessary equipment.

Identify your client by checking their ID band (date of birth, name, or patient ID number, picture of patient may be available in the patient's chart but cannot be solely used as a patient identifier) and ask the patient to state their name and date of birth.

Introduce yourself to the patient.

Provide privacy and HIPAA confidentiality.

Explain the procedure to the patient using developmentally appropriate language and technique. Be sensitive to cultural differences.

Always use Standard Precautions.

Always use proper body mechanics.

Refer to the textbook and skills checklists for the steps of the skill you are performing, always maintaining safety considerations.

Report any abnormal findings to your professor and the primary nurse assignment to the patient. Document the procedure and the patient's response.

Please Note: When prompted by the faculty member the student must be able to readily recall these critical elements

Ten Critical Behaviors	
Action	Rational
Check the physician's orders.	Many of the skills presented are interdependent functions of nursing and require a physician's order; The physician's order may give guidance or identify limitations for carrying out the skills.
Wash hands before and after the procedure.	Hand washing is the single most effective measure to decrease the transmission of microorganisms from one person to another; Assemble equipment before entering the patient's room in order to perform the skill in an efficient and organized manner.
Identify the client by checking the arm band and by asking the patient to state their name or DOB.	Prevents the error of performing the skill on the wrong patient.
Introduce yourself to the patient.	Identifies you to the patient and helps to establish rapport with the client.
Provide for privacy needs and confidentiality.	Demonstrates respect for the individual; Demonstrates legal and ethical responsibility.
Explain the procedure to the patient using developmentally appropriate language and technique. Be sensitive to cultural differences.	Prepares the patient for the procedure, decreases patient anxiety, and elicits patient cooperation and assistance.
Always use Standard Precautions.	Standard Precautions protect the nurse from contact with blood or body fluids
Always use proper body mechanics.	Protects the nurse and client from injury.
Refer to the textbook and skills checklists to accompany textbook for the steps of the skill you are performing, maintaining safety considerations.	Promotes safe and optimal care for the patient.
If abnormal responses are noted, notify your professor and the staff nurse assigned to the patient. Document the skill and patient response.	Abnormal responses may warrant further nursing or medical intervention, or both; documentation provides a way to communicate with other members of the health care team and provides a legal record of care given to the patient.

Clinical Policies and Procedures



Clinical Outcome Policy

20% of the course grade in nursing is based upon clinical outcomes and assignments and 80% of the course grade is based on theory/lecture assignments and examinations.

Satisfactory performance of at least 75% is needed on graded problem-solving plans, concept maps, and satisfactory performance of critical elements is required to pass the course.

A clinical grade of unsatisfactory or unsafe critical element(s) and practice will result in a grade of “F” for the course with no possible readmission to the MSJC RN program.

Evaluations of clinical nursing performance are based on professor assessments, expertise, and observations of student performance. Evaluations are based on evidence of student’s progress in achieving course learning outcomes of the nursing experience. Evaluations are correlated to the nationally approved and recognized QSEN competencies.

Evaluations are discussed formally with the student in scheduled conferences. Assessment of the student’s progress will also be done informally throughout the course. Weekly progress reports are encouraged and mandated for students identified as having clinical outcome deficits.

Clinical performance evaluations use the following ratings: Objectives met, objectives not met, or not applicable.

Whenever the nursing student is not performing at a satisfactory level in the clinical area, the nursing professor will meet with the student to discuss the areas that need improvement, and a Student Success Plan may be initiated.

If progression toward satisfactory clinical outcomes is not achieved, the student will need to withdraw from the course if they are within the time limit to drop a course. If the drop date has passed the student will receive an “F” on their transcript.

Please Note: It is the responsibility of the student to know and be aware of the drop date for each course in which they are enrolled.

Clinical Paperwork Requirement

Before any clinical rotation starts, students must complete paperwork specific to their assigned clinical site. The paperwork for each clinical facility will be sent to students by the Clinical Placement Coordinator or Faculty or nursing staff. Students are expected to have the paperwork for the clinical site completed on time and as per the guidelines set forth by the CPC, nursing staff and/or faculty.

In addition, many facilities are now requiring electronic medical record training to be completed prior to the start of a clinical rotation. This mandatory training often occurs 1 to 2 weeks before the start of class. Students must adjust their schedules accordingly to attend this training. Dates for the mandatory training of each clinical site will be posted on the MSJC Nursing Program website. An email will also be sent out by the nursing department with the students’ assigned training information. Students must wear their designated uniforms with appropriate ID badges

to the mandatory electronic medical record training.

Not having the required paperwork or mandatory electronic medical record training completed by the assigned due dates may result in the student being unable to attend that clinical site, therefore, as a consequence, being unable to meet clinical objectives and being dismissed from the program.

Nursing Clinical-Ten Critical Behaviors

See previous entry regarding this topic.

Criteria for Unsafe Clinical Behavior

Criteria for Unsafe Behavior	
May include but not limited to the following:	
Safety (S)	Examples
Violates or threatens the physical safety of the patient.	Comes unprepared to clinical; injures a patient; fails to properly position client; does not appropriately utilize side rails or restraints; functions under the influence of substances affecting performance.
Violates or threatens the psychosocial safety of the patient.	Repeatedly uses non-therapeutic techniques; attacks or degrades the individual's beliefs or values.
Violates or threatens the microbiological safety of the patient.	Fails to recognize and correct violations of medical asepsis technique or sterile technique; does not wash hands appropriately when caring for patients; does not maintain Standard Precautions.
Violates or threatens the chemical safety of the client.	Violates any of the Ten Rights of Medication Administration; fails to accurately prepare, calculate, and monitor IV infusions.
Violates or threatens the thermal safety of the patient.	Fails to observe safety precautions during O ₂ therapy; injures client with hot or cold applications.
Nursing Process (NP)	Examples
Inadequately or inaccurately: Assesses the patient Plans care for the patient Implements therapeutic interventions Evaluates client care	Unable to identify basic human needs; fails to observe, report, or chart critical client data; uses poor judgment or makes decisions resulting in ineffective nursing care.

Skills (SK)	Examples
Unable to perform expected clinical performance objectives or skills	First semester student fails to obtain accurate vital signs; second semester student fails to maintain sterile technique; unable to verbalize key information previously covered in lab or class; third or fourth semester student unable to manage or prioritize multiple patient assignments.
Decision Making (DM)	Examples
Assumes inappropriate independence in action or decisions.	Performs procedures not yet evaluated; fails to appropriately seek assistance.
Fails to recognize own limitations, incompetence, or legal responsibilities.	Refused to admit error; fails to complete assigned nursing responsibilities; cannot identify own legal responsibility in specific nursing situations.
Professional Accountability (PA)	Examples
Fails to accept ethical and legal responsibility for their own actions thereby violating professional integrity as expressed in the ANA Code for Nurses, NSNA Code of Academic and Clinical Conduct, and the Nurse Practice Act.	Fails to conduct self in professional manner; falsifies records; does not follow school or hospital policies and procedures; participates in cheating or plagiarism.
Violates patient confidentiality.	Removes printed patient data from the facility; shares client information with individuals outside the health team.

Copying or Transmitting Client Records/HIPAA

The Patient Bill of Rights identifies the client's right to confidentiality. The Mt. San Jacinto College Nursing Program Student Policy and Procedure Handbook addresses safeguarding the confidential information acquired from any source regarding clients and considering all information obtained. The client's status is strictly confidential and is not to be discussed with anyone except professors, student peers, and relevant hospital personnel in the appropriate setting.

The Health Insurance Portability and Accountability Act (HIPAA) privacy rules are designed to protect the way client information is stored, conveyed, and revealed.

Hospital guidelines exist to safeguard the security of patient data electronically transferred (email, fax, etc.). Specific clinical facility policies and procedures on a need-to-know basis are discussed.

To assure compliance with HIPAA and facility regulations, students in the nursing program at Mt. San Jacinto College will not be permitted to copy any portion of a patient’s medical record in any clinical setting. In addition, students will not electronically transmit any portion of a client’s medical record. Failure to abide by this policy will result in dismissal from a nursing program with benefit of a Strategic Plan for Success.

A copy of the article, “*How HIPAA Will Change Your Practice*,” is available in the skills lab. All students are required to read the article.

Medication Administration Guidelines

Utilizing a reputable and recent drug reference students must be prepared to independently review the following information on each drug prior to administration:

- Medication name, both brand and generic
- Pharmacokinetics and pharmacodynamics
- Reason for use in this patient’s case
- Verify safe dosage range
- Major common side effects
- Nursing implications and special instructions for administration
- The Ten Rights of Medication Administration
- The Three Safety checks prior to administration
- Students must evaluate if the medication was effective

Please Note: No medications can be administered in the clinical site except under the direct observation of the nursing instructor, staff buddy RN, or RN preceptor. A student may administer medications with a staff buddy RN in each semester ONLY after they have demonstrated a safe medication pass in front of their nursing instructor. N248 Guided Preceptorship students can administer medications with their staff buddy RN/preceptor without first performing a safe medication pass with their nursing instructor as they will have been deemed safe in their Advanced med Surg course.

Students are expected to check the appropriate lab values associate with specific drugs, see examples below:

Heparin/Coumadin	P.T.T., P.T./INR
Insulin	FBS
Gentamicin/Tobramycin	Gentamicin level/Creatinine BUN
Digoxin	Dig level
Furosemide	K+ level
Potassium	K+ level
Theophylline/Aminophylline	Serum Theo/Aminophylline level
Thyroid	T3, TSH, T4
Dilantin	Dilantin level
Phenobarbital	Phenobarbital level

Sliding scale insulin coverage must also be checked by the Nursing Instructor or staff buddy RN prior to administration. The student nurse must administer insulin only with the nursing instructor or staff buddy RN/ Preceptor. The student has the responsibility to check the blood glucose and notify the nursing instructor or staff buddy RN of the need for sliding scale coverage.

Note: Students cannot be a second-nurse verifier for insulin dosage verification or any high alert medication requiring a two-nurse verification.

Before administering any meds, carefully check all meds with the MAR and physician's orders.

Check all medications for renewal dates and expiration dates before administration. Ensure renewal orders are updated and inform staff buddy RN of any expired meds that you will be holding.

All meds given by the student must contain complete and correct information (patient's name, MR number, name of drug, dose, route, time intervals, and expiration date). Students may not give medication to patients without an ID band.

At all clinical sites, students must follow the agency or institution policy.

The student must check the patient chart and ask two licensed nurses from the facility to verify the dosages on the following: Heparin, Insulin, Coumadin, TPN, PCA, or blood.

Leave the needle and syringe in the vial. The nurse needs to check the vial medication name and concentration as well as calculate the dosage (*Kozier & Erb, Fundamentals of Nursing*).

Prior to administration of any medication, treatment, therapy, or procedure the student will identify a patient using two identifiers. Identifiers to be used are the patient wristband and another form of validation. Make sure allergy information is appropriately identified on the chart, medication profile, MAR, and patient ID band. Students are never to administer a drug to a patient who has a stated allergy. Verbal verification of identification is to be compared against the patient's wrist band.

All medications must be checked by the professor or nurse prior to administration.

Students may NEVER give a medication that is being administered out of abnormal therapeutic range of dosage or frequency indicated to be safe by the PDR and or hospital pharmacist.

Check the patient chart and physician's orders regularly to address any change in status such as NPO or new meds.

If a patient requires pain medication, the student will perform a thorough pain assessment. Check the med profile to see when the last pain medication was given. Student will document and evaluate the patient's response to the pain medication within the allotted protocol timeframe for their respective facility.

Before giving pre-op meds, be sure the surgical consent has been signed and the pre-op checklist has been completed. Never give a pre-op medication until the checklist has been fully completed and the surgical consent is signed.

Each student's skill at administering IM, SubQ, Z-track will be evaluated by the Professor. Students are expected to be able to identify correct anatomical landmarks for all injection sites.

Students giving meds through an NG, or any feeding tube will follow institution policy regarding placement and patency of the tube each time meds are administered.

Sentinel Event Policy

Definition of Key Terms	
Term	Definition
Patient Safety	Freedom from accidental injury due to medical care or errors, including acts of omission and commission.
Breach	A gap in defensive barriers could lead to a potential injury.
Near Miss	An event that has potential to harm a patient but does not because of change prevention or mitigation.
Adverse Event	Harm to patient (injury, disability, or death) that prolongs length of stay (LOS) at least one day or produces evident disability.
Adverse Reaction	An untoward event that is unrelated to error.
Hazardous Condition	Circumstances that significantly increase the likelihood of a serious adverse outcome.

In the event one of the above occurs please do the following:

Alert the staff nurse, nurse manager, and clinical professor.

Review the hospital's policy and process regarding responding to a sentinel event.

The clinical professor is responsible for communicating the event with the MSJC Nursing Program Director or designee within 24 hours of the event and complete a Student Plan for Success (SPS) if appropriate.

A [Mt. San Jacinto College Incident Report](#) will be filled out for any med errors requiring notification of the physician or in the occurrence of a hospital Sentinel Event. The MSJC Nursing Program Director and clinical professor will collaborate to complete the report.

The student is responsible for meeting with the clinical professor and course lead professor regarding the SPS.

IV Push and Central Line Policy

Students in 3rd and 4th semester may administer IV push and IV Piggyback medications under the following circumstances:

Under the direct supervision of the nursing instructor, staff buddy RN, or preceptor.

All medication administration must follow Mt. San Jacinto College's policy for medication administration.

All IV pushes and IV piggyback administration must meet each clinical facility or unit's policies and procedures.

Following a complete nursing assessment, prior to, and within 10 minutes of administration, students must trend client assessment data.

4th semester students can access central lines for medication administration, blood draw administration, and TPN or PPN under the supervision of the nursing instructor, staff buddy RN, or preceptor. *(Based on clinical facility's policy)*

Under no circumstances are students allowed to administer any IV push medication:

During any code or resuscitative efforts including conscious sedation.

Any drug classified as a chemotherapeutic agent or given as part of an oncology chemotherapy regime.

Any drug or procedure that requires state or hospital certification.

Any drug or procedure that violates any unit or clinical facility specific policy, procedure, or protocol.

Clinical Evaluation Tool (Example)

Mt. San Jacinto College Associate Degree Nursing Program Clinical Evaluation Tool			
Student Name		Date	
Dates from		to	Day of the Week M T W Th F S Su
OM = Objective Met (Student demonstrates and meets all criteria) ONM = Objectives Not Met (Student rarely meets or does not meet criteria 50% of the time) NA = Not Applicable			
OM	ONM	NA	Nursing Role and Leadership: Uses the nursing role of communicator, actively participates in implementing change.
			Adheres to all school and facility policies and procedures.
			Consistently demonstrates professional behavior by role modeling and being part of the interprofessional team.
			Possesses needed supplies and equipment to deliver patient care. (student identification badge, stethoscope, penlight, watch with ability to display seconds, scissors, pen, check-off sheet)
			Examines sources of information to prepare and deliver appropriate patient care. (medical record, electronic or paper)
			Actively listens to nursing report. (name, room, diagnosis, allergy, code status, MD, etc.)
			Uses time efficiently to maximize learning. (i.e., textbooks, lecture notes, drug reference books, clinically related research)
			Utilizes appropriate verbal and nonverbal communication when interacting with patients, families, significant other(s), and health care team.
			Exemplifies professional behavior at all times and takes responsibility and accountability for actions.
			Seeks out learning opportunities to meet educational objectives.
			Demonstrates ethical and legal behavior. (HIPAA)
			Seeks feedback and accepts constructive criticism and strives to modify behavior.

OM	ONM	NA	Nursing Process: Uses a systematic approach to assess, diagnose, plan, implement or intervene, and evaluate patient care.
			Demonstrates appropriate assessment. (Head to toe, body system, vital signs, lab and diagnostic data, medication side effects)
			Formulates and prioritizes 3 nursing diagnosis (including long term and short term goals for each diagnosis) and 3 interventions per diagnosis based on patient assessment.
			Plans and implements patient-centered care based on patient developmental, cultural, and spiritual needs.
			Evaluates and revises nursing goals and interventions, specific to patient diagnosis.

			Revises plan of care based on patient outcomes or responses to care or nursing process in a timely, coordinated, and accurate manner.
OM	ONM	NA	Patient-Centered Care: Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
			Organizes care and sets priorities. (Vital signs, bed making, ADL’s, etc.)
			Anticipates and meets patient’s needs. (Feeding, ambulation, ADL’s, positioning, safety, etc.)
			Maintains patient safety at all times. (Bedrails up as needed, bed in low position, call light within reach, phone within reach, patient identification bands, allergy band, code status band)
			Observes Standard Precautions at all times. (Hand washing, isolation precautions)
			Applies theoretical principles learned in theory. (Weekly CLO to practice)
			Educates patient, family, and significant other(s) prior to performing any procedures, actions, interventions, etc.
			Performs procedures following Essential Functions.
			Completes assignments in a timely manner. (per clinical instructor timeframe)
			Protects confidentiality of health information in electronic or paper medical records.
OM	ONM	NA	Communication: Implements therapeutic communication skills that foster open communication, mutual respect, and shared decision making to achieve quality patient care.
			Accurately and consistently communicates patient values, preferences, and expressed needs to other members of the health care team using SBAR.
			Provides patient-centered care with sensitivity and respect for the diversity of human experience and culture of patients.
			Elicits expectations of patient and family for relief of pain, discomfort, or suffering.
			Communicates care provided and needed at each transition in care.
			Identifies and demonstrates use of correct terminology, grammar, and spelling in documentation.
			Properly documents legible relevant information in medical record. (Vital signs, I & O, ADL’s, procedures)

			Identifies, describes, and demonstrates the use of verbal and nonverbal communication.
			Consistently keeps instructor and staff buddy informed of patient care needs.
			Relates plan of care to instructor, nurse, patient, family, and significant other(s) in a timely and accurate manner.
OM	ONM	NA	Evidence-Based Practice: Integrates best current evidence with clinical expertise and patient or family preferences and values for delivery of optimal health care.
			Actively involved in appropriate data collection and other research activities.
			Develops, modifies, and implements individualized care plans based on patient values, clinical expertise, and evidence on two patients.
			Consults with members of the intra-professional team before deciding to deviate from evidence-based protocols.
			Examines and discusses original EBP clinical research article and relates it to the area of practice.
OM	ONM	NA	Quality Improvement and Fiscal Responsibility: uses data to monitor outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Recognizes that cost effectiveness is essential for success for the health care organization.
			Organizes and delivers care based on Standard Precautions. (Hand washing, PPE, infection control standards)
			Practices aligning the aims, measures, and changes involved in improving care.
			Complies with agency policy and procedures.
			Uses hospital resources effectively and in a cost-effective manner.
OM	ONM	NA	Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
			Maintains a safe environment at all times.
			Recognizes unsafe situations and intervenes appropriately.
			Performs three checks and seven rights for medication administration process.

			Ensures patient and significant other(s) receive appropriate education regarding safe care practices and medication administration.
			Calculates medication doses accurately and in a timely, organized, and accurate manner.
			Examines patients to determine responses to medications effectiveness or side effects.
			Performs procedures as instructed in a timely, coordinated, and timely manner.
Evaluation: Overall performance for the week.			
Faculty comments: _____			
Please Note: Attach narrative for detailed documentation if necessary			
Clinical Performance: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory			
Professor Signature _____ Date _____			
Student Signature _____ Date _____			

Assessment Rubric for Clinical Evaluation Tool

Assessment Rubric for Clinical Evaluation Tool		
Program Threads	Objectives Met <small>(Meets all criteria)</small>	Objectives Not Met <small>(Meets less than 50% of criteria)</small>
Nursing Role and Leadership	Adheres to all school and facility policies. Uses time wisely. Seeks out new learning opportunities. Practice ethical and legal behaviors. Model professional behaviors.	Rarely, or does not adhere to all school and facility policies. Rarely, or does not use time wisely. Rarely, or does not seek out new learning opportunities. Rarely, or does not practice ethical and legal behavior.

	<p>Advocates for patients and families. Analyzes qualities and behaviors of effective nurse leaders.</p>	<p>Rarely, or does not model professional behavior. Rarely, or does not advocate for patients and families. Rarely, or does not analyze qualities and behaviors of effective nurse leaders.</p>
Nursing Process	<p>Performs priority assessments. States appropriate cues. Formulates and prioritizes nursing diagnoses. Plans and implements patient-centered care. Evaluates and revises nursing interventions. Critiques problem-solving and critical thinking skills related to patient care.</p>	<p>Rarely, or does not make appropriate assessments. rarely, or does not state appropriate cues. Rarely, or does not plan or implement patient-centered care. Rarely, or does not evaluate or revise nursing interventions. Rarely or does not critique problem-solving and critical thinking skills related to patient care.</p>
Patient-Centered Care	<p>Organizes care and sets priorities. Meets patient’s needs. Maintains safety. Observe Standard Precautions. Performs procedures utilizing essential functions. Completes assignments on time. Examines holistic perspectives related to patient care. Examines strategies for improving systems that support collaboration and team functioning.</p>	<p>Rarely, or does not organize or set priorities. Rarely, or does not meet patient’s needs. Rarely, or does not maintain safety. Rarely, or does not observe Standard Precautions. Rarely, or does not perform procedures utilizing essential functions. Rarely, or does not complete assignments on time. Rarely, or does not examine holistic perspectives related to patient care. Rarely, or does not examine strategies for improving systems that support collaboration and team functioning.</p>
Communication	<p>Uses appropriate verbal and nonverbal communication with patients, family, healthcare team, and faculty.</p>	<p>Rarely, or does not use appropriate verbal or nonverbal communication with patient,</p>

	<p>Keeps instructor, nurse, and staff buddy well informed regarding patient care. Uses SBAR format when communicating. Documents patient care accurately and completely and within a timely manner.</p>	<p>family, healthcare team, and faculty. Rarely, or does not keep instructor, nurse, or staff buddy informed regarding patient care. Rarely, or does not use SB AR format when communicating. Rarely, or does not document patient care accurately and completely and within a timely manner</p>
Evidence-Based Care	<p>Applies theoretical principles to clinical. Check appropriate sources for information. Formulates questions in response to consequences related to clinical decision making and problem-solving processes.</p>	<p>Rarely, or does not apply theoretical principles to clinical. Rarely, or does not check appropriate sources for information or checks sources for information that may not be appropriate. Rarely, or does not formulate questions in response to consequences related to clinical decision making and problem-solving processes.</p>
Quality Improvement and Fiscal Responsibility	<p>Identifies gaps between clinical practice and best practice to improve care. Identifies measures and changes involved in improving care. Seeks information about quality improvement projects in the care setting.</p>	<p>Rarely, or does not identify gaps between clinical practice and best practices. Rarely, or does not identify measures and changes involved in improving care. Rarely, or does not seek information about quality improvement projects in the care setting.</p>
Safety	<p>Performs 3 checks for medication administration process. Performs 7 rights for medication administration process. Performs procedures as instructed. Calculates dosages accurately.</p>	<p>Rarely, or does not perform 3 checks for medication administration process. Rarely, Or does not perform 7 rights for medication administration process. Rarely, or does not perform procedures as instructed. Rarely, or does not calculate dosages accurately.</p>

	Relates the appropriate medication interventions regarding patient care. Determines unsafe situations and consistently intervenes as deemed appropriate.	Rarely, or does not relate the appropriate medication interventions regarding patient care. Rarely, or does not determine unsafe situations and rarely intervenes as deemed appropriate.
Faculty Comments		
<hr/> <hr/> <hr/> <hr/>		
Student Comments		
<hr/> <hr/> <hr/> <hr/>		
Professor Signature _____		Date _____
Student Signature _____		Date _____

Uniform Dress Code

A student may be dismissed from the program and receive a failing grade in the course based on noncompliance with the uniform dress code. Students are expected to wear their uniform with an MSJC nursing student name badge anytime on campus, at clinical, or at a MSJC Department of Nursing event.

Course/Clinical	Uniform Type	Shoe Type
N222 Peds	Per Instructor	Solid White
N226 OB	Per Instructor	Solid White
N236 Mental Health	Per Instructor	Solid White
Hospital Clinical	Uniform	Solid White

On-Campus Clinical (OCC)	Uniform	Solid White
Skills Lab and Checkoffs	Uniform	Solid White
Theory Class	Uniform	Solid White

The student is expected to maintain a professional appearance while in the clinical setting. Gum chewing, excessive makeup, perfume, cologne, jewelry, hair styles which compromise the sterile environment, or the wearing of ill-fitting uniforms, may make it difficult for the student to be regarded by others as professional as is therefore not acceptable. Additionally, no smartwatches or facial piercings may be worn at the clinical sites. Only neutral colored hair ties can be worn. The decision concerning a student's professional appearance will rest with the clinical professor or lab professor.

Professionalism

All students who wear the MSJC School of Nursing uniform represent the profession, the school, the faculty, and themselves. Wearing the uniform is an honor and should be treated as such. You must abide by all the expectations of a professional nurse, including acting in a professional manner. In your role, you must be aware of your surroundings and refrain from behaviors and actions that tarnish the uniform. Watch your communication and do not engage in foul language or actions that impact yourself, the school, or the profession.

Uniforms

Students are to wear their gray uniform while in class. Students may only wear school specified clean uniforms. Only plain, solid white/black short or long sleeve T-shirts may be worn under the uniform (no logos, writing, or pictures allowed). Uniforms must be washed at least once a week. Undergarments must be worn at all times and cannot be visible.

Uniforms may not be worn outside of school sanctioned activities. Safeguarding the community from communicable diseases is a priority. Please refrain from wearing the MSJC nursing uniforms in public spaces.

Undergarments

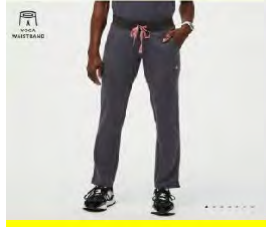
Long sleeve undergarments may be black or white and must be made of flat, smooth materials (no waffle weave or patterned materials allowed). Undergarments unless long sleeve, must not be visible under uniforms.

Uniform – Starting Incoming Fall 2024 Cohort

Cohorts prior to the incoming fall cohort will continue to wear current uniforms

Purchase uniforms from Figs at wearfigs.com well in time to receive them before the first day of courses. You may choose from the approved uniform pieces below. We will be sending information on how to get the MSJC logo on your uniforms as it becomes available.

Yola Skinny Scrub Pants 2.0



Catarina One-Pocket Scrub Top



Slim Cairo Cargo Scrub Pant



Slim Leon Three-Pocket Scrub Top



ID Badges

The picture identification name badge must be worn and clearly visible during all clinical or skills lab activities. Badge clips and holders are to be plain and simple, and free of decorative adornments. In compliance with National Patient Safety Goals, facilities require students to be sent home if ID badge is not evident. Failure to wear your ID badge during clinical may result in denied access to the clinical facility and being sent home for the day. It is critical that patients and staff can identify students who are engaging in patient care.

Shoes

Clean white leather oxfords or all leather white athletic shoes are acceptable (brand name lettering must be in white only). Clogs must have a strap around the heel. Canvas tennis shoes are not acceptable. All shoes must be closed toe to protect the feet. White athletic socks must be worn to protect feet and ankles.

Equipment

A watch with a sweep secondhand or digital second indicator, calculator, stethoscope, penlight, and a ballpoint pen with black ink are required in the clinical area. Optional items include a pocket organizer, hemostat, and back support. No smartwatches should be worn while in clinical settings. For infection control purposes no ornaments or sleeves allowed on stethoscopes.

Personal Hygiene**Bathing**

A daily bath or shower and use of a body deodorant are required prior to clinical. Students will maintain personal hygiene including oral care.

Scents

The use of perfumes, scented lotions, colognes, or after shave is not allowed due to possible client sensitivity or allergy. The students will be free of offensive body odor, cigarette smell, or any other offensive odor.

Hair

Hair color must fall within naturally occurring shades, be neat, clean, and up off the collar or secured back. Facial hair must be shaved or clean and neatly trimmed. Hair ties must be of neutral color and bobby pins are permitted. No hair ornaments or accessories may be worn while in uniform.

Nails

Fingernails must be clean, neat, and fingertip length only. No gel, nail polish, or artificial nails will be permitted.

Makeup

May be worn in moderation.

Jewelry

Only wedding rings or plain, simple rings are permitted (maximum one ring per hand).

Piercing

No piercings, jewelry, or hardware may be evident except for one small (2.0 to 3.8 mm) stud earring in each ear. No nose, facial, or lip piercings allowed. No objects of any type may be worn on the tongue.



Tattoos

Tattoos must be covered at all times.

Smoking

No smoking is permitted at any time the MSJC nursing uniform is being worn.

Please Note: In NICU settings, students are not to wear anything below the elbow.

Nursing Student Organization(s)



Southwest Associate of Nursing Students (SWANS)

SWANS Club Charter 2022-202

Section I: SWANS Mission and Purpose

The SWANS Organization is a campus club charter, with potential constituency with the National Student Nurses Association and California Student Nurses Association, that practices shared governance. SWANS are student nurses uniting to convey the standards and ethics of the nursing profession. SWANS aim to become responsible and accountable members of the nursing profession, while advocating for high quality, research-based, affordable, and accessible healthcare to the community. SWANS strives to strengthen the efforts of each individual student through mentoring and to develop into students who are prepared to lead the profession of nursing in the future.

Section II: Membership

How to become a member and who can join:

There are 2 categories of SWANS membership, active and associate. Only active members have privileges of membership and the right to vote on any policies, procedures, and bylaws of the SWANS organization. Active membership is open to students who are enrolled in the registered nursing program at Mt. San Jacinto College. Individual members are comprised of LVNs, CNAs, and pre nursing students (enrolled at Mt. San Jacinto College who are taking the prerequisite courses designed as preparation for entrance into the nursing program at MSJC). Members have all the privileges of membership, but they cannot hold office on the SWANS executive board.

How to become a SWANS member:

RN students become members by logging onto [nsna.org](https://www.nsna.org) and joining. The annual NSNA dues for active and associate members shall be \$30 per member for one year, a two year sign up for NSNA membership costs \$70, and a renewal membership costs \$40. Students that sign up on the NSNA website will become members of the National Student Nurses Association which will automatically qualify the student to become part of three organizations:

Southwest Association of Nursing Students
California Nursing Students Association
National Student Nurses Association

Students must also pay dues of \$7.00 to the Student Government Association (SGA) per campus club bylaws.

Why become a SWANS member?

SWANS members experience the following benefits of membership:

Gives nursing students the opportunity to meet and exchange ideas with other nursing students from around the country through national and state conferences.

Increases nursing student's awareness of issues confronting the nursing profession today.
Provides information about changing political and career trends in nursing.
Prepares students for entry into the profession by providing access to state board reviews, study tools while in school, mentoring, involvement in community health, and community service.
Discounts on books conferences, uniforms, and other related nursing school products and services.

Section III: Officers (Board of Directors)

The SWANS Executive Board of Directors consists of currently enrolled nursing students in good academic and professional standing. Students that are required to repeat a course due to reasons of academics or unprofessional behavior may not hold a board position. If at any time during the nursing program a student becomes unable to hold the elected board position, they will resign. Board positions include:

President
Vice President
Secretary
Treasurer
Historian
Director of Community Outreach
Director of Mentors and Mentees
Inter Club Council (ICC) Representative
Faculty Liaison/Faculty Advisor/Student Advisor
Fundraiser

*Note, for campus club status only, positions required are President, Inter Club Council (ICC) Representative, and 5 members. Students should refer to "Starting a Campus Club" found on the MSJC home page under Clubs.

President's duties include:

Serve as the principal officer of the association and preside at all SWANS meetings and the SWANS Executive Board of Directors meetings.
Responsible for soliciting and obtaining agenda items for meetings.
Create and publish a projected calendar of events for the semester including all SWANS meetings to be shared with SWANS Board of Director members.
Send out a meeting agenda to board members three days prior to the scheduled meeting via email.
Run all meetings in the manner of an NSNA organizational meeting.
Send agenda for upcoming meeting and approved minutes from previous meeting to faculty advisor at least 24 hours in advance and bring to next meeting.
Responsible for reserving the monthly SWANS meeting room with the nursing office one week prior to the planned SWANS meeting. Or, for virtual meetings, posting the zoom link in the SWANS canvas shell.
Post the meeting minutes on Canvas within three days of the completed approval process.

Send out emails reminding all members of meeting dates and events in advance with at least a 3-day' notice.

Vice President's duties include:

Assume the duties of the President in the case of absence or disability.
 Accede to the office of the President in case of vacancy in the office.
 Perform other duties assigned by the President.
 Oversee collaboration of all interactions between the ICC representative, Secretary, and the Treasurer.
 Ensure submission of event planning forms from the ICC (i.e., tables, popups, and chairs).
 Submit forms to faculty advisor allowing faculty advisors one week notice to complete and sign the event planning forms. (ICC/Department approval takes a minimum of two weeks)

Secretary's duties include:

Take and maintain attendance records for all meetings and events.
 Take minutes at each meeting, submit to the President and Faculty Advisor(s) for approval within four days of meeting, send copies to all SWANS members once approved by the President, Faculty Advisor, Vice President, Treasurer, or Historian. (Members will approve minutes online via Canvas)
 Archive all meeting minutes via Canvas and refer all requests for copies to the Canvas SWANS page (located in the Skills Lab Communication page).
 Responsible for time management during meetings to allow for all agenda items to be addressed within the one hour allotted time frame.
 Maintain current membership list with up-to-date contact information.
 Give minutes to ICC representative(s) for SGA/ICC approval of activities.
 Collaborate with Vice President, Treasurer, ICC representative(s), and Faculty Advisor for ICC meetings.

Treasurer's duties include:

Act as custodian of SWANS funds and see that an annual financial report is prepared and shared with the Executive Board of Directors prior to leaving the office or upon request of a Board member.
 Deposit all monies from fundraising/activities within 24 hours through the campus cashier.
 Work with the Faculty Advisor(s) to create and submit all Purchase Requisitions for SGA/ICC approval.
 Provide monthly financial reports regarding all SWANS funds at SWANS meetings.
 Collaborate with Vice President, Secretary, ICC representative(s), and Faculty Advisor(s) regarding ICC meetings.
 Fill out all purchase request forms and attach all appropriate receipts and give them to ICC representative(s) before ICC meetings.

Historian duties include:

Be present at all fundraising and community events to take photos, video, update social media
 Be responsible for updating the SWANS bulletin boards in the skills lab, front office, and where needed. May be updated online if this method of information delivery is in place.

Keep an album (either online, by electronic file, or hardcopy) intact with the SWANS events.
Be the graduation liaison representing SWANS at all graduation/pinning meetings.
If the historian is unable to attend graduation/pinning meetings a 24-hour notice must be given to the President. The President will designate another SWANS member to attend.

Director of Community Outreach duties include:

Promoting the development of the skills needed to be responsible, accountable members of the nursing profession who respect the differences and similarities between people.

Advocate for high quality care, utilizing the principles of transcultural nursing.

Facilitate the development of peer support systems which enhance recruitment and retention within the nursing profession.

Arranging meetings through local junior and senior high school counselors, churches, boys' and girls' clubs, and other community contacts as per Student Success Counselor.

Create a PowerPoint presentation to present to schools and other community events.

Work with enrollment advisors for all career fairs and classroom presentations.

Information provided to junior and senior high school students should include

What nursing is really about

Career opportunities in the field

Academic prerequisites and grades required for nursing school admission

Personal attributes needed for professional nursing

Coordinate all SWANS community activities.

Update Faculty Advisor about all planned events

Director of Mentor and Mentees duties include: (Not currently active)

Coordinates partnerships between beginning and advanced nursing students and facilitates communication between both groups. When ineffective partnerships are brought to the attention of the Director, the Mentee will be reassigned promptly to another willing Mentor.

Evaluates effectiveness of partnerships via surveys conducted during the final week of the semester. Shares results, best practices and concerns with incoming Director and suggests improvements for subsequent semesters.

Responsible for presenting at the faculty meet and greet for new incoming students and coordinating the SWANS meet and greet meeting.

Responsible for following up with Mentor and first semester Mentees at the end of the first month of classes. Responsible for follow up with all partnerships via email one week prior to finals (twice during semester).

Coordinates the Peer Tutoring Program as directed according to policy. Actively enlists students to become peer tutors.

Inter Club Council (ICC) Representative(s)

Responsible for attending weekly ICC meetings. Reps can alternate attending ICC meetings biweekly.

Report back to SWANS Board Members and Faculty Advisor after ICC meetings via email within 24-48 hours and present report at monthly SWANS meetings.

Collaborate with Vice President, Secretary, Treasurer, and Faculty Advisor about all ICC meetings.

Refer to section IV (1-3) of bylaws for further details about financial accounts.

Keep count of SWANS total membership each semester.

Faculty Liaison /Faculty Advisor/Student Advisor

Attend 80% of faculty meetings or have a representative present to take notes on and contribute to student nursing related topics.

Report back to SWANS, class representatives, and student body on current and relevant matters discussed in faculty meetings.

Assist the faculty and nursing department in planning, developing, and managing student related programs and curriculum development.

Fundraiser

Facilitate communication with ICC for needed approval of on campus events.

Will keep inventory of SWANS products such as t-shirts, license plate frames, etc.... and will coordinate with Skills Lab for storage and safety of products.

Responsible for coordinating fundraising events and prospective ideas.

Insures that fundraising events are on the minutes and are approved by ICC.

Section IV: Elections, Terms of Office, Absences, and Filling Vacancies

Executive Board members can hold an office for one academic semester for the fall or spring semester. Elections shall take place by e-mail or at the last meeting of the semester.

Nominations for candidacy will take place during a scheduled SWANS meeting. Voting will take place during the meeting or within one day after the meeting. Candidates must e-mail their position statement or speak at the meeting for office to the election committee. A plurality vote shall be elected. A tie vote shall be decided first by re-vote, if necessary, then by casting a ballot. The elections committee that tallies the votes will consist of Executive Board members that are graduating from the nursing program. The current Executive Board of Directors shall fill vacancies on the Executive Board of Directors. The President or Vice President may reassign duties from the vacancy to current Executive Board of Director Members. Any resignation from a position on the Executive Board of Directors shall be in writing and shall be effective immediately upon receipt.

Members of the Executive Board of Directors who have missed more than two regularly scheduled meetings of any current term semester without prior notification to the Board of Directors, and who offered no valid reason for such absences may be removed from office by a plurality vote of the current members present at the next scheduled meeting. In the occurrence of an absence, an e-mail must be sent to all board members 24 hours prior to the absence stating the reason for the absence. An officer may also be removed from office if that officer is deemed negligent in the functions of that office as stated by the campus club and/or NSNA bylaws. Removal of the office will occur by a plurality vote of the members of the Executive Board of Directors present at a meeting called for that purpose. The SWANS Executive Board of Directors must always remain in good academic and professional standing. If at any time during

the nursing program a student becomes unable to hold the elected board position, they will resign. Prior notification of 14 days shall be given to the individual in question for due process and a special Executive Board of Directors meeting shall be held to review the circumstances. This will take place with the Faculty Advisor(s) present.

Section V: Records

SWANS Account Access

All monies requested must have ICC and SGA approval. ICC and SGA Approval: Contact the SGA Vice President about placing the chosen fundraiser on the ICC agenda. Agenda items must be submitted at the meetings. Our SWANS representative needs to attend the ICC and SGA meetings. After ICC approval it then goes to SGA for approval. The ICC representative will engage in SWANS activities and announcements during the representative reports of the agenda. An SGA purchase requisition can then be brought to the ICC and SGA for approval. SWANS minutes approving the t-shirt sales and amount requested need to be attached to the SGA purchase requisition. It is recommended to place the purchase requisition on the agenda for immediate approval. Bring the purchase requisition to the ICC meeting with SWANS approved minutes attached to the PR.

To withdraw monies for reimbursement:

The account number that needs to be placed on all purchase requisitions for reimbursement is account number 054. This is the assigned number for the SGA SWANS account access.

To deposit monies:

Obtain a green and white bag from the Menifee Cashier's Office.

ASB SWANS #054

Deposit into account #0301014701

Date

Total amount

Way money was raised

Section VI: Minutes of the SWANS Meetings

Minutes should include the following:

Type of meeting: Executive Board, fundraising, membership, election, etc....

Names of all attendants

Approval of minutes from the previous meeting

All main motions and summary of discussion around the motion

Example of NSNA Minutes

Every SWANS meeting needs to follow the guidelines below:

Call to order: "The meeting is now called to order"

Introduction: "I am Tom the President...; this is Betty the VP..."

Roll Call: "I now call upon the Secretary Ashley to call roll..."

Approving previous meeting minutes: “The next order of business is the reading and approval of the last meeting’s minutes. Are there any additions or deletions, if so, please state now. If there are none, the minutes stand approved” (*Have copies printed or electronically emailed to and for all board members, minutes are posted on Skills Canvas*)

Refer to meeting agenda (*Have copies printed or electronically for all board members*)

Vote on any bylaws, fundraisers, community service, etc.... (Must have quorum of at least 5 board members present in order to make a resolution).

Other business: “If there is any other business to come before the group it can be done now.”

Announcements: “Are there any announcements?”

Next meeting: Announce date, time, and place of next meeting

Adjournment

Section VII: Meetings

The President or Faculty advisor/liaison will call meetings. Meetings occur on a monthly basis on the date agreed upon by the Executive Board members and Faculty Advisor(s).

Section VIII: Quorum

A quorum will be used for valid transaction of business. There must be 5 or more Executive Board members present for a vote via email, telephone, or face to face, or 75% of vote of all present during a SWANS meeting for any main motions, policies, procedures, or resolutions. When utilizing email for communication, ensure all Board members receive emails by using the reply all option, including Faculty Advisor(s). The above statements were adopted by the National Student Nurses Association.

This Charter was revised January 2023

Other Student Organizations

All nursing students are encouraged to become involved in their campus and community. To find information about the different campus organizations please visit the [Student Government Association](#) website.

Mentor-Mentee Program-

Feeling overwhelmed? Wish you had the opportunity to learn from another student? Need someone to assist you with study skills? The Mentor-Mentee Program is here to assist you. All Students from first semester to third semester will be assigned to a mentor. On the other hand, all students from second to fourth semester will be assigned a mentee. The assignment and pairing will be announced at the Student’s Success Workshop at the beginning of each semester.

Peer Mentoring

Peer mentoring is a subsidiary of the Southwest Association of Nursing Students (SWANS). The program is established to provide support and guidance to nursing students from other nursing student's perspectives to achieve success. Peer mentors are given only one mentee per semester unless there are no other peer tutors available. Mentors will be given 0.5 hour of community service time, no more than once every 2 weeks for a maximum of 1 hour per month, after filling up the Mentor-Mentee Log Sheet and proving that mentoring was done. Both the mentor and mentee will sign the Mentor-Mentee Log Sheet; only the mentor can get 0.5 hour every 2 weeks for each mentoring session; maximum of 2 hours per semester. The Mentor-Mentee Log Sheet will be provided during the Students' Success Workshop.

Mentor Responsibilities

Assist students with understanding concepts related to specific content outlined in the associated syllabus.

Provide study tips, resources, or other helpful outside resources to assist with content comprehension.

Meet with professors of the corresponding course to obtain focus points for the tutoring session.

Please Note: Peer tutors must not hint toward or verbalize test questions.

Mentee Responsibilities

Be responsible for his or her own learning by gaining access to mentor's knowledge, skills, experience, and advice.

Reach out to mentor at least every two weeks to seek for help or ask for guidance needed to be successful in each course.

Studying before coming to class, while in class, and after class is the key to achieving success in the nursing program.

Benefits of Peer Mentoring

Peer tutoring helps students to:

Increase their own understanding of the subject matter they tutor students in which boosts confidence and reinforces prior knowledge.

Have opportunities to develop their own leadership skills.

Peer Mentor/Mentee Program Guidelines

<p><u>Mission</u></p> <p>The peer mentor program is committed to student success and learning within a rigorous nursing program. We strive to provide our incoming and continuing nursing students with the access of a compassionate, knowledgeable and experienced peer to ease the transition into nursing school and provide the resources necessary to reach their potential. Our goal is to build positive relationships among our peers, the educational institution, and our diverse community. In addition, we will offer the tools necessary for the development of leadership and communication skills along with the support of lifelong learning which will lay the foundation for a successful nursing career.</p> <p>Created August 2013 Reviewed 2/2023</p>	<p><u>Mentor Guidelines and Goals</u></p> <p>Assist students with the transition, challenges, and progression of nursing school. Assist students with the roles and responsibilities of a professional student nurse. Disclose resources available to nursing students. Assist in the development of academic and life skills. Develop better listening and communication skills. Identify and develop leadership skills as well as role model such skills to your mentee and build your resume. Reach out to your mentee a minimum of 3 times throughout each semester offering support and meeting opportunities.</p> <hr/> <p><u>Mentee Goals and Expectations</u></p> <p>Take responsibility for your learning by gaining access to the skills, knowledge, advice, experience, and resources a mentor can offer. Gain awareness of opportunities and activities that can broaden your educational experience. Improve and gain confidence in decision making skills and your role as a student nurse. Obtain feedback on papers and projects. Develop better listening and communication skills. Learn skills used to handle difficult or unique situations. Gain insight to clinical sites and expectations of a student nurse. Respond and reach out to your mentor a minimum of three times throughout each semester to get support and schedule meeting times.</p>
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Promotion and Completion



Pinning Ceremony History

A pinning ceremony is a symbolic activity welcoming newly graduated nurses into the nursing profession. New graduates are presented with nursing pins by the faculty of the nursing school. Often the nurses recite the Nightingale Pledge in commemoration of the new graduate nurses.

The first official nurses training program, the Nightingale School for Nurses, opened in 1860. The mission of the school was to train nurses to work in hospitals, work with the poor, and to teach. Students also cared for people in their homes, an appreciation that is still advancing in reputation and is a professional opportunity for nurses today.

Florence Nightingale's lasting contribution was her role in founding the modern nursing profession. She set an example of compassion, commitment to patient care, and diligent and thoughtful hospital administration.

Pinning Ceremony Policy

The pinning ceremony is designed to celebrate the accomplishments of completing the Associate Degree Nursing Program and the transition into professional practice. Family and friends, the School of Nursing faculty and staff, clinical partners, and other college members join together to honor the graduating students. Three student volunteers from the 4th semester class, serve on the Pinning Committee and work with the faculty advisor to plan the event. Students from other semesters also volunteer to assist with setting up and decorating the venue, handing out refreshments and programs at the event, ushering, running errands for the ceremony, and cleaning up after the ceremony.

Each graduating student receives tickets for family and friends to invite to the ceremony. Students who do not need all their tickets should submit their unused tickets to the front office. The front office creates a list of students who are in need of extra tickets and is the party responsible for allocating those tickets in an equitable manner, to students who have submitted their names. The front office will distribute tickets to students based on need and availability of tickets.

Mandatory rehearsal and gown fitting dates and times are mutually set by the Faculty Advisor and the Pinning Committee. All participating students must attend rehearsal and gown fitting appointments.

Graduates are required to present a 3x5 index card with their first and last name, spelt phonetically if needed, along with a maximum of a 50-word typed message. This index card must be submitted to the Faculty Advisor at least 2 weeks prior to the Pinning Ceremony. The message on the card will be read by a selected faculty member to the audience as the student's name is called for pinning.

The graduating students will have the opportunity to vote on certain aspects of their pinning ceremony. However, if a vote cannot be agreed upon collectively as a class, the three student volunteers can vote on the specific issue to settle the dispute themselves. The graduating students will vote as a class on the following:

- Photographer
- Reception or catering
- Pins, caps, fundraising events
- 2 or 3 student speakers
- Faculty who will read the index cards
- Faculty who will present the roses to the graduates
- Faculty to recite the Nurse's Pledge
- Faculty to hand out roses
- Faculty who will be the designated master or mistress of ceremonies (MC).

The Faculty Advisor is responsible for the following:

- Collaborating with the Pinning Committee regarding entrance, exit, reception music, and PowerPoint slide presentations.

- Approving music for the pre-ceremony, ceremony, post ceremony, reception, and PowerPoint slide presentations. The faculty advisor must review the music, student speeches, index cards, and slide show for appropriateness.

- The faculty advisor is responsible for booking the venue if it will be held on any of the MSJC campuses, inviting administrators, community partners, and adjunct faculty to the event.

- The faculty advisor must also collaborate with the bookstore to ensure they have adequate amounts of nursing pins to be purchased by the students, and to arrange a cap and gown sizing appointment.

After approval from the Faculty Advisor the Pinning Committee will present the recommendations to the graduating class.

Pinning Ceremony Dress Code

Each student is expected to maintain a professional appearance for the entire duration of the Pinning Ceremony, including pre and post ceremony. Ultimately, the decision concerning a student's professional appearance will be evaluated by the Faculty Advisor. Failure to adhere to the dress code will prevent the graduate from participating in the ceremony until the graduate dons professional and appropriate attire.

White graduation caps and gowns will be purchased through the bookstore or may be purchased through a third-party vendor if approved by faculty advisor. Each student participating in the event must wear the white graduation cap and gown.

Students may not decorate their caps as this is a nursing pinning ceremony and not a graduation event.

Business casual dress should be worn underneath the gown

Nursing Pins will be purchased from the bookstore by the student.

Approved cords and sashes include, the SWANS Board members sash, veteran's cords, honors sashes, and the NSNA cords are permitted to be worn with the white gown.

Jewelry should be simple and worn according to the Dress Code Policy:

One pair of stud earrings (one stud in each ear lobe)

Lip, nose, eyebrow piercings or studs are not permitted

Bracelets or decorative pins are not permitted

Hair adornments are not permitted

Tiaras are not permitted

Visible tattoos are to be covered

Unconventional or unnatural hair colors are not permitted.

Make-up may be worn in moderation.

Graduation and Candidacy for Licensure

Graduation check should be initiated early. California Board-approved nursing program director or designee will work with students to assist on completing their application on Breeze and Pearson VUE application. The program director will verify via California Board of Nursing portal individual student graduation status including degree earned and confirmed date and is deemed equivalent by the Board to meet transcript submission requirements. Therefore, students do not need to mail or request transcripts to be sent to the BRN. The application process for the NCLEX-RN should be submitted to the Board of Registered Nursing no sooner than two weeks prior to the student's expected graduation date. Forms and instructions are available

[CA BRN Application Instructions](#)

[CA BRN PPT Slides- Instructions](#)

[Click here to create a CA BRN Breeze Account](#)

[NCLEX as a First-Time Candidate](#)

[Online Application at the California BRN Breeze](#)

[Reapply for Examination](#)

[Licensure by Endorsement](#)

[Reinstatement of a Lapsed RN License](#)

[Fingerprint Information](#)

After the student creates a BreEZe account and completes the NCLEX-RN licensure application they may request a Live Scan form by using the [Fingerprint Request](#) form. Once the request is received and submitted application is confirmed, the student will receive an email containing a link to download the Live Scan form.

[Application Fees](#)

[Applicant Name or Address Change](#)

[Financial Aid Information](#)

[Applicant FAQ's](#)

Admission to the Associate Degree Nursing Program does not guarantee students will graduate from the college or the program. Graduation from Mt. San Jacinto College is not the sole criterion for obtaining Candidacy for Licensure status. [Licensing requirements](#) are the exclusive responsibility of the Board of Registered Nursing and satisfaction of those requirements is independent of fulfillment of any requirements for graduation from the college.

The Board of Registered Nursing may deny any license if the applicant has been found guilty of fraud or acts which deceive the public, a felony, or addiction to habit-forming substances, etc.... For questions regarding further limitations related to Candidacy for Licensure please contact the Board of Registered Nursing.

PLEASE NOTE: The student's name inputted on the BRN application must match EXACTLY as it appears on their photo identification that will be presented at the Pearson VUE test center. The same name must also be provided to the NCLEX test service at the time they register in order to prevent delays with issuing their Authorization to Test. The student's name should also be consistent on their school documents as well.

Student Citizenship

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate "public benefits" to persons who cannot provide proof of their legal status in the United States. "Public benefit" has been interpreted to include a license issued by the state. This statement means that all applicants for licensure as vocational or registered nurses and certification as nurse assistants or home health aides will be required to submit verification of citizenship or legal residence status in the United States to the Boards of Nursing.

A license will not be issued until legal status in the United States has been confirmed by the United States Citizenship and Immigration Services (USCIS).

Information Regarding Convictions

Important Notice Regarding Applications from the BRN

The Board of Registered Nursing Enforcement Applicant Desk is currently processing an extremely high volume of applications and is unable to return telephone calls, so they ask that applicants refrain from calling to follow up on your application.

"Conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Section 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than \$1,000 unless the infraction involved alcohol or controlled substances. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside pursuant or deferred pursuant to Section 1000 or 1203.4 of the Penal Code must be disclosed.

"License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, or any other restriction.

The following information must be provided for each license discipline or conviction sustained: A detailed written explanation describing the circumstances and events that led to your arrest(s) and conviction(s), including: date and place of arrest; arresting agency; court where case was heard; and sentencing information, including fines, courses, counseling, restitution, probation, parole, community service, and jail or prison time.

Documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.

Documents from the court, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or Judgment; Dismissal, Probation Release, or Court Discharge.

Any related mitigating evidence or evidence of rehabilitation that you want to provide.

For more information about reporting convictions or reporting any disciplinary proceedings against any healthcare related licenses or certificates please click the link below:

[Discipline and conviction questions](#)

All disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other health care related license or certificate must be reported.

Failure to report prior disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

For disciplinary proceedings against any license as a RN or any health-care related license; include copies of state board determinations/decisions, citations and letters of reprimand.

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

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

Recent, dated letter from applicant describing the event and rehabilitative efforts or changes in life to prevent future problems or occurrences.

Recent and signed letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, Support Group Facilitators or sponsors, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.

Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.

Submit copies of recent work evaluations.

Proof of community work, schooling, self-improvement efforts.

All of the above items should be mailed directly to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. All evidence of rehabilitation must be submitted prior to being found eligible for licensure.

An applicant is also required to immediately report, in writing, to the Board any disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

Please Note: The certified court documents do not include arrest report and must be requested separately.

Contact the arrest agency for this report. The arresting agency is the agency that conducted the arrest or issued the citation (ex. California Highway Patrol, Riverside County Sherriff). If the arrest documents are purged or unavailable, please provide a letter or proof from the arresting agency which confirms that information.

If the arrest is for a DUI be sure to request that the Blood/Breath Alcohol Content (BAC) is included with the report.

Evidence of Rehabilitation:

Can include completion certificates of court ordered or voluntary rehabilitation.

Reference Letters for Alcohol or Drug Related Convictions:

Recent letters from professionals in the community; for example, AA or NA sponsor, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past

misconduct and current rehabilitation, such as the use or nonuse of alcohol or drugs. The letters must be signed by the author and dated within the last year.

Reference Letters for all Other Convictions:

Recent letters from professionals in the community; for example, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past misconduct and current rehabilitation such as, honesty, integrity, and management of anger or stress. The letters must be signed by the author and be dated within the last year. These letters can be faxed or emailed however, please submit a hard copy for the file.

Work Performance:

Submit a copy of your most recent work evaluation for review. For Exam applicants the evaluation does not have to be from a health-related agency.

If you have a disability which may require accommodations of the examination process or access to the examination center, you must submit with your application the following **REQUIRED** information:

1. A REQUEST FOR ACCOMMODATION OF DISABILITIES form completed and signed by the applicant. This form is included in the application packet.

2. A PROFESSIONAL EVALUATION AND DOCUMENTATION OF A DISABILITY form completed and signed by a professional evaluator or equivalent information on original letterhead stationery of the evaluator. This form is included in the application packet.

The required information must be completed and submitted with your application, or your examination could be delayed. If you have any questions, you may contact the Testing Coordinator by writing to the Board address, Attn: Testing Coordinator, or by calling (916) 322-3350.

Any examination accommodations, including aids brought into the testing center must have **pre-approval** of the Board.

The California Fair Employment and Housing Act as amended by AB2222, Government Code section 12900 et seq. effective January 1, 2001, grants applicants participating in a licensure examination more protection from unlawful discrimination than the federal Americans With Disabilities Act.

Forms for Requesting Testing Accommodations