Southwestern College

Associate Degree Nursing Program

Student Handbook

2023-2024

SOUTHWESTERN COLLEGE

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Southwestern College Nursing Program

Program Approval and Accreditation

The Southwestern College Associate Degree of Science in Nursing program is approved by the California Board of Registered Nursing.

Previous approval: 2018 Next approval scheduled: 2023

Board of Registered Nursing - Dept. of Consumer Affairs
Physical Address: 1747 North Market Boulevard, Suite 150, Sacramento, CA 95834-1924
Mailing Address: P.O. Box 944210, Sacramento, CA 94244-2100
Main Phone: (916) 322-3350
Hearing-Impaired Persons: 711, or (800) 735-2929 (TTY)
California Relay Service: (800) 735-2922 (Voice) rn.ca.gov

The Southwestern College Associate Degree of Science in Nursing program maintains continuing accreditation from the Accreditation Commission for Education in Nursing (ACEN).

Previous accreditation: 2021 Next Accreditation scheduled: 2029

Address: 3390 Peachtree Road Northeast, Suite 1400 Atlanta, GA 30326 (404) 975-5000 (phone) acenursing.org

RELEASE AND ACKNOWLEDGEMENT FORMS

Southwestern College Nursing Program

Acknowledgement of Review / Accountability Form

Revised: 5/2023
Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

I hereby certify that I have read each page of the Nursing Program Student Handbook, that I am fully familiar with the contents of this document, and that I fully understand and agree to abide by its terms and provisions.

The policies and procedures written in this handbook are designed to assist me as I progress through the program and answer some of the most frequently asked questions.

I understand that because the nursing program is mandated to abide by the laws enacted by the California Legislature and further, is regulated by the California Board of Registered Nursing. Some of the policies contained in this handbook conflict with the policies of Southwestern College. It is my responsibility to know which policy takes precedence.

Nursing policies in accordance with the Southwestern College District policies are referenced and cited. All Southwestern College students are expected to abide by the Nursing program policies and the district policies which can be found at https://www.swccd.edu.

I understand that the Nursing Program Student Handbook is subject to change. Changes to the student Handbook are communicated in a timely manner.

Any questions that I have about the Nursing Program and the contents of the Student Handbook have been fully explained to my satisfaction. Any addendums to this document will be communicated with me via electronic mail and will be posted on the SWC Nursing Program Canvas Organizational site. SWC website: http://www.swccd.edu/nursing

Print Name: _____

Signature: _____

Date: _____

Southwestern College Nursing Program

Consent for Release of Information Form

Revised: 5/2023
Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

I, undersigned, authorize Southwestern College Nursing Program to release information regarding myself to the San Diego Nursing Service Education Consortium Clinical Affiliates and the California Board of Registered Nursing. All information will be kept confidential and maintained as part of my student records with the Southwestern College Nursing Program. Additionally, all information will be used exclusively for administration and/or delivery of nursing education services. This release shall remain in effect while accessing any service from Southwestern College Nursing Program and throughout my enrollment, failure, withdrawal, transfer, and/or graduation from the program.

Print Name: _____

Signature: _____

Date: _____

Southwestern College Nursing Program

Photo Consent Policy

Revised: 5/2023
Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

I hereby consent to the use of all images (photographs, videotapes, or film) taken of me and/or recordings made of my voice and/or written extraction, in whole for Southwestern College Nursing Program with its content, for the purposes of illustration, advertising, or publication in any manner.

Print Name: _____

Signature: _____

Date: _____

GENERAL INFORMATION

Southwestern College Nursing Program

Statement of Commitment

Revised: 5/2023
Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Reading assignments, homework, and other learning activities are required to meet course objectives. Students can expect to spend at least TWO (2) hours outside of the classroom/clinical preparing for lecture, reading, doing homework, and completing other learning activities for each hour (1) hour of time spent in the classroom/clinical.

Success in the Southwestern College nursing program requires:

1. A commitment by the student to make education the top priority during enrollment.

2. A willingness to receive constructive feedback and seek assistance as necessary.

3. Students to take responsibility for his/her own learning by preparing for class/clinical a head of time and completing the reading, homework, and other learning activities and assignments on time.

4. Students to adhere to the policies and provisions contained in the nursing student handbook.

Southwestern College Nursing Program

Background and Purpose of the Nursing Program Student Handbook

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

The California Code of Regulations is comprised of laws that regulate the practice of registered nursing in California via the Nurse Practice Act.

By authority granted by the legislature and enforced by the California Board of Registered Nursing (CA BRN), the Director of the Nursing Program, is a registered nurse administrator or faculty member who meets the qualifications of section 1425(a) and has the authority and responsibility to administer the program. The director coordinates and directs all activities in developing, implementing, and managing a nursing program, including its fiscal planning.

Faculty members shall have the primary responsibility for developing policies and procedures, planning, organizing, implementing, and evaluating all aspects of the program (BRN reg. 1424(g). Each faculty member shall assume responsibility and accountability for instruction, evaluation of students, and planning and implementing curriculum content (BRN reg. 1425.1(a).

The Nursing Program Student Handbook is prepared by the Nursing Faculty and the Director of Nursing in accordance with the California Code of Regulations, Title 16. Professional and Vocational Regulations, Division 14. Board of Registered Nursing, Article 3. Prelicensure Nursing Programs.

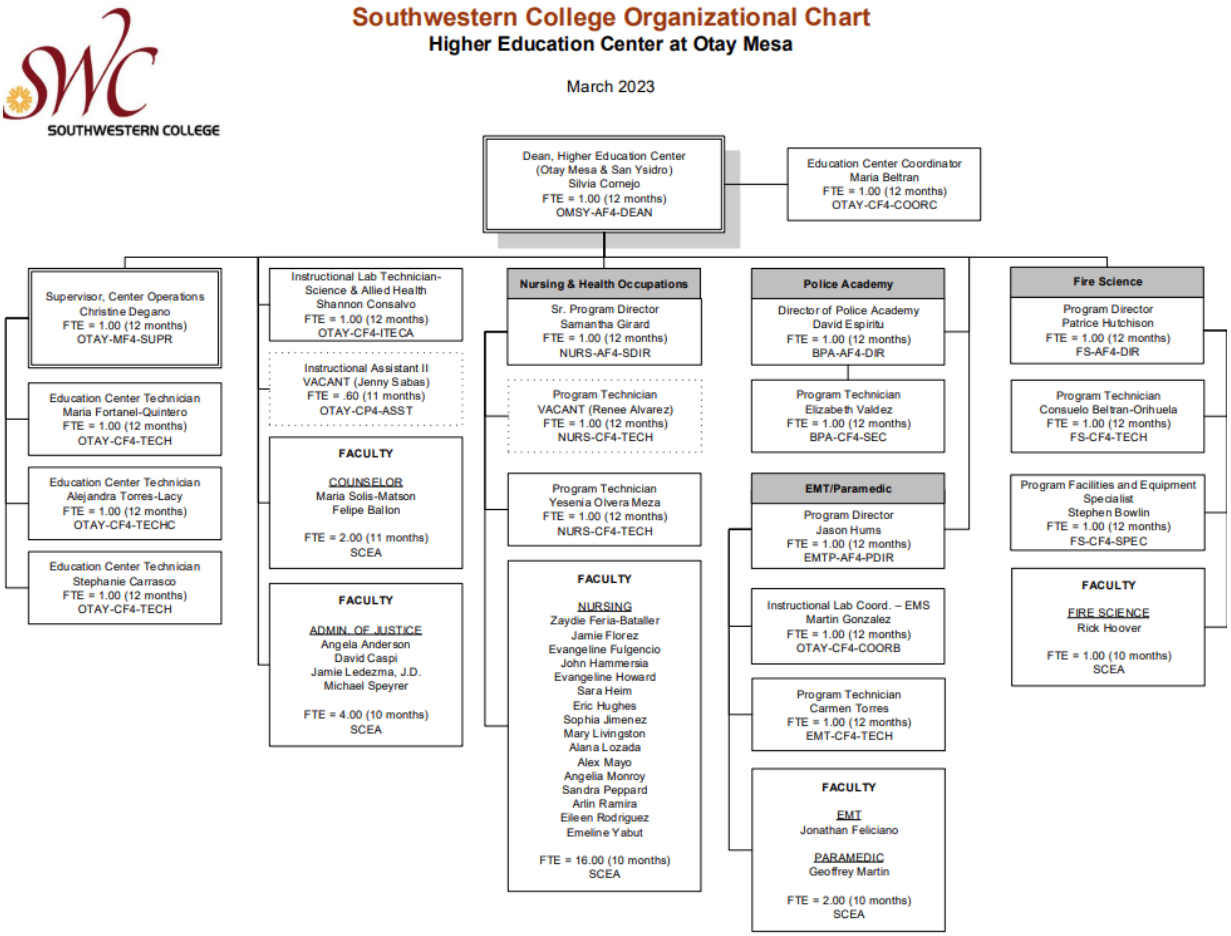
The purpose of this handbook is to provide nursing students with a reference to general information pertaining to Nursing Program terms, policies, and provisions. The Nursing Program Student Handbook serves as a guide and delineates student expectations, including but not limited to: admission, progression, graduation requirements, theory and clinical expectations, attendance/absence, academic and clinical remediation, behavioral expectations, discipline and dismissal policies, student government, health services and requirements, academic advisement, available resources, and nursing course objectives.

All nursing students are required to acknowledge that they have read, understood, and agree to abide by the policies and procedures detailed in this handbook. Refusal to do so will result in a nursing program dismissal. The acknowledgement is placed in the student's file.

Revisions to the nursing program handbook are sent through SWC college email and posted on the Nursing Program Canvas site. Each student's signed addendum is placed in their student file. The current handbook is posted on Canvas annually in August.

Nursing Program Organizational Chart

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Document No. 006



Southwestern College Nursing Program

Nursing Program Administration, Faculty & Staff

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

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Southwestern College Nursing Program

Mission Statement

Revised: 5/2020
Reviewed: 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Southwestern College Associate degree Nursing Program serves a diverse community of students and provides educational preparation for the graduate in the role of a Registered Nurse and as a professional member of the healthcare community.

The Nursing Program provides educational opportunities that enable our students to progress from a novice level of expertise to a new RN graduate level of expertise in nursing skills, clinical reasoning, and theoretical preparation. The program promotes personal enrichment, community service and transfer for advanced nursing educational opportunities.

The Nursing Program promotes student learning and success by committing to systematic review, which includes assessment, planning, implementation, and program evaluation.
The program celebrates successes as our student's progress in the program, in their advanced degrees and as key members of the Nursing profession.

Southwestern College Nursing Program

Program Philosophy and Core Values

Revised: 5/2020
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

The associated degree nursing faculty aligns with the mission and vision of Southwestern College; furthermore, the faculty is committed to the following beliefs, which guide the nursing curriculum.

Beliefs about Man, Health, and Illness

- Man is a unique individual with inseparable bio-psycho-social-spiritual needs.
- Man's culture and ability to communicate needs are an integral component in health and wellness throughout the life span.
- Health is a state of complete physical, mental, social well-being, not merely the absence of disease or infirmity.
- Health is on a continuum of maximum wellness to maximum illness throughout the life span.

Beliefs about Nursing

- Nursing is both an art and a science. The science of nursing is the knowledge base for the care that is given; the art of nursing is the skilled application of that knowledge to help others reach maximum function and quality of life throughout the life span.
- Nursing is a profession that utilizes special skills and knowledge to provide safe give care to the whole person in health and illness and in a variety of practice settings.
- Nursing requires clinical reasoning skills that focus on health promotion, illness prevention, restoring health, and facilitating coping skills while utilizing therapeutic communication methods.
- Nursing care is determined by man's human responses resulting from changes in the structure and/or function of all body systems.

Beliefs about Student, Faculty and Education

- Students are individuals with unique combinations of ethnic and cultural backgrounds, learning abilities, and support systems.
- Optimal student learning takes place in a safe environment that is supportive, provides frequent feedback, as well as strategies for success.
- Nursing faculty believe that learning is a lifelong process involving external changes in behavior and internal changes in thought process and attitudes. Nursing faculty are committed to their own lifelong learning and maintain currency in theory and skills through course work, CE opportunities, conferences and through their own experiential learning as a practitioner in the clinical setting.

Nursing faculty believe that the role of the faculty is to facilitate student learning by providing instruction, clinical experiences, resources, counseling, and guidance.

- Nursing education incorporates knowledge from the humanities and the behavioral, physical, and natural sciences.
- Nursing education remains current and incorporates such resources as The National Patient Safety Goals and Institute of Medicine Reports (as it relates to nursing) as references for both the faculty and the students.
- Nursing faculty are committed to program core values that are reflected in each course: communication, clinical reasoning, cultural diversity, health promotion/illness prevention, life span development, nursing theory/skills, roles of the nurse, safety, evidence-based practice and quality improvement.

Core Values

The core values of the ADN Program were developed from the program's philosophy and beliefs of Man, Health/Illness, Nursing, Students, Faculty and Education. From these beliefs, a Conceptual Framework was developed that incorporated the bio-psychosocial aspects of Man and how Man interacts with the environment on a physical, social, cultural, and spiritual level.

Health as defined on a wellness/illness continuum and how it relates to nursing is expanded upon in the conceptual framework. This conceptual framework with the core values are interwoven into all areas of the curriculum:

- Communication
- Clinical Reasoning
- Cultural Diversity
- Health Promotion/Illness Prevention
- Life Span Development
- Nursing Theory/Skills
- Roles of the Nurse
- Safety
- Evidenced-Based Nursing Practice
- Quality Improvement

Southwestern College Nursing Program

Conceptual Framework

Revised: 5/2020
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

The nursing curriculum, based on our nursing philosophy, uses a framework of metaparadigm concepts consisting of man, environment, and health and nursing which interact with the following domains: communication, clinical reasoning, cultural diversity, health promotion/illness prevention, lifespan development, nursing theory and skills, roles of the nurse, safety, evidence-based nursing practice and quality improvement.

Each of these concepts are addressed throughout all levels of the curriculum and are threads within each nursing course. These curriculum threads progress on a continuum from simple to complex as demonstrated in the level and terminal outcomes for the entire curriculum.

The concepts within the framework define man as a bio-psycho-social-spiritual system who interacts with the environment. This environment influences health on a continuum of maximum wellness to maximum illness. Man's human responses to where he is located on this continuum determine the nursing care to be provided based on the nursing process.

Communication is a basic, essential component, whether verbal or nonverbal, and assists man in moving across the health/illness continuum. Communication is a vital part of the nursing process, which incorporates clinical reasoning.

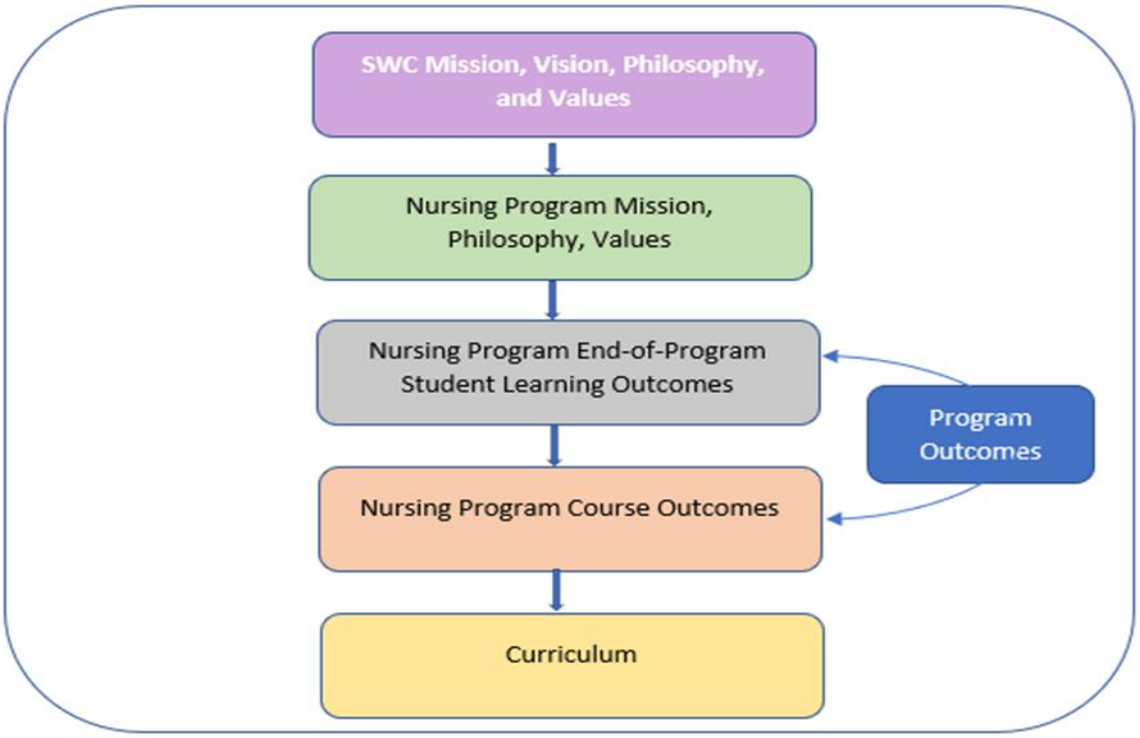
Clinical reasoning must occur in order to determine the most accurate and safe patient outcome. Evidence based nursing practice and quality improvement are integral components to providing, monitoring and improving the multi-facets of care provided to the patient/client.

Sensitivity to cultural diversity is essential in all aspects of nursing. Each person's culture is incorporated when applying the nursing process.

Health promotion/illness prevention is addressed within each body system. It is recognized that each body system: Integumentary, Cardiovascular, Respiratory, Neurological, Gastrointestinal, Genitourinary, Reproduction, Endocrine, Hematological and Musculoskeletal is continuously affected by health and/or illness and changes with lifespan development from infancy to old age.

Therapeutic nursing interventions are guided by sound nursing theory in order to deliver the best nursing care possible. These nursing skills are implemented in a safe manner by the nurse. Safety is always considered when delivering health care. The roles of the nurse are defined as three basic areas: Provider of Care, Manager of Care, and Member of the Discipline.

SWC ADN Program Conceptual Framework



Core Curriculum Threads

PROGRAM PHILOSOPHIES AND BELIEFS				
Man	Health/Illness	Nursing	Students/Faculty	Education

CONCEPTUAL FRAMEWORK			
Man	Environment	Health	Nursing
Bio-psychosocial	Physical Social Cultural Spiritual	Wellness/Illness	Assessment Diagnosis Planning Implementation Evaluation

CORE VALUES
Communication
Clinical Reasoning
Cultural Diversity
Health Promotion/Illness Prevention
Life span Development
Nursing Theory/Skills
Roles of the Nurse
Safety
Evidenced -Based Nursing Practice
Quality Improvement

Southwestern College Nursing Program

Institutional Outcomes: Nursing Program

Revised: 5/2020
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

All academic programs at SWC have institutional learning outcomes that are measured on a standard assessment cycle. The purpose of this type of measurement is so that the institution has a direct measure of student achievement on core institutional learning outcomes for each program. The institution generates an annual report of disaggregated data pulled from Web Advisor. The table below reflects aggregated data from 2018-2021.

Institution Learning Outcome
% of students who achieved High Proficiency or Mastery

Institution Learning Outcome	% of students who achieved High Proficiency or Mastery
1. the student will demonstrate the ability to actively participate and contribute to patient report meetings and patient/family conferences and analyze as well as prioritize the information obtained (ref. pg. 145).	98.4
2. the student will demonstrate the ability to articulate professionally and competently in the healthcare setting on issues regarding patient care (ref. pg. 116).	88.5
3. the student will analyze, compute and correctly provide medications to the patient in the healthcare setting (ref. pg. 87).	98
4. the student will demonstrate collegiality and appropriate communication techniques when working with diverse healthcare providers, patients and family members (ref. pg. 58).	98
5. the student will demonstrate critical thinking skills and differentiation in plan of care for patients from various cultural backgrounds (ref. Pg. 29).	98

Southwestern College Nursing Program

Nursing Program Outcomes

Revised: 5/2020
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Nursing Program Outcomes

1. >80% of students who are enroll, complete the program within 1.5 times the program length.
2. >80% of students who graduate and take the NCLEX-RN, pass on the first attempt.
3. >80% of graduates obtain a position in nursing/related field within 12 months of graduation.

End-Of Program Student Learning Outcomes/Graduate Competencies

Students who complete the Southwestern College Associate Degree Nursing Program will develop the necessary knowledge and skills essential to the roles and functions of the Registered Nurse.

1. Provide safe and competent care for patients from a variety of cultural backgrounds in diverse healthcare settings based upon synthesis of knowledge of physiological, psychosocial, sociocultural, and developmental functioning of patients.
2. Utilize the nursing process to assess, diagnose, plan, implement, and evaluate nursing care for patients throughout all stages of the life cycle through use of clinical reasoning and evidence – based practice.
3. Appropriately delegate nursing skills used in the delivery of safe nursing care.
4. Utilize a variety of communication techniques, including written documentation and information technology, in the plan, implementation and evaluation of care for the patient.
5. Demonstrate professionalism, caring and compassion while practicing within a legal and ethical nursing framework.
6. Develop and implement a variety of teaching-learning strategies with the patients for health promotion and disease prevention, as well as restoration of health and management of chronic conditions.
7. Develop and maintain multi-disciplinary relationships that promote collaboration in the planning and implementation of care for the patient. This will include active participation in research and quality improvement projects related to improving patient outcomes.
8. Implement lifelong learning strategies as a requisite for maintaining professional knowledge and skills required for the provision of competent patient care. This includes development of an educational plan for meeting a basic level of professional practice as a Registered Nurse and continuing onto higher degrees such as BSN and MSN.

Southwestern College Nursing Program

Student Learning Outcomes by Semester

Revised: 5/2018
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Semester (Level) SLO's:

Semester (Level) SLO's describe student behaviors and knowledge, which are measured at the end of each semester. Collectively, the course level objectives describe the expected progression from simple to complex of the nursing student in meeting graduate knowledge and skills described in the terminal objectives.

End of Program Student Learning Outcomes:

End of Program Student Learning Outcomes describe newly graduated nurse behaviors are derived from the program philosophy, and beliefs, conceptual framework, curriculum threads, scope of RN practice, and nursing theory and skills. End of Program competency is the culmination of nursing education in the Associate Degree Nursing Program.

EOPSLO #1	Utilize a variety of **communication** techniques, including written documentation and information technology, in the plan, implementation and evaluation of care for the patient.

End of 1st Semester: The Student will define and summarize therapeutic and non-therapeutic communication techniques including a discussion on the use of informatics in nursing.
End of 2nd Semester: The Student will examine and classify therapeutic interpersonal and written communication skills while using the nursing process as well as describe the role that informatics has on the nursing process.
End of 3rd Semester: The Student will compare and contrast non-therapeutic communication and therapeutic communication including the use of informatics.
End of 4th Semester: The Student will analyze and evaluate communication processes in patient, family, group, and community interactions and evaluate the role that informatics has on these communication processes.

EOPSLO #2	Utilize the nursing process to assess, diagnose, plan, implement, and evaluate nursing care for patients throughout all stages of the life cycle through use of **clinical reasoning and evidence – based practice**.

End of 1st Semester: The Student will define EBNP and describe the importance of clinical reasoning for nurses as well as identify evidence-based nursing practice (EBNP).
End of 2nd Semester: The Student will distinguish the relationship between clinical reasoning, EBNP and the nursing process and choose the correct term in applied settings.
End of 3rd Semester: The Student will compare and contrast and evaluate clinical reasoning skills and EBNP in the clinical setting.
End of 4th Semester: The Student will synthesize and integrate clinical reasoning skills when applying the nursing process as well as evaluate utilization of EBNP in the clinical setting.

EOPSLO #3	Provide **safe and competent care** for patients from a variety of **cultural backgrounds in diverse healthcare settings** based upon

	synthesis of knowledge of physiological, psychosocial, sociocultural, and developmental functioning of patients.

End of 1st Semester: The Student will identify and describe the impact of the patient's culture on his/her response to health and illness.
End of 2nd Semester: The Student will choose culturally appropriate interventions and demonstrate use of these interventions in the both the classroom and clinical setting.
End of 3rd Semester: The Student will relate and analyze cultural influences on health behavior and illness
End of 4th Semester: The Student will incorporate concepts of cultural diversity when implementing the nursing process.

EOPSLO #4	Develop and implement a variety of teaching-learning strategies with the patients for **health promotion and disease prevention**, as well as **restoration of health and management of chronic conditions.**

End of 1st Semester: The Student will be able to recall & describe wellness as it relates to health and illness.
End of 2nd Semester: The Student will differentiate factors influencing wellness, health and illness and explain these factors to the patient.
End of 3rd Semester: The Student will compare and contrast high-level wellness, acute versus chronic illness.
End of 4th Semester: The Student will summarize the role of the nurse in promoting wellness based on knowledge of risk factors for illness, illness behaviors and the effect of illness on the individual, family and community and select the appropriate teaching plan/methodology for the patient.

EOPSLO #5	Provide **safe and competent care** for patients from a variety of cultural backgrounds in diverse healthcare settings based upon synthesis of knowledge of physiological, psychosocial, sociocultural, and **developmental functioning** of patients.

End of 1st Semester: The Student will recognize developmental theory as it relates to adults and explain basic anomalies in patients across the lifespan.
End of 2nd Semester: The Student will examine apply developmental theory in the care of neonates, infants, children, adolescents, adults, and the elderly.
End of 3rd Semester: The Student will examine and modify nursing care using developmental theory as it relates through the lifespan.
End of 4th Semester: The Student will propose a nursing care plan using developmental theories in the care of the aged and adapt the plan to patient focused care.

EOPSLO #6	Provide **safe and competent care** for patients from a variety of cultural backgrounds in diverse healthcare settings based upon synthesis of knowledge of **physiological, psychosocial, sociocultural**, and developmental functioning of patients.

End of 1st Semester: The Student will recognize bio-psycho-social-spiritual concepts and demonstrate guided interventions related to patient care.
End of 2nd Semester: The Student will choose the appropriate bio-psycho-social-spiritual concept and practice interventions related to this from nursing theory and clinical practice.
End of 3rd Semester: The Student will relate current nursing concepts the interventions to clinical practice.
End of 4th Semester: The Student will analyze and demonstrate the plan of care for complex patient(s) utilizing current nursing concepts and interventions.

EOPSLO	Demonstrate **professionalism, caring and compassion** while practicing within a **legal and ethical nursing framework**.

End of 1st Semester: The Student will define and identify the primary roles of the nurse: provider of care, manager of care and member within the discipline.

End of 2nd Semester: The Student will differentiate and compare the primary roles of the nurse.
End of 3rd Semester: The Student will differential theoretical concepts related to roles of the nurse and apply this information in the clinical setting.
End of 4th Semester: The Student will discriminate the varied roles of the nurse and perform these roles in an appropriate and confident manner.

EOPSLO	Develop and maintain multi-disciplinary relationships that promote collaboration in the planning and implementation of care for the patient. This will include active participation in research and quality improvement projects related to **improving patient outcomes.**

End of 1st Semester: The Student will define principles of self and patient safety and comment on the planning and implementation of care.
End of 2nd Semester: The Student will choose appropriate safety measures when planning patient care as well as practice these measures in the clinical setting.
End of 3rd Semester: The Student will compare and contrast principles of safety prior to implementing nursing care.
End of 4th Semester: The Student will formulate and evaluate a plan for safe patient care utilizing the nursing process to provide for the delivery of safe care for groups of patients and in complex patient-care situations.

EOPSLO	Develop and maintain multi-disciplinary relationships that promote collaboration in the planning and implementation of care for the patient. This will include active participation in research and **quality improvement** projects related to improving patient outcomes.

End of 1st Semester: The Student will define and then describe quality improvement processes as it relates to the health care population.
End of 2nd Semester: The Student will choose quality improvement processes as it applies to the care of neonates, infants, children, adolescents, adults, and the elderly and discuss the nursing implications.
End of 3rd Semester: The Student will differentiate and examine quality improvement processes to outcomes as it occurs in the provision of nursing care to all patients/clients.
End of 4th Semester: The Student will describe quality improvement strategies and relate it to developmental theories in the care of elderly patients.

Southwestern College Nursing Program

Curriculum Plan Generic ADN, VN-RN, 30-unit option, Electives

Revised: 5/2014
Reviewed: 5/2020, 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Generic ADN (39 units)

First Semester (9 Units)	**Second Semester (10 units)**
ADN 111A - Pathophysiology/Pharmacology 2 Units (2 lecture hours) **ADN 112** - Fundamentals of Nursing 2 Units (2 lecture hours) **ADN 112L*** - Fundamentals of Nursing Clinical/Lab 5 Units (15 clinical/lab hours)	**ADN 111B** - Pathophysiology/Pharmacology II 2 Units (2 lecture hours) **ADN 113** - Maternal & Child Nursing 3 Units (3 lecture hours) **ADN 113L*** - Maternal & Child Nursing Clinical/Lab 5 Units (15 clinical/lab hours)
Third Semester (10 units)	**Fourth Semester (10 units)**
ADN 221 - Adult Nursing 5 Units (5 lecture hours) **ADN 221L***- Adult Nursing Clinical/Lab 5 Units (15 Clinical/lab hours)	**ADN 114** - Nursing Supervision/Leadership I 2 Units (2 lecture hours) **ADN 225** - Nursing Supervision/Leadership II 2 units (108 hours total) **ADN 223** - Gerontology 2 units (2 lecture hours) **ADN 223L** - Gerontology Clinical/lab 4 units 12 clinical/lab hours)

Transition Program (22 Units)

First Semester (2 Units)	**Second Semester (10 units)**	**Third Semester (10 units)**
ADN 115 – Transition to ADN 2 Units (*revised to 1 unit Spring 2024) **ADN 115L** – Transition to ADN Lab 1 Unit	**ADN 221 -** Adult Nursing 5 Units (5 lecture hours) **ADN 221L*** - Adult Nursing Clinical/Lab 5 Units (15 Clinical/lab hours)	**ADN 114** Nursing Supervision, Leadership I 2 Units (2 lecture hours) **ADN 225** - Nursing Supervision, Leadership II 2 units (108 hours total) **ADN 223** - Gerontology 2 units (2 lecture hours) **ADN 223L** - Gerontology Clinical/lab 4 units (12 clinical/lab hours)

LVN 30-unit Option

Prerequisites (8-10 units) Lecture and lab	**First Semester (10 units)**
Physiology 4-5 units **Microbiology 4-5 units**	**ADN 221** - Adult Nursing 5 Units (5 lecture hours) **ADN 221L**- Adult Nursing Clinical/Lab 5 Units (15 Clinical/lab hours)
Second Semester (10 units)	**Third Semester (2 units)**
Nursing Supervision/Leadership I 2 Units (2 lecture hours) **ADN 225 - Nursing Supervision, Leadership II** 2 units (108 hours total) **ADN 223 - Gerontology** 2 units (2 lecture hours) **ADN 223L - Gerontology Clinical/lab** 4 units 12 clinical/lab hours)	**ADN 115** – Transition to ADN 2 Units (*revised 1 unit Spring 2024) **ADN 115L** – Transition to ADN Lab 1 Unit

ELECTIVE COURSES

NC 1033 - Success in Nursing - A course to prepare entering nursing students for the rigors of nursing school (math, critical thinking skills, test-taking skills, etc.) *(via continuing education)* (C/ NC)

ADN 26 - NCLEX PREP - A prep course for 4th semester students and/or nursing school graduates to assist in preparing for NCLEX Exams. (3 units: P/NP)

ADN 106 - Dosage Calculation for Nurses - A course to assist student nurses with basic math in order to calculate medication dosage. (2 units: grade only)

ADN 116 - Nursing Practicum – Clinical course providing hospital experiences with variety of acute and chronic health conditions. (2 units: P/NP)

ADN 117 – Advanced Critical Thinking in Nursing – Designed for nursing students to improve their critical thinking skills. Includes concepts related to critical thinking, need analysis, case study analysis, critical thinking applications, and test-taking strategies for nursing. Currently enrolled in nursing program (VN or ADN). (1 unit: grade only)

ADN 150 - Physical Assessment - Open to nursing students as well as RN's. Prepares the student to apply the nursing process while conducting a physical assessment of all body systems on an adult patient. (2 units: P/NP)

ADN 212 - Assessment & Management of the Critically Ill Patient – Introduces nursing students and registered nurses to the concepts of nursing care of the critically ill patient. (2 units: grade only)

ADN 290/290A, 291/291A, 292/292A, 293/293A – Practical hands-on setting through an internship class. (1-4 units: P/NP)

Southwestern College Nursing Program

Total Program Hours

Revised: 5/2014
Reviewed: 5/2020, 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Course Number	Course Title	Units	Theory Hours	Clinical Hours
ADN111A	Pathophysiology and Pharmacology I	2	36	0
ADN112	Nursing Fundamentals	2	36	0
ADN112L	Nursing Fundamentals Lab	5	0	270
ADN111B	Pathophysiology and Pharmacology II	2	36	0
ADN113	Maternal Child Nursing	3	54	0
ADN113L	Maternal Child Nursing Lab	5	0	270
ADN114	Nursing Supervision & Leadership	2	36	0
ADN221	Adult Nursing & Psych Nursing	5	90	0
ADN221L	Adult Nursing Lab & Psych Nursing Lab	5	0	270
ADN223	Gerontology	2	18	0
ADN223L	Gerontology Lab	4	0	216
ADN225	Nursing Supervision & Leadership II Preceptorship	2	0	108
VN-RN Program ADN115	Transition to RN practice	2	36	0
ADN115L	Transition to RN practice Lab	1	0	54

Southwestern College Nursing Program

Technical Standards for Nursing

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Policy: Nursing students must be able to perform total patient care in all nursing areas. Safe and accurate care requires physical, emotional, cognitive, and psychological abilities.
The student will inform faculty and the Senior Director of Nursing of any/all disability issues immediately as they occur and upon acceptance into the program. The student will make an appointment with Disability Services with any concerns or disability issues. Any issues regarding disabilities (temporary or permanent) will be reviewed (per ADA act, 1990) and reasonable accommodations will be considered per this regulation.

If a student is unable to perform safe and accurate nursing care described in the technical standards for nursing, the student may be in jeopardy of failing a course or may be dismissed from the program.

*A note about illness and/or injury: Written documentation of complete recovery from any previous injury and/or illness must be provided. If a student is absent for more than 3 days, a note from a medical provider is required to return to class or clinical. If Temporarily disability due to an injury, surgery, or other condition is reviewed on an individual basis.

The following table lists some of the types of activities that students will perform while working with patients, families, and caregivers in the health care setting.

Students are expected to meet all these parameters to promote patient safety, as well as to meet the course learning objectives. Note: Casts, splints, braces are not allowed in the clinical setting.

Standard	Description	Standard/Physical Requirement
Mobility	Physical ability, flexibility, strength, stamina	Standard workday requires various abilities including standing for long periods of time, walking, sitting, bending, flexing, lifting, twisting, stooping, kneeling, reaching equipment such as computers, medical devices, hospital beds; be able to perform required functions of patient care; frequently must lift, carry, or move objects weighing up to 40 pounds; occasionally must assist the patient into a position, transfer, or transport requiring lifting in excess of 40 pounds; ability to work in small confined spaces, move quickly to respond to emergencies.

Standard	Description	Standard/Physical Requirement
Motor Skills	Physical ability, coordination, dexterity	Gross and fine motor abilities sufficient to perform required function of patient care; hand-wrist movement, hand eye coordination, and simple firm grasping required for fine motor dexterity, manipulation; fine and gross finger dexterity required to perform nursing tasks such as nursing and skills procedures and provision of medications in all formats.
Comprehension	Comprehend and process information; perform algebraic and complex calculations	Engage in written and oral directives related to patient care; focusing and remembering information given by faculty/healthcare providers to assimilate and apply to patient care; comprehend and process instructions readily; perform mathematical functions regarding medication administration.
Tactile	Use of touch	Tactile feeling required; sensitivity required to heat, cold, pain, pressure, assessments.
Hearing	Use of auditory sense	Ability to hear and interpret in a noisy environment, with many people and correctly interpret what is heard such as obtaining physician orders whether verbal, over the phone, patient complaints; cries for help, physical assessment including heart sounds, lung sounds, and bowel sounds; able to hear alarms such as fire alarm and equipment alarms.
Visual	Use of sight	Acute visual skills necessary to detect signs and symptoms, need depth perception, colors for POC testing, body language of patients, color of wounds and drainage, possible infections; interpretation of written word accurately; ability to read characters that identify colors on the computer screen, ability to read medication labels and equipment labels, perform procedures.
Critical thinking	Ability to problem solve	Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions with information appropriately applied to the clinical process.

Standard	Description	Standard/Physical Requirement
Motor Skills	Physical ability, coordination, dexterity, fine and gross motor	Gross and fine motor abilities sufficient to perform required function of patient care; hand-wrist movement, hand eye coordination, and simple firm grasping required for fine motor dexterity, manipulation; fine and gross finger dexterity required to perform nursing tasks such as nursing and skills procedures and provision of medications in all formats.
Communication	Speak, read, write, use the English language effectively; communicate effectively in interactions with others, verbally, nonverbally, and in written format	Effectively interacts with the environment and other persons, fluent in English; verbal communication that is easily understood; ability to communicate with wide variety of people, and styles; reading, writing, recording, and documenting critical patient information is required.
Behavioral	The way in which someone conducts oneself, pertaining to reactions made in response to social stimuli, emotional and mental stability.	Function effectively under stress; demonstrate flexibility, compromise, and concern for others; ability to provide safe nursing care and work in an environment with multiple interruptions, noises, distractions, and unexpected staff and patient needs.

Student Support Services

Southwestern College Nursing Program

Academic Success Center Referral

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Academic Success Center remains dedicated to providing SWC students with quality tutoring that focuses on promoting student success by helping them develop effective learning skills. The program is peer based, relying on current and former SWC students who serve as allies as well as exemplars. SWC tutors are selected for their ability to work effectively with their peers as well as their content knowledge. Services are located at the Chula Vista Campus.

Academic Success Center offers the following resources: Academic Tutoring (swccd.edu)

- Tutoring, online virtual, in-person
- Online writing lab
- Math center
- Library tutoring
- PowerStudy program

Supportive Services: Student Services & Campus Resources (swccd.edu)

- SWC Cares: SWC Cares (swccd.edu)
- Child Development Center: Child Development Center (swccd.edu)
- Health Services: Health Services (swccd.edu)

Student Services are also available at the Higher Education Center at Otay Mesa. Counseling Services, EOPS, Financial Aid as well as a Library are at this Center. Go to Admissions Center (4100 Building) for access to these programs at the Otay campus.

The California Community Colleges Chancellor's Office also has resources available through their "Student Success Initiative". Information regarding their financial and other resources can be found on their website at: http://californiacommunitycolleges.cccco.edu/StudentSuccessInitiative/ForStudents.aspx

Disability Support Services

Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes that they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at DSS@swccd.edu. The DSS office is located on the main campus in the Cesar Chavez Building 68, first floor.

Board of Registered Nursing Regulations

The Southwestern College ADN Program is Guided by

CALIFORNIA BRN REGULATIONS & STANDARDS OF PRACTICE*

General Practice Information as of June 21, 2023

Nursing practice information, advisories, and guidelines are provided by the BRN to ensure ongoing communication of competency standards to consumers, registered nurses, employers, educators, and other regulators. As the scope of registered nursing practice changes and grows, so does this information. *This website is not monitored by SWC Nursing. Check the BRN website for updates.

Document Title	Updated
Abandonment of Patients	04/2011
Abuse Reporting Requirements	11/2010
An Explanation of the Scope of RN Practice Including Standardized Procedures	01/2011
Authorization for RNs to Dispense Drugs and Devices on the Order of an NP, CNM, and PA in a Licensed Primary Care Clinic	11/2012
California Nursing Practice Act - Scope of Regulation	11/2012
Children in School with Specialized Physical Health Care Services	01/2007
Conscious Sedation	07/1997
Department of Health Services: Reporting and Inspection Requirements	03/2007
Dual Licensure	02/1999
Elective Cosmetic Medical Procedures or Treatments: Med Spa	04/2013
Emergency Epinephrine Auto-Injectors: Pupil Health	02/2015
Emergency Medical Services: Immunity for RN	11/2012
Good Samaritan	11/2010
Guidelines for the Recommendation of Cannabis for Medical Purposes (Medical Board of California)	4/2018
Information About Medical Assistant	06/2013
Interim Permittee	11/2010
Intermediate Care Facilities for the Developmentally Disabled	04/2007
Medical Practice Act: Business and Professions Code Section 2023 - Study and Evaluation: Use of Laser or Intense Light Pulse Devices	01/2007

Document Title	Updated
Medication Administration Assistance (California Department of Education)	
Newborn Hearing Screening Testing in General Acute Care Hospital	04/2007
Nurse-to-Patient Staffing Ratio Regulations (California Department of Public Health)	
Position Statement Regarding Violence Against Health Care Workers and Patients	06/1993
Preparation Required for Licensed Vocational Nurses	
Public Health - Confidential Medical Information	02/2009
Regulations: Physician Availability: Elective Cosmetic Procedures	04/2013
Reproductive Privacy Act	04/2011
Residential Care Facilities for the Elderly, RCFE, Registered Nurses	02/2015
RN Notification of Medical Laboratory Testing Ordered by a Registered Dietitian to Afford the RN an Opportunity to Assess the Patient	12/2002
RN Responsibility When Floating to New Patient Care Unit or Assigned to New Population	12/1998
RNs' Professional Role is Established by Law	
RN Tele-Nursing and Telephone Triage	01/2011
Scrub Nursing Functions by Non-RNs	09/1989
Section 49423.5 of the Education Code Amended Related to Pupil Health	02/2008
Speech-Language Pathologist and Audiologist Perform Flexible Endoscopic Procedure	01/2007
Standardized Procedure Guidelines	01/2011
Standards of Competent Performance	01/2011
Statement on Delivery of Health Care	11/1993
Telehealth: Patient Consent Required	02/2015
The Bottom Line: The Business of Medicine - Medical Spas (The Medical Board of California)	
The Registered Nurse as Patient Advocate	

Document Title	Updated
The RN as First Assistant to the Surgeon	06/2011
The RN as Supervisor	03/1991
Tribal Health Programs: Healthcare Practitioners	11/2012
Understanding the Role of the Registered Nurse and Interim Permittee	
Unlicensed Assistive Personnel	11/2010
Use of Title: Registered Nurse and Name Tags	11/2010
Workplace Violence Prevention Plans - Hospitals	02/2015

Registered Nurse Practice Act

The Nursing Practice Act (NPA) is the body of ***California law*** that mandates the Board to set out the scope of practice and responsibilities for RNs. The NPA is in the California Business and Professions Code starting with Section 2700. Regulations which specify the implementation of the law appear in the California Code of Regulations.

The NPA is updated annually and is published by LexisNexis in conjunction with the Board. To purchase the latest edition of the NPA, please visit the LexisNexis Store.

- **California Business and Professions Code**
- **California Code of Regulations**

California Code of Regulations Title 16. Professional and Vocational Regulations.

Division 14. Board of Registered Nursing

Article 3. Prelicensure Nursing Programs:

Browse - California Code of Regulations (westlaw.com)

Credit for Prior Learning, Experience or Military Experience and Coursework.

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Policy: The nursing program will grant credit for prior learning and work experience.
Procedure: Persons seeking credit for prior learning or healthcare experience should contact the Senior Director of Nursing & Health Occupations programs prior to applying for an evaluation of their transcript.

If you want to have CLEP, Advanced Placement scores or any other type of credit evaluated, you must submit score reports or transcripts to the Admissions Center, along with a General Student Petition, requesting evaluation. You will receive a response by mail in approximately 10-14 business days. To have your military school credits evaluated, you must submit your DD214 or 295 military documents to the Admissions Center along with a petition for military credit. Petitions for military credit are available at the Veterans Services office or in the Admissions office.

The nursing program grants credit for military coursework and independent duty corpsman (IDC) through the petition process and through an individual education plan. Contact the HECOM Counselor and the Senior Director of Nursing & Health Occupations for more information and to have your military coursework/IDC status evaluated.

Link to Veterans Resource Center: https://www.swccd.edu/student-support/more-services/veterans-services/veterans-resource-center/index.aspx

Veterans Resource Center Location:
900 Otay Lakes Road, Chula Vista, CA 91910
Room 102

Standards of Competent Performance

STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
BOARD OF REGISTERED NURSING
PO BOX 944210, Sacramento, CA 94244-2100
P (916) 322-3350 | TTY (800) 326-2297 | www.rn.ca.gov

STANDARDS OF COMPETENT PERFORMANCE

Website: http://www.rn.ca.gov/regulations/title16.shtml#1443.5

1443.5. STANDARDS OF COMPETENT PERFORMANCE

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

(1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

(2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

(3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

(4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

(5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.

(6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

NPR-I-20 06/1995 STANDARDS OF COMPETENT PERFORMANCE
REV 01/2011

Mandate to Protect the Public

BUSINESS AND PROFESSIONS CODE - BPC

DIVISION 2. HEALING ARTS [500 - 4999.129]

(Division 2 enacted by Stats. 1937, Ch. 399.)

CHAPTER 6. Nursing [2700 - 2838.4]

(Chapter 6 repealed and added by Stats. 1939, Ch. 807.)

ARTICLE 1. Administration [2700 - 2717]

(Article 1 added by Stats. 1939, Ch. 807.)

2708.1

Protection of the public shall be the highest priority for the Board of Registered Nursing in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount.

(Added by Stats. 2002, Ch. 107, Sec. 10. Effective January 1, 2003.)

2761. Disciplinary Action

BUSINESS AND PROFESSIONS CODE - BPC

DIVISION 2. HEALING ARTS [500 - 4999.129]
(Division 2 enacted by Stats. 1937, Ch. 399.)

CHAPTER 6. Nursing [2700 - 2838.4]
(Chapter 6 repealed and added by Stats. 1939, Ch. 807.)

ARTICLE 3. Disciplinary Proceedings [2750 - 2765]
(Article 3 added by Stats. 1939, Ch. 807.)

The board may take disciplinary action against a certified or licensed nurse or deny an application for a certificate or license for any of the following:
(a) Unprofessional conduct, which includes, but is not limited to, the following:
(1) Incompetence, or gross negligence in carrying out usual certified or licensed nursing functions.

(2) A conviction of practicing medicine without a license in violation of Chapter 5 (commencing with Section 2000), in which event the record of conviction shall be conclusive evidence thereof.

(3) The use of advertising relating to nursing which violates Section 17500.

(4) Denial of licensure, revocation, suspension, restriction, or any other disciplinary action against a health care professional license or certificate by another state or territory of the United States, by any other government agency, or by another California health care professional licensing board. A certified copy of the decision or judgment shall be conclusive evidence of that action.

(b) Procuring his or her certificate or license by fraud, misrepresentation, or mistake.

(c) Procuring, or aiding, or abetting, or attempting, or agreeing, or offering to procure or assist at a criminal abortion.

(d) Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violating of, or conspiring to violate any provision or term of this chapter or regulations adopted pursuant to it.

(e) Making or giving any false statement or information in connection with the application for issuance of a certificate or license.

(f) Conviction of a felony or of any offense substantially related to the qualifications, functions, and duties of a registered nurse, in which event the record of the conviction shall be conclusive evidence thereof.

(g) Impersonating any applicant or acting as proxy for an applicant in any examination required under this chapter for the issuance of a certificate or license.

(h) Impersonating another certified or licensed practitioner, or permitting or allowing another person to use his or her certificate or license for the purpose of nursing the sick or afflicted.

(i) Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of, or arranging for, a violation of any of the provisions of Article 12 (commencing with Section 2220) of Chapter 5.

(j) Holding oneself out to the public or to any practitioner of the healing arts as a “nurse practitioner” or as meeting the standards established by the board for a nurse practitioner unless meeting the standards established by the board pursuant to Article 8 (commencing with Section 2834) or holding oneself out to the public as being certified by the board as a nurse anesthetist, nurse midwife, clinical nurse specialist, or public health nurse unless the person is at the time so certified by the board.

(k) Except for good cause, the knowing failure to protect patients by failing to follow infection control guidelines of the board, thereby risking transmission of blood-borne infectious diseases from licensed or certified nurse to patient, from patient to patient, and from patient to licensed or certified nurse. In administering this subdivision, the board shall consider referencing the standards, regulations, and guidelines of the State Department of Health Services developed pursuant to Section 1250.11 of the Health and Safety Code and the standards, guidelines, and regulations pursuant to the California Occupational Safety and Health Act of 1973 (Part 1 (commencing with Section 6300), Division 5, Labor Code) for preventing the transmission of HIV, hepatitis B, and other blood-borne pathogens in health care settings. As necessary, the board shall consult with the Medical Board of California, the Board of Podiatric Medicine, the Dental Board of California, and the Board of Vocational Nursing and Psychiatric Technicians, to encourage appropriate consistency in the implementation of this subdivision.

The board shall seek to ensure that licentiates and others regulated by the board are informed of the responsibility of licentiates to minimize the risk of transmission of blood-borne infectious diseases from health care provider to patient, from patient to patient, and from patient to health care provider, and of the most recent scientifically recognized safeguards for minimizing the risks of transmission.

(Amended by Stats. 2000, Ch. 568, Sec. 8. Effective January 1, 2001.)

Associate Degree Program Student Bylaws

Southwestern College Nursing Program

STUDENTS' ASSOCIATION BY-LAWS

ASO Club Name: Associate Degree Nursing Students' Association of Southwestern College.

Purpose and Functions:

- To promote nursing as a profession and an art and science.
- To work in cooperation with other organizations in projects designed to benefit Southwestern College.
- To promote unity and a feeling of good will between first- and second-year ADN students.
- To raise funds to maintain an account to be used for supporting activities associated with the ADN program.
- To foster alumnae relationships.
- To participate in volunteer projects related to health and nursing in support of local community's health and welfare needs.

Membership:

All students currently enrolled in the Associate Degree Nursing Program are eligible for membership and may vote. Any Associated Student Organization (ASO) member that is specifically interested in nursing may become a member of the nursing club but must follow all guidelines and procedures related to the club. All members are required to pay monthly dues for the academic year. The amount and monthly dues payment date is to be voted on by club members each fall semester.

Each class of the ADN Nursing program will exclusively hold its' own Charter, which will allow for participation in community services and fundraising activities to prepare for graduation and nursing pinning ceremonies. Membership to each year's Charter includes those students who have been accepted into the ADN Nursing program as well as non- nursing ASO students who request to join the nursing club. Non-nursing ASO students will be considered non-voting and non-paying members. For nursing club members to participate in nursing service activities, the nursing club member must have the appropriate nursing course work and skill preparation to participate in the service activity.

Duties of the Officers:

All club leadership is required to attend a 2-hour annual student leadership activity.

President

□ Coordinates and presides over all business and social functions, delegates duties to officers and committee co-chairpersons

□ Appoints committees and their chairpersons, subject to approval by the Club officers and/or advisor(s)

□ Exercises general supervision over the affairs and activities of the Club.

□ Creates and presents an end of year report of all business and activities of the Club; to be submitted to club advisor(s) prior to summer semester, via email.

□ Maintains a file with reports from meetings, special activities, and social committee progress.

□ Attends Club/ICC meetings and activities as scheduled

□ Maintains current payment of monthly dues

Vice-President:

□ Shall have all the duties of the President in the absence of the President, either during a single meeting or over an extended period.

□ Shall assist the President in the coordination of all business, social functions, and committees, including the appointment of committee co-chairpersons

□ Assists President and officers as needed.

□ Provides approved flyers for bulletin boards; responsible for ASO print card.

□ Attends Club/ICC meetings and activities as scheduled

□ Maintains current payment of monthly dues

Secretary:

□ Records and maintains the minutes of all meetings.

□ Submits meeting minutes to ASO Student Activities Coordinator, Club officers, and Advisor via email within one week of each Club officers meeting.

□ Assumes responsibility for all approved correspondence to the Club and completes correspondence in a timely manner.

□ Keeps a current notebook of minutes and a current copy of the Constitution and By-Laws for review and shall be submitted to Club Advisor(s) at the end of each academic year.

□ Prepares and distributes approved flyers concerning activities, etc.

□ Maintains current Club member roster, which includes student ID, email address and phone number monthly, as per ASO guidelines.

□ Attends Club/ICC meetings and activities as scheduled

□ Maintains current payment of monthly dues

Treasurer:

□ Receives and tracks all Club funds: dues, fundraising monies, donations, and other income; communicates with co-treasurer.

□ Deposits all funds into the Club account. Copies of receipts will be submitted to Advisor(s) for review and audit.

□ Accounts and maintains up-to-date records of receipts, debits, and credits.

□ Prepares Club/class (day and WE/PM) financial statements monthly as well as a

combined class statement and as needed; reports at each meeting to officers, and Advisor(s).

□ Collects funds and disburses funds for approved expenses.

□ Maintains current monthly Club member roster and accounting of dues.

□ Attends Club/ICC meetings and activities as scheduled

□ Maintains current payment of monthly dues

Historian:

□ Photographs and videos Club and Nursing programs' members, events, and activities.

□ Maintains a record of events by date for use in reporting in club meetings, class orientation events, promotion of Club events, and during pinning ceremony.

□ Creatively develops presentation materials representing the Club and its purpose and function.

□ Creates, maintains, and monitors any social media used for and by the Club for appropriateness and professionalism.

□ Attends Club/ICC meetings and activities as scheduled.

□ Maintains current payment of monthly dues

I**CC Rep**:

□ ICC rep will be represented by a voting member of the Club

□ Attends ICC meetings as scheduled per ASO.

□ Checks mailbox for any correspondence prior to ASO meeting.

□ Submits and/or completes follow-ups on any Club requests or ASO approvals/denials.

□ Reports to the council of any Club updates, via email or during Club meetings

□ Composes written reports and presents ASO ICC agenda, discussions, and business to the officers, Club, and Advisors prior to the next ICC meeting.

□ Attends Club meeting and activities as scheduled

□ Maintains current payment of monthly dues

Faculty Advisor

□ Attends all Club officers' meetings.

□ Advises and assists in organizing fundraisers and other approved functions, including pinning ceremony.

□ Presents ideas and/or concerns of each class.

□ Assists with distribution of Club information.

□ Supervises the handling of finances as described per ASO guidelines for advisors.

□ Shall preside over officer election functions.

□ Adheres to ASO guidelines

It is recommended that the two faculty advisors in the first year shall share the position as co- advisors and the two faculty advisors in the second year shall share the position as co- advisors. It is also recommended that the faculty advisor be the same for both semesters in the first year and both semesters in the second

year to promote continuity and assist in communication with the officers. The class advisors should be present at all club meetings and participate in all forms of communications.

Officer Meetings

Regular officer meetings will be held at least once a month to discuss individual Club business. Additional meetings may be called at the discretion of the President, Vice- President, ADN Director, and/or Faculty Advisor. The Club Advisor must be present at all meetings.

Quorum

A quorum shall constitute a majority of the voting members and/or officers. All officer meetings are open to all members of the Club.

Finances

The Club will adhere to the guidelines of SWC ASO processes when dealing with funds and finances. The Club shall maintain an account for the purpose of paying Club expenses and making deposits. All Club expenses shall be paid by check through the Club's checking account. Funds may be withdrawn only with prior approval from the Advisor.

Person(s) to carry out financial duties on behalf of the Club shall be the Treasurer(s).

All funds received shall be recorded on Club deposit slips or receipts and deposited by the Club's Treasurer(s). Deposit slips for received funds and receipts for monies spent or paid out must be kept with the Club financial records.

The Club shall periodically review its projects which will be used to guide the annual budget process.

The Treasurer(s) shall provide monthly and an end of year financial report and per requests.

Any unused monies at the end of the Club's 4th semester may be used to provide scholarships or other activity for the following ADN class.

Officer Elections:

First and second year officers will be elected at the beginning of fall semester. Class Advisor will conduct and oversee the election process. Nominations will be held one week prior to elections.

Officers elected in the first year will continue their term of office until new officers have been elected, or until first year officers are re-elected for a second year. Officers are elected to serve for one academic year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. No member shall hold more than one office at a time.

All voting will be conducted by private written ballots. All elected officers will be voted on by both the day and evening classes. Counting of ballots will be conducted by the Advisors.

The President and Vice-President shall be from either day or evening class. Both day and evening classes should be represented; therefore, it is preferred that either the president or the vice-president be from either the day or evening class to promote continuity and communication among both classes. If both classes are not represented with either a president or a vice-president then there can be two co-vice-presidents, one from days and one from evenings to help promote continuity and communication.

One Secretary shall be elected from either the day or the evening class.

One Treasurer shall be elected from the day class; one Treasurer shall be elected from the evening class.

One class Historian shall be elected from the day class; one class Historian shall be elected from the evening class.

The Inter Club Council (ICC) representative shall be represented by a voting member of the Club and shall be elected from either the day or the evening class. In the event the elected ICC representative cannot attend a meeting or event, an officer will attend in lieu of the ICC representative.

Only those Nursing Club members that are participating in a specific activity or event (such as the Nursing pinning ceremony) will be eligible to vote on procedures or actions related to that specific activity. The Chair of the Pinning Committee with the Committee's approval may request of vote on certain issues or decisions from both the day and evening class if preferred.

Officer Requirements
All class officers must fulfill the duties set forth within the bylaws. If an officer does not fulfill or perform to the description of the duties of their position, the Class Advisor and/or Senior Director of Nursing will review the performance of the Officer and may release the Officer from their duties.

All class officers must maintain a 3.0 GPA each semester while in the nursing program. If a class officer does not maintain a 3.0 GPA or receives an action plan or contract, they may be dismissed by the Class Advisor and/ or Director of Nursing.

Committees
Committees maybe formed to perform specific duties such as fundraising, pinning ceremony, community events, etc. These committees shall have members represented from both day and evening classes.

By-Laws:
The By-Laws will be reviewed and updated annually by the Faculty, ADN Club Officers and/or Club members, Class Advisor, and the Senior Director of Nursing. The By-Laws may be amended, if necessary, by a majority vote of Club officers and members with the approval of the class advisor and Director of Nursing.

Standards of the Profession

Southwestern College Nursing Program

Nursing Student Code of Ethics

Revised: 5/2023
Reviewed: 5/2021
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Policy: Nursing students will abide by the National Student Nurses (NSNA) Code of Ethics and Professional Conduct while attending the Nursing program.

Background: The development of a code of ethics is an essential characteristic of a profession and provides the means whereby professional standards may be established, maintained and improved. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering a profession, inherits a measure of that responsibility and trust, and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

CODE OF ACADEMIC AND CLINICAL CONDUCT

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

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student 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 society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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, compassionate, and professional 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 a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are 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 school grievance policy.

Nursing Program Policies, Procedures, and Standards of Conduct

Southwestern College Nursing Program

Academic Integrity Statement

Southwestern College is a community of scholars and learners committed to the principles of honesty, trustworthiness, fairness, and respect for the learning process. Students share with faculty and staff the responsibility for promoting a climate of integrity. As members of this community, students are expected to always adhere to these fundamental values in their academic endeavors (BP 4000 - Academic Integrity).

Violations of academic integrity include, but are not limited to, cheating, plagiarism, lying, stealing, submitting others' work as one's own, or permitting anyone else to do the same. The faculty should make their students aware of specific expectations related to academic integrity in every class and should define academic integrity within the context of the course. The faculty are encouraged to provide pertinent examples of plagiarism, cheating and other violations.

Students are required to conduct themselves with integrity and honor, and when violations of academic integrity occur, faculty members must address the violations quickly, judiciously, and fairly. They should document all incidents including any informal sanctions with their school dean. It is the prerogative of the faculty member whether to pursue formal sanctions related to violations of academic integrity. Formal sanctions shall be addressed pursuant to the BP/AP 5500 Standard of Student Conduct.

Each allegation of a breach in academic integrity will be presented to the Senior Director of Nursing and the faculty team. Progressive discipline steps will be taken according to the discipline policy.
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Southwestern College Nursing Program

Admission Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 001

Admission Policy: Southwestern College will admit qualified applicants to the nursing program using a competitive admission process that uses multi-criteria screening tool mandated by the California Chancellor's Office. The screening tool includes, but is not limited to, prerequisite Grade Point Average (GPA), a fixed set GPA, Exam of Essential Academic Skills (TEAS) score, degrees, work experience, life experience and second language proficiency. Grid with point values for admission screening is available at: https://swccd.edu/nursing or Application Process.

Students that are admitted into the nursing program (LVN-RN Transition or the ADN Program) may not defer acceptance to the program. They must re-apply to the ADN Program if they do not accept admission.

Each student must assume responsibility for compliance with the regulations set forth in the Southwestern College Catalog, for satisfying all course prerequisites and for selecting those general education courses which would allow the student to attain his/her educational objectives, namely the completion of the nursing education program and the fulfillment of all requirements for the Associate of Science Degree.

Procedure: Prospective students must complete items 1-10 on the Application Checklist to be considered for admission to the nursing program. The Application Checklist can be found on the nursing program website or click here Registered Nurse (swccd.edu).
Incomplete applications are not accepted for admission to the nursing program.

Informational nursing workshops are offered once a month throughout the year. Prospective students are encouraged to attend. Dates and times are listed on the Nursing Education Program website.

Southwestern College Nursing Program

Attendance/Late Policy: Theory Courses

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 002

Policy: Each student is expected to attend every class in which the student is registered. Faculty/instructors may drop a student from class if the hours of unexcused absence exceed the number of hours the class meets per week or if the students' total hours of absence for any reason exceed twice the number of hours the class meets per week. Classroom hours and clinical hours are recorded separately each semester.

Example: A 2-credit course meets for 2 hours a week. A student may be dropped from the course on the third absence.

A student is considered late if they are not in the classroom at the start time listed on the course calendar.

If a student is late three (3) times, it will count as one unexcused absence. Instructors may drop the students for excessive tardiness, defined as: arriving late to class or a required class activity more than three times after the first two weeks of the semester.

Background: Nursing courses are rigorous and time intensive. Large amounts of nursing concepts and nursing content are taught in one class session and excessive absences for any reason disrupt learning.

In the ADN program, there is no differentiation between excused and unexcused absences; however, unexcused absences constitute a breach of professional behavior as well and may be cause for course failure or program dismissal in accordance with the Dismissal Policy in this Handbook.

Procedure: A student is expected to contact the faculty teaching the course if they are going to be late or absent to a theory course. The preferred method of contact is detailed in the course syllabus.

Progressive action is initiated on each occurrence of absence or tardiness. See Program Policy Enforcement Table in the Appendix

Definitions related to this policy: Excused absences are defined but not limited to illness and/or unplanned urgent/emergent personal situations or extenuating circumstances, child's illness or injury, family emergency, death of a family member, religious holidays.

Unexcused clinical absences are defined as but not limited to no show or no call, staying home to visit with family members or friends, attending personal events and vacations during lecture (excluding official school holiday's, spring or winter break) or working.

Southwestern College Nursing Program

Assignment Policy

Revised: 5/2020
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 003

Policy: Written assignments are due AT THE BEGINNING OF CLASS on the designated date unless noted otherwise by the instructor. If an assignment is turned in late, 10 % of the total points will be deducted per day late for that assignment. All required assignments must be completed to receive a grade for the course including any late assignments.

Typing is required for most written assignments. Assignments should be completed with the student's name, due date, course number, title of assignment, and be in APA format when applicable. Pencil work is acceptable on math problems and for other assignments with instructor approval. Nursing care plans, essay/papers or short answer examinations must be typewritten, unless otherwise specified.

Email

All students are required to have a SWC email account that is accessed on a regular basis. Students are required to submit assignments electronically unless otherwise specified by faculty. Students are responsible to access all postings on Canvas.

Canvas

All nursing courses are web enhanced through Canvas. The students must be able to access this system and it is the student’s responsibility to ensure access to the nursing courses and course material. All grades will be posted via Canvas as well as course materials, resources, and announcements. It is the student’s responsibility to check Canvas for any updated information or announcements from the faculty.

Procedure: If the student is absent when an assignment is due, it is the student's responsibility to contact the instructor within one (1) week of the absence for instructions on submitting the assignment. If the student does not contact the instructor within one (1) week of the absence, the assignment may not be accepted and/or if accepted is considered late. A 10% of the total points will be deducted daily until the assignment is submitted.

Southwestern College Nursing Program

Audio Recording Policy

Revised: 5/2020
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 004

Policy: Students may audio record a class only with the instructor's prior approval unless specific accommodations due to learning or physical disability have been approved by Disability Support Services. It is the student s responsibility to access DSS resources and provide accommodation determination documentation to the faculty.

Procedure: Request permission to audio record lectures prior to the course session.

Stipulations: The student agrees to:

1. Use the information recorded for personal use and studying purposes.
2. Used only for the student who request them, are not to be shared with or used by other persons unless prior approval is obtained by the faculty member being recorded.
3. Keep all audio recordings under their direct control.
4. Recordings may not be shared via social media sites (e.g., Twitter, LinkedIn, Facebook, Instagram, Snapchat, etc.).
5. Erase all recordings upon completion of each course.

Southwestern College Nursing Program

Auditing Policy

Revised: 5/2022
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 005

Policy: Students that have been out of the Nursing program for longer than one semester may be asked to audit nursing courses during the first semester of re-entry.

For example, if the student failed ADN 113 (OB/Peds Nursing) but passed ADN 111B (Pharmacology), it will be strongly recommended for the student to audit the ADN 111B course to ensure current and adequate knowledge to be in the clinical setting.

Procedure: The student must complete a Course Audit form and gain approval from the faculty teaching he course prior to the semester the course is offered.

It is recommended that the student participate in testing, however the grade will not go on their transcript, since they have previously completed that course successfully. If the student does not pass any tests at 78% it will be recommended that the student meet with the course faculty to review the test and meet with the remediation faculty if determined that further remediation is required.

The auditing student may submit journals and other assignments during the clinical course. The student will be required to participate in the ATI Predictor testing for that subject at the end of the semester and pass the ATI Predictor testing. If unsuccessful with ATI, the auditing student must remediate the missed content prior to advancing into the next semester.

Note: Students may not audit co-requisite companion courses ADN112 and ADN112L, ADN113 and ADN113L, ADN221 and ADN221L, ADN223 and ADN223L. Students who fail a co-requisite companion course must re-take both courses concurrently for a grade per BRN regulations. See Course Failure and Repeat Policy and Procedure for details.

Southwestern College Nursing Program

Assessment Technologies Institute (ATI) Policy

Revised: 5/2022
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 006

Background: ATI is a complete and individualized diagnostic testing service used to assess learning/content gaps for nursing students. ATI is complementary to the nursing curriculum and is designed to monitor and remediate when necessary critical thinking/clinical reasoning outcomes consistent with what is expected for NCLEX success and novice nursing practice.

Upon payment of fees and registration to the ATI eLearning platform, the student will receive links to access to all the ATI resources in to prepare for Course Assessments, ATI Comprehensive Predictor, and other preparatory exams.

Policy 006a: Nursing students are required to purchase ATI eLearning software. Students are required to complete practice and proctored assessments in each course and in preparation to take the NCLEX-RN.

ATI testing will be provided via a proctored computer exam. The exam is typically given near the end of the course; your instructor will give you the exam dates at the beginning of the semester.

ATI remediation is required, and student will only earn points when they complete remediation exercises. A student must be passing a course at 78% or above prior to ATI points being added to their final course grade. A student who did not meet the 78% average final course grade cannot earn a passing grade with ATI points.

Procedure:

- The student is expected to review ATI Materials and practice exams prior to taking the proctored ATI test. These practice sites may be accessed in the HECOM Computer Lab, the Nursing Skills Lab or on a home computer. The student will be provided with information on how to access these practice questions and resources from the ATI web site.

- If the student has any problems accessing the ATI site, contact the ATI technical assistance and/or ATI Coordinator.

- Refer to the Nursing Program's Canvas site for ATI testing information, remediation, etc.

ATI NCLEX Preparation Testing and Materials Fees

Policy No 006b: The student must pay ATI fees each semester. Payments are accepted at the HECOM Student Services Desk in the 4100 building. Each student must show proof of payment by uploading the receipt to Complio prior to starting each semester of the ADN program.

Students who do not pay their ATI fee for the semester will not be able to access ATI until the fees are paid

Student Requirements for ATI Testing

ATI will be incorporated as part of the grading points as designated in each course syllabi. Refer to your syllabus for detailed information. Policy No. 006c: If the student is not successful in passing any ATI Predictor Test the student will be required to complete the ATI remediation prior to the end of semester or at a designated time. In the 4th semester if a passing score is NOT achieved on the predictor exam, the student will be required to retake the test prior to the end of the semester or designated time.

Nursing Program Requirements and Student Responsibilities

The total cost for ATI varies with each cohort. Payments are divided into four (4), one (1) in each semester of the program. Alternate payment options may be granted on an individual basis with prior approval form the nursing program office staff. Receipt of payment is forwarded/provided to the nursing program technicians in office/room 4502.

The following information must be included on the payment receipt:

Students full name Full Name, SWC ID Number, payment code, amount of payment.

Cranium Café: Chat live with Otay Mesa Student Services Staff: www.swccd.edu/hecom Monday – Thursday: 9 am – 5 pm

Friday – Sunday: Closed

Payment schedule:

1. Semester 1 and 3 final payment due September 8th
2. Semester 2 and 4 final payment due February 23rd

Each student must show proof of payment by submitting a copy to the Nursing Office Program Technician within 1-week of payment.

Practice Assessments A and B

Background: ATI provides 2 practice assessments for students as well as standardized proctored assessments which are scheduled during courses. These assessments will help the student identify what they know as well as areas requiring remediation called Topics to Review. Below is a suggested timeline by course weeks for ATI practice assessments to help prepare the students for the proctored ATI assessment. The timeline can be shortened based on the number of weeks for Mental Health, Obstetrics, and Pediatrics. The deadline will be included in the ADN course calendar.

Policy No. 006c Practice A and B must be completed by the designated due date and a score of 80% on the post- assessment quiz must be obtained to earn full points. There is a 24-hour lockout between attempts. The first attempt requires an active learning template to be completed by hand for each content area missed. Once remediation is completed for both practice assessments A and B, students will be able to take the Proctored Assessment. The practice assessment quiz and proctored assessment points will only be given if everything is complete and on time. An example of a schedule is based on percentage of the content lecture.

Due	**Content**	
Refer to Course Calendar	ATI Practice A	
Refer to Course Calendar	ATI Practice A- Focused Review	2.0 + Quiz
Refer to Course Calendar	ATI Practice B	
Refer to Course Calendar	ATI Practice B- Focused Review	2.0 + Quiz

Refer to Course Calendar	ATI Proctored Exam
Refer to Course Calendar	ATI Proctored Remediation
Refer to Course Calendar	ATI Retake

ATI Content Mastery Assessment

Policy No.006d: Standardized Assessments are used in the Nursing Program to assist students in applying theoretical content with actual patient care situations to ultimately be successful on the NCLEX-RN preparation.

1. Student's goal is to achieve a level III or Level II on the proctored ATI Content Mastery assessment.

2. Students who achieve a level one or below level one will meet with their faculty and with the remediation specialist to set up a remediation/action plan.

3. Students who achieve a level one or below-level one will have to retake the proctored ATI exam a second time.

4. All repeat testing must be achieved by the required date. If the remediation is not completed and reviewed, students may not take the Proctored Assessment retake.

5. The practice assessment and proctored assessment points are only given when everything is complete and on time.

6. ATI scores will be given after a passing grade of 78% is earned for the theory course.

Remediation Strategies for Success

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation is a crucial component to be successful. Students who are identified as high risk will follow the Student Handbook under remediation.

Policy 006e:

- Students will review the identified topic areas from the Assessment Report Topics to Review. Follow the links provided for ATI resources that include review modules/e-books with online videos, animations, graphics, and tutorials. Use course textbooks, slideshows, and class notes to review missed content.

- Students will reflect on what they read on the missed topic using the identified Active Learning Templates and handwrite or type three (3) critical points using related topics about the missed item, including the topic descriptor, while keeping it simple and concise.

- Handwritten or typed Active Learning Templates (ALT) with content written in bullet format are required for all remediation assessments.

- Place the completed, handwritten Active Learning Templates in your ATI remediation notebook and upload into Canvas.

ATI Remediation Notebook Guidelines

- Three-ring binder (or e-journal as assigned)

- Tabbed dividers for courses or assessments

- Placement Order

o NCLEX Test Plan

o Student signed ATI Policy

o Copy of Policy/Grading rubric

o Current ATI transcript (Faculty will require students to print a current transcript at the beginning of each course/semester).

o Sections in the binder for each nursing course where ATI proctored assessment given

o PDF copy of “Individual Performance Profile” for each assessment

o Practice assessment A- completed Active Learning Templates (ALTs) (handwritten information gleaned from reading Focused Review and watching suggested videos)

o Practice Assessment B- complete Active Learning Templates

o Remediation/Action Plan

Remediation Plan for Learning Success

Policy 006f : At the beginning of the nursing program, complete the Self-Assessment Inventory – (learning style) and Critical Thinking Entrance Assessments in the first week of the first semester.

Complete Nurse Logic Modules early in the program and repeat as needed throughout the program based on performance (Beginning and Advanced student levels).

- Knowledge and clinical judgment
- Nursing concepts
- Priority-setting frameworks
- Testing and remediation

Complete Learning System Quiz on content “My ATI” then click the “Test” Tab before taking Practice Assessments A and B. After studying material from Focused Review Active Learning Templates, take the Quiz, and achieve 80%.

ATI Grading Rubric (Template for Nursing Courses)

(Using a combination of the Content Mastery Series (CMS) practice and proctored assessments to achieve **10%** of the course grade.)

PRACTICE ASSESSMENT	
Complete Practice Assessment A. ***Remediation: 2 points*** • *Minimum 4-hour Focused Review on the initial attempt* • *For each topic missed, complete an active learning template. *** • ***Take Focused Review Quiz after studying weak areas indicated in Focused Review: Achieve 80%***	***Complete Practice Assessment B.*** ***Remediation: 2 points*** • *Minimum 4-hour Focused Review on the initial attempt* • *For each topic missed, complete an active learning template. *** • ***Take Focused Review Quiz after studying weak areas indicated in Focused Review: Achieve 80%***

4 points

STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points ***Remediation = 2 points*** • *Minimum 2-hour Focused Review* • *For each topic missed, complete an active learning template. *** ***10/10 points***	***Level 2 = 2 points*** ***Remediation = 2 points*** • *Minimum 4-hour Focused Review* • *For each topic missed, complete an active learning template. *** ***8/10 points***	***Level 1 = 1 point*** ***Remediation = 2 points*** • *Minimum 6-hour Focused Review* • *For each topic missed, complete an active learning template. *** ***7/10 points***	***Below Level 1 = 0 points*** ***Remediation = 2 points*** • *Minimum 6-hour Focused Review* • *For each topic missed, complete an active learning template. *** ***4/10 points***

Proctored Assessment Retake*

- Remediation will be completed in **one week** after taking the test. No points will be awarded for late assignments.
- **Level 1 and Below Level 1 are required to take a second retake after remediation.**

Proficiency Level Proficiency
Below Level 1

Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators. Level Definition Score Range: Percentages range for each content area is different

Level 1

Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content. Level Definition Score Range: Percentages range for each content area is different.

Level 2

Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in the continuous focused review in order to improve their knowledge of this content. Level Definition Score Range: Percentages range for each content area is different

Level 3

Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content. Level Definition Score Range: Percentages range for each content area is different

(ATI, 2020)

ADN - SENIOR SEMESTER ATI COMPREHENSIVE PACKAGE

The purpose of this policy is to:

1. Define each learning component of the ATI comprehensive package which consists of the ATI Capstone, Virtual ATI, and ATI Live Review for the NCLEX-RN.

2. Define and describe the roles and responsibilities of the ATI Coach, senior ADN students, and SWC faculty related to the comprehensive ATI program.

3. Clarify expectations for interactions/communication between ATI Coach, senior ADN students, and SWC faculty.

ATI Capstone

The ATI Capstone is a pre-graduation review of nursing content that is designed to prepare students for the ATI Comprehensive Predictor (scheduled in May).

➢ Roles, responsibilities, and expected feedback/communication:

- The coach is responsible to review student post-assessment assignments and provide feedback when needed. If the student is on-track to meet benchmarks, minimal feedback should be expected.

- The student is responsible to complete the weekly assignments, including quiz, review of weekly concepts and tips, assessment, and individualized post-assessment assignment. Students will receive feedback via the post-assessment assignment link. If additional feedback is needed, students may message the coach using the classroom messaging system.

- The faculty is responsible for monitoring student progress and for referring students who are not progressing as expected, to ATI/SWC resources.

Virtual ATI

Virtual ATI is a 12-week NCLEX Review program designed to prepare graduates for NCLEX-RN success.

➢ Roles, responsibilities, and expected feedback/communication:

- Coaches are expected to provide individualized remediation and feedback to students based on performance within each content module. Students should expect regular and in-depth communication from ATI coaches through the classroom messaging system.

- Students are expected to complete weekly assignments and remediation as instructed by the coach. All classroom communication will occur via the classroom messaging system.

- Faculty is expected to monitor student progress and for referring students who are not progressing as expected, to ATI/SWC resources.

ATI Live Review

The ATI Live Review is a 3-day live review hosted 9am-4pm each day by an ATI educator designed to prepare graduates to be successful on the NCLEX.

➢ Roles, responsibilities, and expected feedback/communication:

- ATI educator is responsible for presenting review content via PowerPoint slides, polling, and engagement activities.

- Students are expected to print a copy of the student guide for use during the review, have the Live Review book readily available, participate in polling questions and group activities, and actively engage with the educator.

- Faculty is responsible for monitoring student progress and for referring students who are not progressing as expected, to ATI/SWC resources.

Expected Degree of Proficiency

1. Students will be responsible for the content in all nursing courses, ATI modules, and the application of this knowledge to care for assigned patients.

2. Achieve a minimum of 78 % cumulative grade on all course examinations.

3. Achievement a minimum Level 2 on all ATI diagnostic examinations.

4. Students must achieve a passing grade of 78% in the overall theory course examinations. Credit for assignments in the course is NOT included in the grade calculations unless a minimum of 78% on theory course exams is achieved.

RN ATI Capstone Content Review + Virtual-ATI Policy and Calendar (Example)

During **ADN 223**, all students will be enrolled in the ATI Capstone Content Review + Virtual-ATI NCLEX Review and required to **complete all components** of the review.

The **ATI Capstone Content Review** + **Virtual-ATI NCLEX Review** will include:

Proctored ATI Capstone Comprehensive

- **7 weeks** of content modules with completion of the following:
  - Prepare
    - Weekly tips
    - Review of Concepts
    - Pre-assessment quiz
  - Test
    - Weekly content assessment completed
  - Improve
    - Focused Review
    - Post-assessment assignment
    - Weekly assignments will be due on **Sunday** by midnight.

Proctored ATI Capstone Comprehensive B

Completion of the Virtual-ATI NCLEX Review to the 50% stage prior to graduation

ATI Post Grad Policies

The following policies are part of ATI's Online Review Programs:

- Site Policy Agreement
- Post Grad Civility Norms

Points/Late Policy No. 006g:

□ Points are earned for completion of assignments by the due date posted in the ATI Capstone Content Review calendar.

□ No points will be awarded for late assignments.

□ Students will receive an alert within the review 24 hours prior to assignment due dates.

ATI Capstone Content Review Policy and Calendar EXAMPLE

Pre-ATI Capstone			
ATI Capstone Comprehensive Form A Proctor on 2/10		2/10	
Monday prior to start date	2/17	Enrollment/Orientation Module	
Thursday prior to start date	2/20	Gain access to 1st content module	
ATI Capstone			
Content review week	Content week start date	Content Module	Content assessment due date
Week 1	2/24	Fundamentals	2/26
Week 2	3/2	Pharmacology	3/4
Week 3	3/9	Medical-Surgical	3/11
Week 4	3/16	Maternal, Newborn/Women's Health	3/18
Break week	3/23	**Break week**	
Week 5	3/30	Nursing Care of Children	4/1
Week 6	4/6	Mental Health	4/8
Week 7	4/13	Leadership/Community Health	4/15
Inactivate from ATI Capstone	4/20		
Post ATI Capstone			
ATI Capstone Comprehensive Form B		4/20	
Proctor in class			
Begin Virtual ATI		4/21	
ATI Live Review	Set Live Review date	Set Live Review date	Set Live Review date	Set Live Review date

Points for ATI Capstone + Virtual-ATI

Points for ATI Capstone							
Assignment		Points per week					
Pre-Assessment Quiz		10	Points				
Content assessment		10	Points				
Post-Assessment Assignment • 5 points for all questions answered correctly • 5 points for answers given in own words, not copied and pasted		Post assessment points	points				
Total Points per week		30	Points x	7	Weeks =	210	points
Pharmacology II Assessment		10	Points				
Medical-Surgical II Assessment		10	points				
Total points for ATI Capstone		**230**	**Points**				
Points for Virtual-ATI							
Stages of Review		VATI Points for Module	Points per Module				
Beginning	NCLEX Strategies module	Week of 4/21					
25% Stage	Fundamentals module	Week of 4/28					
25% Stage	Pharmacology	Week of 5/5					
50% Stage	Beginning Medical-Surgical	Week of 5/12					
Total points for Virtual-ATI ***Note: Virtual-ATI work described above must be completed by TBA***		200	Points				
Total points for ATI Capstone + Virtual-ATI		**430**	**Points**				

Virtual-ATI Review Policy and Calendar

Successful engagement in the Virtual-ATI NCLEX Review includes completion of the following:

- NCLEX Strategies Module
- Fundamentals
- Pharmacology
- Beginning Medical-Surgical
- Remediation in Virtual-ATI includes taking Virtual-ATI assessments and completing coach-directed individualized remediation for each content module.
- Students will be awarded up to the total points listed below.

Students will be strongly encouraged to continue with the review to increase their chances of NCLEX success, but not required to complete Virtual-ATI in the weeks after course completion.

Educators will communicate with school faculty the student's stage and progression in Virtual-ATI through weekly progress reports and also when students have completed the Virtual-ATI NCLEX Review.

Virtual-ATI will be administered as a 12-week access program. To continue the program, students will be able to purchase additional 12-week access for a discounted rate. Students should demonstrate active engagement in the review each week.

Virtual-ATI Review Process

To begin the review:

- Graduates will receive an email to the address listed on their ATI profile with a survey to complete.
- Graduates will be enrolled into the review within 24 hours (Monday through Friday, except major holiday breaks) of completing the survey and if within 30 days of NCLEX eligibility.
- Graduates receive a welcome email upon enrollment providing directions to access the review on atitesting.com using their ATI username and password and clicking the Virtual-ATI card under the NCLEX Prep tab.

Graduates should log in to the review:

- Complete the Orientation module
- Review the Virtual-ATI NCLEX Review Checklist,
- Begin NCLEX Strategies module completion. Each content module includes steps for the graduate to prepare, assess, and remediate in the review.

Virtual-ATI Process			
Mile Marker	Modules	General Guidelines	Suggested Points
Pre-Graduation			
Beginning Review	Completing Virtual-ATI survey Orientation and Review Resources NCLEX Strategies Nurse Logic Advanced Assessments	Week of 4/21	
25% stage	Fundamentals	Week of 4/28	
25% stage	Pharmacology	Week of 5/5	
50% stage	Beginning Medical-Surgical Completed Medical-Surgical Assessment	Week of 5/12	
Note: Virtual-ATI points to be awarded after completion of 4 weeks of review at the 50%			VAT Total points
Post-Graduation			
50% stage	Medical-Surgical	Week 1	
75% stage	Maternal Newborn Nursing Care of Children	Week 2	
75% stage	Mental Health	Week 3	
100% stage	Management Virtual-ATI Predictor Post-Predictor Review	Week 4	
Green Light	Green Light Post-Green Light Review NCLEX within 3 weeks	Weeks 5 – 8	
			NCLEX Success

Progression in Virtual-ATI is determined by individual graduate participation and performance in the review. To achieve the total Virtual-ATI points, graduates must demonstrate active participation each week on the weekly progress reports. Active engagement/participation in Virtual-ATI includes communicating with educator, taking assigned assessments, and completing assigned remediation activities and Focused Reviews under the direction of the educator.

The ATI Capstone and Virtual-ATI products are supplemental online practice resources for schools to use in providing remediation resources for their graduates. The Virtual ATI Green Light (graduation, course completion, BON paperwork submission) and is only a recommendation of when a graduate appears to be ready to test for the NCLEX.

The Virtual-ATI Green Light recommendation is based on a variety of factors. When anomalies* are noted with an individual's Virtual-ATI assessments results, the Green Light might not be able to be determined for that graduate. In cases where a Virtual- ATI Green Light cannot be determined for a graduate, a 100% Completion Stage can still be earned and will be the highest level that graduate can achieve. In these cases, a 100% Completion Stage indicates that the graduate has taken all of the Virtual-ATI assessments and completed suggested individualized remediation has not met the Green Light criteria.

*Anomalies may include but are not limited to numerous assessment retakes, multiple exits and re-entries into the same assessment attempt, group/cohort assessment taking, taking ATI assessments not directed by the educator, irregular or unexpectedly high total scores based on known characteristics of Virtual-ATI assessment samples (e.g., standard deviation), assessment times significantly above or below normal standard deviation times, and significant inconsistencies with content scores.

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade. This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT

4 points

Complete Practice Assessment A. *Remediation:* *• Minimum 1 hour Focused Review on initial attempt* *• For each topic missed, complete an active learning template and/or identify three critical points to remember. ***	***Complete Practice Assessment B.*** *Remediation:* *• Minimum 1 hour Focused Review on initial attempt* *• For each topic missed, complete an active learning template and/or identify three critical points to remember. ***

STANDARDIZED PROCTORED ASSESSMENT

95% or above Passing predictability = 4 points	***90% or above Passing predictability = 3 points***	***85% or above Passing predictability = 1 point***	***84% or below Passing predictability = 0 points***
Remediation = 2 points: *• Minimum 1 hour Focused Review* *• For each topic missed, complete an active learning template and/ or identify three critical points to remember. ***	***Remediation = 2 points:*** *• Minimum 2 hour Focused Review* *• For each topic missed, complete an active learning template and/ or identify three critical points to remember. ***	***Remediation = 2 points:*** *• Minimum 3 hour Focused Review* *• For each topic missed, complete an active learning template and/ or identify three critical points to remember. ***	***Remediation = 2 points:*** *• Minimum 4 hour Focused Review* *• For each topic missed, complete an active learning template and/or identify three critical points to remember. ***
10/10 points	***9/10 points***	***7/10 points***	***6/10 points***
Proctored Assessment Retake*			
No retake required	***No retake required***	***Retake required/recommended***	***Retake required/recommended***

** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points)*

*** Handwritten ALTs and/or Three Critical Points is preferable.*

Graduation Requirements Policy No. 006h

For ADN students to be prepared and successfully pass NCLEX, students must complete the following to graduate from the Nursing Program.

1. Fourth (4th) semester students must Petition for spring graduation (refer to the college website for due date)
2. Pass all nursing theory courses with a minimum of 78%.
3. Pass ATI Predictor with 90%. Retake is required if not scoring 85% and below passing predictability.
4. Required to attend ATI 3 Day Live Review before graduation.
5. Achievement of a **78%** RN Comprehensive Predictor Individual Score **or 97%** Probability of Passing on the ATI Comprehensive Predictor.

Rn Comprehensive Predictor® Expectancy Table

RN Comprehensive Predictor Individual Score	Predicted Probability of Passing the NCLEX-RN
80.7% to 100%	99%
78.7% to 80.0%	98%
75.3% to 78.0%	96% to 97%
74.0% to 74.7%	94% to 95%
72.0% to 73.3%	92% to 93%
70.0% to 71.3%	88% to 90%
68.7% to 69.3%	84% to 86%
67.3% to 68.0%	80% to 82%
65.3% to 66.7%	73% to 78%
62.7% to 64.7%	60% to 70%
57.3% to 62.0%	33% to 57%
0% to 56.7%	1% to 30%

Southwestern College Nursing Program

Classroom Conduct Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 007

Background: All classroom sessions start at the time designated by the Nursing Program faculty. The instructors in the course may choose to lecture 50 minutes and have a ten-minute break or lecture an hour and 40 minutes and have a 20-minute break.

Policy: Class attendance is noted by the instructor at the beginning of class and after each break. Students are to show respect for the lecturer as well as other students by refraining from conversing with others whenever the instructor, guest speaker, or another student is speaking, causing verbal or physical disruptions that distract others from learning. Misconduct or disrespectful behavior may result in disciplinary action by the nursing faculty in the form of verbal reprimand on the first occurrence and then a written warning on a behavioral contract.

Computers are in class for the sole purpose of meeting the needs of the class lecture and are not to be used for personal reasons such as surfing the internet, Facebook, etc.

Cell phone use, internet surfing or use of social media is prohibited during class time.

Emergency calls should be directed to (619) 482- 6352, the Nursing Office, during the time that you are in class. Students should place their cell phones on vibrate/silence and respond to messages during break times.

At the completion of each class session, students are asked to assist with keeping the classroom in a clean and orderly arrangement.

Classroom Dress Policy: Students are expected to attend class dressed neatly and well groomed. Clothing should be clean and in good repair. All students are expected to wear appropriate undergarments. Male students are expected to be clean-shaven or with neatly groomed facial hair. Hats are to be removed while in the classroom. The following are examples of inappropriate attire.

Short shorts, Micro-mini skirts, Sheer fabrics revealing undergarments or lack there of
Constrictive clothing, Printed T-shirts that are suggestive, have inappropriate writing or pictures, Baggy pants revealing underwear (sagging), halter tops, tube tops, muscle shirts, Bare mid-drifts, unlaced tennis shoes.

Southwestern College Nursing Program

Communication Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 008

Policy: Students are to behave professionally and respectfully regardless of whom they are communicating with, be it other HECOM students, peers, faculty, nursing program office staff and administration, or clinical partners, preceptors, etc.

Inappropriate, unprofessional comments regarding the college, the classroom, fellow students, and the faculty/staff/administration are prohibited.

Email Communication

Create a habit of access your SWC email and Canvas Inbox often, at least 3-4 times per week or more often. Important information is communicated via email/Canvas Inbox/ Canvas Announcements. Students are held accountable for information communicated via SWC, Canvas Inbox, and Canvas Announcements.

Using Email for communication has become a necessary tool and an excellent method of communication for the faculty and students. However, there are codes of ethical conduct when using email as a professional.

Please follow the guidelines listed below while in the nursing program.

1. Your email address: All official email sent by Southwestern College will go to your @swccd.edu email address. This includes messages sent from Admissions & Records, Counseling, Financial Aid, as well as your Instructors and Deans. We will no longer communicate with you through your own personal, external email account (like Hotmail or Yahoo!).
2. Replying: Set your email system default to REPLY only to the sender. Replying to all or to everyone is not appropriate in most cases unless the content applies to everyone on the list.
3. Viruses: Install, update, and use anti-virus software. Set it to scan both incoming and outgoing mail messages. If your email is on Yahoo or Hotmail, it is automatically scanned for viruses.
4. Appropriate messages: Your mail message should have a high-quality appearance and content:
    a) relevant subject line
    b) correct spelling and grammar
    c) proper choice of words for clarity of content
    d) appropriate subject matter
    e) consider your audience: Workplace? Faculty? Friends?
    f) remember that an email is NEVER private.
    g) address your faculty by the appropriate title and last name e.g., Professor Smith, Dr. Jones, or Adjunct Johnson.

Southwestern College Nursing Program

Complaints Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 009

Background: A complaint is defined as any issue that a nursing student is not in agreement with and would like to see a reasonable change occur. Issues come in many forms and there are multiple ways to resolve complaints. Students are encouraged to work with collaboratively with their peers, faculty, nursing program office staff and administration with positive intent.

Policy: A student will discuss issues with the person(s) involved so that the complaint may be resolved at the lowest level with the parties involved. A student can submit a formal written complaint if attempts to solve the problem are unsuccessful. Complaints about faculty are submitted to the Senior Director and will be handled confidentially. Anonymous complaints are not accepted.

Complaint Procedure

For a **minor issue or complaint**, the student should:

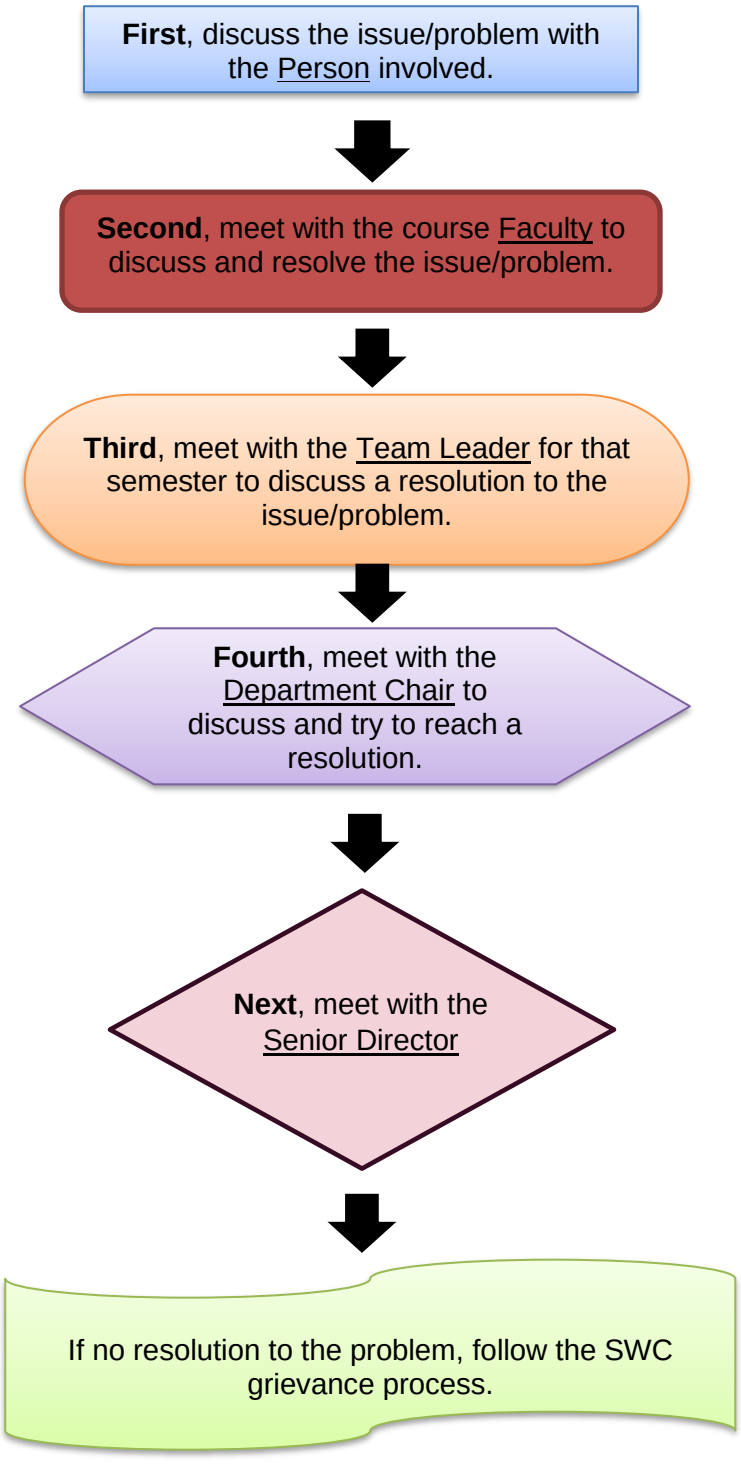
1. Discuss the issue/problem with the person involved; then,
2. Meet with the faculty teaching the course to discuss and resolve the issue; then,
3. Meet with the team leader for that semester to discuss and resolve the issue/problem.
4. Meet with the Department Chair of Nursing to discuss a resolution to the issue/problem.
5. Meet with the Senior Director of Nursing to discuss and try to reach a resolution.

For a **major issue or complaint,** the same process as above is to be followed, plus there must be a written complaint sent to the Senior Director of Nursing prior to the meeting with the Senior Director.

The Senior Director will then review the complaint and discuss the complaint with the student as well as the ADN Faculty and Team Leader for potential resolution of the complaint. The Director will then review the outcome of the complaint with the student. If the student is not in agreement with the resolution, the student may follow the college grievance policy for due process.

Communication Chain of Command

(refer to Complaints Policy)



Southwestern College Nursing Program

Course Progression, Failure & Repeat Policy

Revised: new
Reviewed: 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 010

Background: Nursing program courses are sequential and in the case of theory-clinical companion courses are co-requisites of each other.

Policy: All nursing courses must be passed before a student can progress to the next semester of the nursing program. A student who does not earn a final course grade of 78% average of graded exams, quizzes, and assignments OR earns an “unsatisfactory” grade in a clinical course has earned a failing grade for that course and fails to progress in the nursing program.

A student who fails a theory-clinical companion course must repeat both courses for a grade. This requirement is legislated and part of the California Board of Registered Nurse regulations governing pre-licensure nursing programs (CCR Section 1426).

A student who fails a clinical course for unsafe clinical practice, unethical, or unprofessional behavior is not eligible to progress in the nursing program. A student’s dismissal from the ADN program based on the identified unsafe clinical practice, unethical, or unprofessional behavior will be implemented pursuant to the Dismissal Policy in this Handbook.

A second course failure in the program prohibits the student from re-entering the ADN program for a second time.

Procedure: A student who failed to progress in the nursing program will be notified in writing and be required to meet with the Senior Director of Nursing for an exit interview. A student who decides not to participate in an exit interview is not eligible for readmission.

Upon re-admission, the student will submit a Course Repeat Petition for the theory-clinical companion course that they passed following the college process.

Southwestern College Nursing Program

Credit by Challenge for Previous Coursework Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 010

Background: California Licensed Vocational Nurses are eligible to apply to the one-year transition LVN to ADN Step-Up Program. Students take a theory and lab course specifically designed to assist students to assume the role of a registered nursing student. Step-ups enter the ADN program in the third semester and join the current cohort. Credit toward first year ADN courses is granted upon evidence of LVN licensure. The Step-Up Program provides basic education and experience in Nursing which will qualify the graduate for an entry-level Registered Nurse position in health care agencies following licensure. A cohort of students is admitted each Spring and completes the second year of the ADN program.

Policy: Applicants may earn credit for previous coursework through the college petition or credit for prior learning process.

Procedure: LVN Transition Students 'Step-ups'. Submit a major substitution petition to the nursing office upon entry into the program.
Military Students

Military: All military, active duty and/or veterans, will have their transcripts evaluated for equivalency, including military duties and employment classification, which are reviewed for nursing coursework equivalency.

Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation.

lf the student is an lDC (Independent Duty Corpsman), their SMART transcript (and other transcripts) will be examined, and equivalency given as appropriate based on previous coursework for evaluation of entering the LVN to RN Program. There must be evidence of pediatric and obstetric coursework and clinical experience to enter the LVN to RN Transition Program. If there are minimal hours for pediatrics and obstetrics, the candidate may be asked to do additional course work in pediatrics and obstetrics to meet the California Board of Registered Nursing curriculum regulations.

ALL LVN, LVN Step-Up, Independent Duty Corpsman (IDC) students must pass the Test of Essential Academic Skills (TEAS) Version 7. Please click the TEAS link for details at: https://atitesting.com/teas-exam.aspx

Passing Scores are as follows: LVN Step-Up & IDC – 62 or better (Also a Dosage Calculation Test with a score of 95% mastery).

Other Applicants

All student's entering the Nursing and Health Program have the right to have their previous course work and or work experience reviewed by the Assessment and/or the Counseling Dept. and/or the Senior Director of Nursing & Health Occupations for nursing and health occupations coursework equivalency

The student requesting Credit by Challenge will meet all the guidelines as stated in the current SWC College Catalogue.

Process: The student will obtain a Credit by Challenge Petition form from the college Admissions Dept. The student will complete the student section of the form and submit the form to the Admission Dept. for residence and eligibility clearance.

Upon receipt of the petition request, the Senior Director determines if the student has met the minimal theory and clinical background needed to challenge the course.

- All pre-requisites for the nursing program must be met prior to a request for Credit by Challenge being considered by the Nursing Director.
- The student must have current (within one year) clinical experience that is an appropriate substitute for the clinical course being challenged.
- The student that wants to enter the LVN to RN Step-up Program and challenge the LVN to RN transition course (ADN 115) must provide evidence of current clinical and theoretical experience that correlates to the first year of the ADN Program. There must be evidence of clinical practice at the RN student level appropriate for first and second semester of the ADN Program.
- No nursing faculty instruction/tutoring will be provided to the student who is challenging the nursing course.
- A student who has received a failing grade in a nursing course may not do a credit by challenge for that same course at a later date.

The Director of Nursing will assign a faculty to administer the challenge examination.

The student will be provided with a course syllabus and list of textbooks required for that course.

Depending on the nursing course to be challenged, the student may be required to take a written examination, a clinical examination, a dosage calculation competency and/or complete course written assignments to receive credit for the course being challenged.

- The Dosage Calculation competency requires 95% accuracy to be considered a pass. That is the first test to be taken for all nursing course challenges and the student must be successful with this competency to continue with the challenge.

- The student must meet the 78% grade required for all nursing courses to receive credit for the course with the exception of the Dosage Calculation competency which is 95%.

Once the course challenge is complete, a report of grade by credit or no credit will be sent to the student records; Admissions Dept. and the final grade recorded in the student's file.

Southwestern College Nursing Program

Disaster Communication Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 011

Policy: In the event of a disaster that involves Southwestern College, the nursing faculty and students will communicate via Canvas. All notices regarding courses will be posted on Canvas under the announcement section of Nursing Programs.

Students and faculty are to check the Canvas site twice daily during disaster events. Attempts will also be made to email students via Canvas during the event of a disaster.

If the Canvas site is not functioning, all emergency information will be provided via the local radio stations. KOGO 600 (AM station) is the primary disaster radio station.

Discipline Policy for Disruptive, Inappropriate, Unethical, or Unprofessional Behavior

Revised: 7/2023
Reviewed: 10/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 012

Background: Nurses must always behave safely, ethically, and professionally. The nursing program expects students to hold themselves to the highest standards of behavior, accountability, respect, and integrity. Disruptive, inappropriate, unethical, or unprofessional behavior is detrimental to safe patient care, and the learning environment, and will not be tolerated.

Policy: Students are expected to always adhere to the Southwestern College Standards of Student Conduct while representing the Southwestern College Nursing Program whether on campus, in the classroom, in clinical, or volunteering at community events. This Handbook gives examples of inappropriate behavior on pages 128-129.

· The first incidence of disruptive, inappropriate, unethical, or unprofessional behavior, the student will receive a verbal or written warning, unless the behavior is egregious or negligent, in which case the dismissal policy is initiated.

· The second incidence of any disruptive, inappropriate, unethical, or unprofessional behavior, the student will receive a written Behavioral Corrective Action Notification, unless the behavior is egregious or negligent, in which case the dismissal policy is initiated

· The third incidence of any disruptive, inappropriate, unethical, or unprofessional behavior, the student will earn a failing grade for the course(s) for violating this policy and failing to correct untoward behaviors. If the behavior(s) is/are egregious or negligent the dismissal policy is be initiated.

See Appendix for Progressive Discipline Reference Tool

Southwestern College Nursing Program

Dismissal from the Program Policy

Revised: 7/2023
Reviewed: 5/2020, 5/2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 013

Policy: A student will be dismissed from the program based on one or more of the causes stated below:

1. Achieving a course grade below 78% in any required nursing course.
2. Achieving an “unsatisfactory/Unsafe” clinical evaluation based on demonstrating unsafe patient care or the inability to meet specific clinical objectives and expectations.
3. Accumulation of unexcused absences, lateness/tardies.
4. Use of illicit drugs/substances in any nursing program course, activity, or community services event.
5. Repeated uncorrected behavioral issues deemed as disruptive, inappropriate, unethical or unprofessional behavior as defined in integrity, professional ethics, and personal responsibility policies.
6. Repeating behaviors/actions already cited in the Academic and/or Clinical Improvement Plan, or the Behavioral Corrective Action Notice.
7. Unsafe clinical practice and/or unethical behavior in the clinical setting that is significant as determined by the clinical faculty and the Senior Director of Nursing.
8. Cheating, exam confidentiality violation.

*In critical cases, such as unsafe clinical performance, dismissal may be considered without warning or probation. This may be determined initially by any faculty member followed by a review of the determination under this policy.

Process: After a student has been disciplined in accordance with the Discipline Policy and the student continues to engage in the conduct that was the subject of the discipline, or violates any causes for dismissal contained in this policy (1-8 above), the student will be subject to dismissal pursuant to the following process:

1. The Senior Director of Nursing or designee will provide the student with written notice of the conduct warranting dismissal as reported to the Senior Director of Nursing. The written notice will include the following:
    - The specific section of the Nursing Program Handbook or Standards of Student Conduct that the student is accused of violating.
    - A short statement of the facts supporting the alleged violation.
    - The right of the student to meet with the Senior Director of Nursing or designee to discuss the alleged violation, or to respond in writing.
    - The nature of the discipline that is being considered.

    The written notice will be provided to the student within 7 days of the date on which the conduct took place, or from the date the Senior Director of Nursing became aware of the conduct. The written notice will be sent to the student's official College District email address and a copy will be available in the nursing office.

2. The student is required to meet with the Senior Director of Nursing or designee within 3 days after the notice is provided. If the student chooses not to meet with the Senior Director of Nursing, an administrative hold will be placed on their academic record.

The meeting will consist of the following:

A. The student is provided with a brief written statement of the facts supporting the alleged violation.
B. The Senior Director of Nursing or designee and the student will review the misconduct allegations.
C. The student is provided with the opportunity to respond verbally, or in writing, to the allegations.
D. The Senior Director of Nursing or designee informs the student of the potential disciplinary action(s) that will be taken.

Notification of Disciplinary Action

Within ten (10) working days of the meeting with the Senior Director of Nursing or designee described above, the Senior Director of Nursing or designee shall provide the student with a written notice of any decision for disciplinary action.

Appeal of a Dismissal Action

A student may appeal a dismissal action by submitting a written statement communicating their intent to appeal the program dismissal. The written statement is submitted to the Senior Director of Nursing within three (3) working days of the Notification of Disciplinary Action that prompted the dismissal action.

A committee will be convened, when necessary, within five (5) working days form the date that the notification to appeal was received. The committee shall include:

1. The Senior Director of Nursing or designee, who will serve as the chairperson.

2. One Nurse Education faculty member and the Department Chairperson.

3. One alternate committee member from the Re-entry committee or the Student-at-Risk committee.

The student may participate in the discussion and clarification of circumstances at the committee meeting.

The members of the dismissal committee will then review the circumstances.

A decision will be made by majority vote of the committee members and the student shall receive written notification of the decision within five (5) working days.

A summary of the proceedings will be prepared by the Director of the Nurse Education Program and made a part of the student's record.

Southwestern College Nursing Program

Distance Education Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 014

Background: Distance education focuses on the design of pedagogy, technology and instructional systems for students who are not physically present in the same location with the instructor. Title 5, section 55200, defines distance education as “instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.”

All courses with the Program are web enhanced and all information about the course is in Canvas (SWC’s online Learning Management System).

ADN 114 Nursing Leadership and Supervision is the only hybrid course – a portion of the course is presented online, and a portion of the course has face to face class meetings.

Policy: All students are required to complete the Online Canvas Tutorial course

Note: All students must have basic computer literacy and computer access to be in the nursing program. The Higher Education Center at Otay Mesa (HECOM) campus has computers available for student use if needed. Computers are the primary format of access to course information. The clinical facilities all require nursing students to be competent in basic computer charting. The HECOM has an Open Computer Lab with tutoring available to assist students in meeting computer needs.

Due Process - Students Rights and Grievances

Revised: 7/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 015

Policy: Students may initiate grievance procedures when they believe they have been subject to unjust action or the denial of rights as stipulated in published District policies/procedures, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek resolution as outlined in Procedures 5530; Student Rights and Grievances.

Grade and grading disputes are addressed within this procedure, unless the student is alleging discrimination, harassment, or related retaliation in grading. Students should refer to the "Student Grade Dispute Procedure – Section II."

Note: Complaints under Section 504 and/or Americans with Disabilities Act are made to the Section 504 Coordinator in Office of Student Services. Complaints of sexual harassment and other forms of unlawful discrimination are made to the Human Resources Compliance Coordinator in the Office of the Vice President for Human Resources.

Link to Policy: Student Rights and Grievances (swccd.edu)

Southwestern College Nursing Program

Evaluation of Learning and Expected Proficiency Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 016

Background: Nursing skills verification sign-off checklist and procedure guides.
Fundamentals, Maternal Child Nursing, Adult Nursing include nursing skills that may be demonstrated and evaluated in the nursing skills laboratory. Verification Sign-off Checklists and Procedure Guides are available for each of those skills. Students are encouraged to keep a copy of each Skills Verification Sign-Off Checklist for a portfolio available to employers. The Procedure Guides must be viewed as a basis for learning, students should follow hospital specific policies, procedures, and protocols.

METHODS OF EVALUATION
1. Written examinations and quizzes on theory, clinical, and laboratory sessions
2. Written and presentation assignments in theory, clinical, and laboratory sessions
3. Simulation, clinical, and laboratory evaluation of nursing skills
4. Clinical performance evaluation
5. ATI Diagnostic Assessments/Examinations

EXPECTED DEGREE OF PROFICIENCY
1. Students will be held responsible for the content in all prior nursing courses and modules and the application of this knowledge to the care of assigned patients.
2. Passing score on the dosage calculation exam.
2. Seventy-eight percent (78%) cumulative weighted average on course examinations.
3. Satisfactory laboratory and clinical performance as determined by specified guidelines and criteria.
4. Satisfactory achievement on written assignments as determined by guidelines.
5. Appropriate participation in small group sessions and clinical conferences.
6. Participation and completion of community projects and collaborative activities.
7. Achievement of a level II on all ATI Proctored assessments and/or 95% to 97% Probability of Passing on the ATI Comprehensive Predictor.

*Note: Students must achieve a passing grade in the course, the nursing student must achieve an overall average of 78% on course examinations.

Southwestern College Nursing Program

Exam Confidentiality Policy

Revised:
Reviewed: 5/2023 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 017

POLICY: Students will maintain confidentiality and integrity regarding examinations/diagnostic testing at all times.

1. Sharing information related to any examinations or ATI diagnostic assessments is a violation of integrity and the Code of Conduct.
2. Any violation of confidentiality may result in dismissal from the Nursing Education Program. Any student caught cheating on an examination will receive a grade of zero (0) for that examination.
3. Dismissal from the program results from any violation of the examination confidentiality.
4. Refer to the Social Media policy regarding exam confidentiality.
5. Exams may be proctored on campus or online
6. Use of personal headphones is not permitted.
7. Hoods or hoodies worn to the testing area must be always down.
8. Cell phones, watches, wallets, backpacks, or scratch paper are not permitted in the testing room.
9. Scratch paper will be provided by the proctor.

Southwestern College Nursing Program

Grading Policy: Theory

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 018

Policy: The companion theory courses ADN 111A, 111B, 112, 113, 114, 221 and 223 are evaluated by letter grades based on examinations and other assignments covering all outcomes. In all courses, exams must be passed with a cumulative average of at least 78%. There are no extra credit points offered in the ADN Program and exams cannot be re-taken for higher grades.

A student who scores 78-80% on an exam is identified as “at-risk” of failure and is referred for remediation. Remediation for an “at-risk” student can occur with the course faculty or remediation specialist. A student who scores below 78% on any exam is referred to the remediation specialist and an academic improvement plan (APIP) is initiated. A student, who receives an academic improvement plan is required to meet with the course faculty to discuss strategies for improvement. At the meeting, the student and faculty create a plan to improve his/her test scores within the specified timeframe. The APIP is discussed and signed by both the student and the instructor. A copy of the APIP is given to the student and placed in his/her student file. The student has the responsibility to share the APIP with their future theory faculty to assist with academic improvement interventions detailed in the APIP. Failure to follow through with the APIP remediation plan may lead to “unsatisfactory”, and a course failure.

It is the student’s responsibility to arrange to meet with the course faculty to review assignments and exams. The student, with the guidance from the course faculty or remediation faculty will determine areas needing improvement and develop a plan for improvement. This will be stated on a the APIP and serve as written notification of impending course failure.

Students who are officially enrolled beyond the twelfth week of the semester length courses and into the last week of short-term courses are committed to receiving an evaluative grade.

The following is the standard GPA used at Southwestern College:

Grade of "A"

The student has been consistently superior in all phases of the course and has shown initiative, imagination, and self-direction well beyond that required by the instructor.

Grade of "B"

The student has satisfied all course objectives in a superior manner, performance has been typically above average and considerable mastery of the course materials has been demonstrated.

Grade of "C"

The student has completed the course objectives and requirements in a manner fully satisfactory as to quantity and quality of performance.

Grade of "D"

The student has barely met the minimum course objectives and progression in the program is not allowed.

Grade of "F"

The student did not accomplish the minimum requirements of the course.

ADN Program percentages for grades

A	**90-100%**
B	**80 – 89%**
C	**78 – 79%**
D	**70 – 77%**
F	**69% and below**

A grade of 78% or better is required in each nursing course for progression in the ADN program and to graduate. The ADN program abides by the College policies and procedures for grading, academic probation, disqualification, and graduation (See College Catalog).

Southwestern College Nursing Program

Graduation Policy

Revised: 5/2023
Reviewed: 5/2022, 5/2021
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 019

Policy: Graduation Requirements. Each student must meet with a counselor before the end of the FIRST semester to determine eligibility for graduation. Major substitution petitions are due no later than January 30th. A delay in submitting petitions for major substitutions or waive a major program requirement may delay posting of the degree. All students are accountable in ensuring they meet graduation academic requirements.

Graduation Ceremony: Graduates of the Nursing Program are strongly encouraged to participate in the formal SWC graduation ceremonies. Graduates wear black gowns with black caps with white tassels and white stoles at the Graduation Ceremony. The program pin may be worn pinned to the stole on the left side.

The student may elect to receive their diploma from a faculty person of their choice, the director of nursing or a generic presenter from the college. You will complete a formal card request regarding this when you receive your gown.

Southwestern College Nursing Program

Health Policy

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 020

Background: Nursing students should strive to maintain a high level of wellness. To fulfill objectives for the ADN nursing program, students should expect to encounter, or be assigned to care for individuals with a variety of communicable diseases such as community acquired pneumonia, Covid-19, influenza, tuberculosis, hepatitis, shingles, and other infectious agents.

Instruction and required learning include universal precautions and personal protective equipment measures to be taken to protect the student and the patient. Prior to the beginning of first semester, a physical examination conducted by a physician, nurse practitioner, or physician's assistant is required. Immunizations (seasonal influenza, covid-19, tetanus, rubella/rubeola, varicella, Hepatitis B) and tuberculosis screening must be current. Tuberculosis screening must be updated on an annual basis. This is the student's professional responsibility.

Whenever there is any change in the health status of a student that prohibits the student from participating in theory or clinical courses, he/she is responsible to notify the course faculty member and/or the Senior Director of Nursing. The student is also expected to keep the ADN faculty and Director informed in writing when there is any need for on-going health care. See Leave of Absence policy for additional information.

Additional tests or records may be required as necessary to verify satisfactory health status during the program. Students on any type of disability may not attend the clinical in the health care facility. If the student has been ill, the Senior Director of Nursing Program may require a note for the supervising healthcare provider to allow the student to continue the program.

Southwestern College Nursing Program

Honor Society Policy

Revised: 5/2020
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 021

Policy: Students who meet membership criteria are eligible to become a member of Alpha Delta Nu Nursing Honor Society for Associate Degree Nurses.

OADN ALPHA DELTA NU NURSING HONOR SOCIETY BYLAWS

Preamble:
We, the members of the Organization for Associate Degree Nursing (OADN), in order to promote scholarship and academic excellence in the profession of nursing, do hereby enact and establish these bylaws for the governing of the OADN Alpha Delta Nu Nursing Honor Society.

Article I: Name: The name of the society shall be OADN Alpha Delta Nu Nursing Honor Society.

Article II: Objective: The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Article III: Membership: Each chapter can set specific timeframes for induction after a student has met the minimum standards:

- Minimum GPA of 3.0 or above in all general education classes
- Earned grade of B or better in each nursing class
- No previous failures of any nursing class

Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student maintains cumulative 3.5 GPA in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

Article IV: Activities Purpose: The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor.
Criteria: The project must be approved by the faculty advisor(s). The provisional members must conduct the project and full participation is required. The activity is a requirement for full membership.

Article V: Officers: Section 1. The OADN Alpha Delta Nu Nursing Honor Society shall elect a President, Vice President, and Secretary from the body of the provisional members.

Section 2. The President of the society shall be responsible to call a minimum of two meetings, or more, as needed, during the third semester. He/She shall be responsible to conduct the meetings, transact business, appoint members to committees, and communicate information of the society's activities to the membership. The President shall only have voting powers to break a tie. The President shall serve as an ex-officio member on all committees. In the absence of the President, the Vice President shall serve the duties of the President.

Section 3.The Secretary shall be responsible to provide at least one-week notification to the membership of meetings to be held. He/She shall maintain clear and concise minutes of all meetings. All minutes of the meetings are to be forwarded to the advisor(s).

Section 4.A faculty advisor(s) shall serve to assist and facilitate the activities of the society. He/She shall meet with the officers, as needed, to provide advice and counsel in promoting the objectives of the society. He/She is responsible to keep the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible to submit the annual report to OADN.

Article VI: Fees. Each member who has met the requirements for induction into the society shall be required to pay a nominal fee for his/her society membership pin and honor cord. The Alpha Delta Nu chapter shall submit an annual report to OADN by July 1.

Article VII: Induction Ceremony. The induction ceremony shall take place during the final semester of the core curriculum. The ceremony shall be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

Bylaws Adopted Spring 2012: N-OADN Board of Directors
Bylaws Revisions Approved January 14, 2017: OADN Board of Directors

Southwestern College Nursing Program

Integrity, Professional Ethics, and Personal Responsibility Policy

Revised: 1/2023
Reviewed: 11/2022 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 022

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

The faculty, staff and administrator of Southwestern College Nursing Program believe that integrity is a fundamental basis for the academic and professional nursing communities. Accordingly, the faculty's goal is to assist all students in defining acceptable standards of professional behavior.

Plagiarism and cheating are unacceptable. All APA papers will be submitted electronically for identification of any plagiarism to the nursing department defined anti-plagiarism website.

Examples of Plagiarism:

➢ Verbatim copying without proper acknowledgement.

➢ Paraphrasing without proper acknowledgement.

➢ Putting together a "patchwork" paper from diverse sources, without proper acknowledgement of those sources.

➢ Unacknowledged appropriation of information or of someone else's ideas; and

➢ Copying another's written assignment and submitting it as one's own.

Examples of Cheating (may include but are not limited to):

➢ Getting examination or quiz questions from someone who has previously taken the examination or quiz.

➢ Copying from someone else's examination or quiz paper or receiving answers from another student during an examination or quiz.

➢ Allowing someone to copy from an examination or quiz paper or giving answers to another student during an examination or quiz.

➢ Using notes, books, cell phones, etc., during a closed book examination or quiz.

➢ Taking an examination or quiz for another student.

➢ Turning in a paper purchased from commercial research firm or using artificial intelligence writing software.

➢ Turning in an assignment that was done entirely or in part by someone else.

➢ Doing a homework assignment for another student.

Examples of Breach of Professional Ethics (may include but are not limited to):

➢ Not reporting an incident involving a patient.

➢ Failing to provide information to a patient about treatments, medications or recommended health behaviors.

➢ Recording medications, treatments or observations as done when they were not.
➢ Falsifying any record.
➢ Discussing patients in public places or with anyone not directly involved in patient's care.
➢ Eating food intended for or belonging to a patient.
➢ Breaking something that belongs to a patient and not reporting it.
➢ Taking hospital equipment.
➢ Taking medications from the hospital for personal use.
➢ Not questioning an order when in doubt.

Examples of Breach of Personal Responsibility (may include but are not limited to):
➢ Failing to maintain open communication with the faculty, staff and administrator of the program regarding student concerns impacting student success.
➢ Failing to adhere to program deadlines.
➢ Failing to adhere to appointments with faculty and the dean.
➢ Failing to adhere to recommendations on the APIP, CPIP, or Behavioral Corrective Action Notification.
➢ Failing to meet with faculty even after being encouraged verbally and by email to do so.
Students will maintain confidentiality and integrity regarding examinations/diagnostic testing at all times. Sharing information related to any course quiz, course examinations or ATI diagnostic assessments is a violation of integrity and the Code of Conduct.

Any student found to have cheated on an examination will receive a grade of zero (0) for that examination.

Disciplinary action will be initiated for violating the Integrity, Professional Ethics, and Personal Responsibility Policy.

Southwestern College Nursing Program

Leave of Absence Policy

Revised: 5/2023
Reviewed: 5/2023 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 023

POLICY: Students in good standing may request a temporary leave of absence with the program director, of no longer than one (1) week per year, from the nursing program for the following reasons: pregnancy, personal or family crisis, financial necessity, etc.
Clinical make-up will be assigned at the discretion of each individual faculty or teaching team.
If more than one week of leave is needed, the student will be advised to meet with the Senior Director of Nursing to discuss options, seek an incomplete, or withdraw from the nursing program and return at a later date to repeat the course(s), or complete the stipulated.
requirements.

*Note: No longer than one (1) week per academic year of leave is permitted from the nursing program for the following reasons: pregnancy, personal crisis, family crisis, or financial difficulties.

Southwestern College Nursing Program

Pinning Ceremony Policy

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 024

Policy: Graduates of the associate degree Nursing Program are strongly encouraged to participate in the Pinning Ceremony. The Annual Nursing Pinning Ceremony will take place approximately 1-3 days prior to the School's Graduation. All students will be pinned by the Director of Nursing or the Department Chair in the absence of the Director.

Students will wear their black graduation gowns purchased from the bookstore and wear the white nursing stoles. Tasteful attire is required under the gowns. No shorts or 'flip flops' permitted at this professional nursing ceremony that is held to honor the transition from a student to becoming a professional nurse.

Funds to pay for the Pinning Ceremony, graduation gowns, hats, white tassels, stoles, nursing pins, class CD, Memorial, etc. will come from the collection of the ADN Club member dues, fundraising activities, donations, etc. All students are strongly encouraged to participate as an active member of the ADN Club.

The student Pinning Committee along with faculty advisor shall be responsible for ordering and purchasing the pins for the class, arranging ceremony details, i.e., time of program, program brochures and tickets, class pictures, flowers, A-V presentation, refreshments, donations, etc. Most of the fundraising should occur in the students' first year of the nursing program and only 1-2 fundraisers in the 3rd semester if needed. The faculty advisor in 2nd year will assist with pinning and graduation planning.

The brochure for the Pinning Ceremony must be proofread by the Faculty Advisor, Director of Nursing as well as the Dean of HECOM prior to mass printing of the brochure.

It has been the past practice for the ADN Club to donate any remaining funds from the graduating Class toward an ADN scholarship for the upcoming ADN Class.

Southwestern College Nursing Program

Plagiarism Policy

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 025

Policy: All students who submit papers must have their paper checked for plagiarism. It must show less than 20% plagiarism. Print a copy of the Turn-It-In check and include it with your paper. Students with more than 20% plagiarism will have consequences as determined by the faculty, including points deducted and possible dismissal from the program.

Southwestern College Nursing Program

Pregnancy Policy

Revised: 5/2023
Reviewed: 5/2020, 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 026

Policy: Upon verification of pregnancy, it is recommended that the student bring a written statement from her healthcare provider approving the student's participation in the nursing program. Any restrictions must be identified by the healthcare provider in writing and submitted to the individual faculty member. If there becomes a time during the pregnancy that the student is unable to participate in theory or clinical courses after being approved by her attending healthcare provider, the student needs to communicate that to the course faculty and Senior Director of Nursing. The program will work with students on an individual basis to determine the next steps. After delivery and before returning to class and clinical experiences, the student is required to submit a clearance to participate statement from her health care provider giving approval to resume activities, specifying any restrictions.

Southwestern College Nursing Program

Re-Admission Policy

Revised: 7/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 027

Policy: Students may be readmitted only one time and, on a space-available basis. The Nursing program will make every effort to secure a clinical placement; however, if a clinical space cannot be secured, the student is not granted re-entry.

Procedure: A student requesting re-entry to the Nursing program must submit a complete re-entry application prior to the deadline and submit it to the Chair of the Re-entry Committee. The faculty-re-entry Committee is comprised of nursing program faculty and the Nursing & Health Occupations Program Department Chair.

Students who have been out of the program for one to two semesters will be subject to evaluation of skills and knowledge to assess that retention of content is sufficient to ensure safe practice when they re-enroll. Depending on the level of the student, this may include a written test and/or time spent in actual patient care or the SIM lab. Remediation is necessary before readmission.

Readmission will not be granted for one or more of the following reasons:

1. Incomplete re-admission application.
2. Re-admission application submitted after the deadline.
3. Clinical placement cannot be secured.
4. Failure to complete remediation plan detailed on an Academic/Clinical Improvement Plan or Behavioral Corrective Action Notice, if applicable.
5. Unprofessional, uncivil, unethical behavior, violation of the student code of conduct, or unsafe clinical practice, as determined pursuant to the Dismissal Policy in this Handbook and noted on the Notification of Dismissal Action issued to the student.
6. More than 1-year absence from the nursing program.

Re-entry Application Deadline for Fall Course re-entry: April 30th.
Re-entry Application Deadline for Spring Course re-entry: November 30th.

Southwestern College Nursing Program

Remediation Policy

Revised: 5/2023
Reviewed: 5/2020, 5/2021,5/ 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 028

Policy: Students who score below the required benchmark for each specific ATI Proctored test will be contacted by the course faculty and counseled for remediation. All students are required to remediate all missed test items as well as review the content they got correct. Due dates for each test remediation will be posted on Canvas and/or each semester calendar. Refer to ATI Policy.

Students performing below 78% in theory will be required to remediate, review the content missed as well as the content they were successful on, and will be required to develop an individualized remediation plan with their course faculty and referred to the remediation faculty for follow up.
Students that are earning grades below 80% are highly recommended to spend at least four (4) hours of additional reading, reviewing notes, completing computer programs with practice questions, using ATI resources, Course Point Plus, group work, case studies and tutoring to help them be more successful in the RN program.

Verbal and written warnings and student Performance Plans (Action Plans and Behavioral Corrective Action Notifications) are given to any student in danger of failing or for continued low scores. Excessive absences are also documented on an Action Plan or Behavioral Corrective Action Notifications and a copy given to the student.

Completion of the Student Performance Plan must be attained within the specified time on the plan before the student can progress in the program. Students may refer to the list of optional courses to help them succeed in the nursing program.

Refer to Student at Risk Committee (SARC) Policy.

Southwestern College Nursing Program

Social Media Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 029

Policy: The student is NOT to post anything on social media that is related to Southwestern College, the Nursing Program, the classes, the students, and/or the faculty. Students are not permitted to post anything related to their academic property (defined as PowerPoints, handouts, reading list, articles, etc. posted on Canvas), clinical placements, the facility, or patients. This includes smart phone texting apps, Facebook, Twitter, Yelp, email, LinkedIn, Instagram, Snapchat, or any other form of social media.

Cell Phones are NOT to be used in the clinical setting for anything other than use of medical apps or to text their faculty. No personal phones calls, no pictures, etc.

Hospital policy may supersede the use of cell phones during clinical hours. It is strictly prohibited to use your cell phone to take any pictures inside a facility or any clinical setting at any time, for any reason.

Southwestern College Nursing Program

Student At-Risk Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 029

Background: The Student at Risk Committee (SARC) is responsible for early identification and remediation of students having difficulty with meeting course and/or program objectives.

Policy: If a student scores less than 80% on course work, the course faculty will request a meeting and assist the student in setting up a plan of action for improvement. The student will remain on the SARC list until a grade of 80% or higher in the course work is achieved. The Skills Lab has a remediation/resource faculty specialist 16 hours a week to assist the student. It is the student's responsibility to follow-up with the remediation/resource faculty so they may be successful in the program.

Student Impaired by Alcohol, Substance Use, or Mental Health Impairment

Revised:
Reviewed: 6/2023 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 030

Policy: The nursing program faculty, staff, and administrator agree with the California Board of Registered Nursing concerning students impaired by alcohol, drug abuse and emotional illness.

The Board of Registered Nursing recognizes the following:

1. these are diseases and should be treated as such.
2. personal and health problems involving these diseases can affect one's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in their care.
3. nursing students who develop these diseases can be helped to recover.
4. it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness; and
5. confidential handling of the diagnosis and treatment of these diseases is essential.

The nursing faculty encourages students to seek immediate help. We realize that such problems, if left unattended, could prevent the student from satisfactorily completing course objectives and prevent licensure to practice nursing in the state of California.

In addition, it is the policy of Southwestern College to prohibit the use of illicit drugs/substances by students in any District sponsored activity. These activities include use of classrooms, lounges, satellite units, and facilities designated as clinical areas. Any infraction of this regulation by a student will be grounds for immediate dismissal from the Nursing Education Program.

Any behavior by a student that is indicative of possible impairment due to alcohol or abuse of drugs must be reported and recorded by faculty promptly. Should a student report to a clinical facility "under the influence", such behavior should be considered as unsafe and grounds for immediate dismissal from the clinical area. A family member or significant other may need to be called to remove this person from the area, or in extenuating circumstances, the student will be sent to a hospital emergency room.

A continued pattern of unsafe behavior will be grounds for dismissal from the Nursing Education Program. Students dismissed from the program after being identified as impaired must submit a statement from a recognized treatment program validating attendance and treatment to be considered for readmission. This statement must be submitted in writing to the Senior Director of Nursing.

Southwestern College Nursing Program

Student Expectations & Responsibility Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 031

Policy: Students have the responsibility to know what is expected and play an active role in the learning environment.

This information is designed to aid the student in the learning process. The student has a role in the learning process, as does the instructor.

Role of the adult student: Adult learners have a goal in mind that they want to achieve. They do not want to be "spoon fed" someone else's ideas but seek and learn on their own. Ultimately, the primary responsibility of students is to see to it that learning occurs. It is suggested to allow about 3-4 hours of study for each hour of theory lecture. This requires the following:

Student Responsibilities

• Knowing what is required	• Speaking up in class
• Learning to be honest with oneself	• Being attentive in class
• Identifying and using ideas, strategies, and techniques that	• Turning in assignments according to APA
• Avoiding over-commitment	• Turning in all work and assignments on
• Establishing priorities that support learning	• Seeing the instructor before or after class
• Planning and goal setting	• Attending classes and being on time
• Follow SWC student conduct policy	• Professional behavior always

Instructor Responsibilities

• To listen to you	• To help you problem solve
• To provide resource for academic	• To give you timely feedback
• To be prepared	• To provide resource to attain student learning outcomes
• Professional behavior always	• Establishing priorities that support learning

Southwestern College Nursing Program

Testing/Exam Policy

Revised: 5/2023
Reviewed: 5/2020, 2021, 2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 032

Policy: Students are expected to be present and on-time for all tests including course examinations, quizzes, ATI Predictor, and skills competency testing.

If a student has an emergency and is unable to take a scheduled test, the student is required to contact the course faculty before the scheduled test. A student who fails to communicate with the course faculty that she/he will be absent for a scheduled test will be considered a no call / no show. A student who misses a scheduled test will need to see the course faculty to schedule a makeup test.

Make-up testing

When preparing make-up tests, quizzes and examinations, faculty will test the same content material but have the discretion to use a format different from that of the original test, e.g., essay format. If a student is absent for a test or a quiz, it is the student's responsibility to contact the instructor within one (1) week to arrange for a make-up. It is the student's responsibility to find out what lecture content was covered in class on the day of the absence. If a student fails to contact the instructor within this time frame, it is at the faculty discretion as to whether a make-up test will be provided. Make-up test formats will be determined by the faculty for that specific course.

Grading when a student is a “no call /no show”

- First offense: student will be allowed to take a make-up test
- Second and successive offense: Student will receive a zero for the missed test

SWC Nursing Calculators may be used with calculation testing. Dosage calculation tests are given in each semester of the ADN program and calculations may be included on any exam. (Refer to Dosage Calculation Test Policy).

During tests - NO medical dictionaries and NO electronic devices such as iPads, tablets or cell/smart phones may be used.

Students may not leave the classroom during testing without a faculty or proctor escort. Please take care of restroom needs prior to the tests. Students will be asked to place all their books, bags, hats, jackets, and any personal items in the back of the classroom during testing time.

The Table below depicts a basic blueprint of how the quizzes, tests, and final exam are set-up by the faculty. The evaluation is based on the course Student Learning Outcomes. Follow the guidelines in your course syllabus regarding material to be tested as well as grading rubric.

If you have a question or issue with your tests or any other topic your first place to go is the course faculty. If you are not satisfied with the faculty response, you must go to the team leader next to try to resolve the issue. If the issue is still not resolved then please make an appointment to see the Nursing Department Chair, followed by the Director of Nursing if needed.

Refer to table on the following page for time allotted to answer each test question. This applies to all tests, including dosage calculations that are given throughout the ADN program. The Nursing Program closely follows the NCLEX guidelines regarding testing time allotted. ATI has specified time limits but will accommodate students who need DSS accommodations provided that students inform and complete an ADA form and turn it into the instructor or Team Leader. Refer to ATI Policy.

Semester	Application Style Questions Per Quiz or Test or Exam	Alternate-style Questions Per Quiz or Test or Exam	Testing Time per Question
1	25-30%	10-30%	1 1/2 minutes
2	50-65%	10-30%	1 1/2 minutes
3	75-80%	10-30%	1 1/2 minutes
4	100%	20-30%	1 1/2 minutes

Examination study guides and reviews provided prior to or following an examination, quiz or graded assignment are at the discretion of the course faculty.

1. No pens, papers, cell phones, or electronic recording devices are permitted during a review.

2. Students may review exam content with the course faculty up to 2 weeks after exam or quiz administered, however due to security reasons faculty are not required to allow students review the actual original testing questions or exams.

3. No posting of exam reviews or study guides on any social media site. Refer to social media policy.

Southwestern College Nursing Program

Unlawful Harassment Policy

Revised:
Reviewed: 5/2023 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 033

Policy: The Nursing program faculty, staff, and administrator are in full support of the college prohibition of harassment and discrimination policy. “SWC is committed to providing an academic and work environment free of discrimination & harassment.”

All complaints of unlawful discrimination or harassment, including disability discrimination and sexual misconduct, are filed with the Human Resources Compliance Coordinator in the Office of the Vice President for Human Resources under Administrative Procedure (AP) 3430 - Prohibition of Harassment & Discrimination. This procedure describes the process for investigation and resolution of complaints of unlawful discrimination, including sexual misconduct, by or against any employee or student.

Southwestern College Nursing Program

Volunteer Hours Policy & Form

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 034

"The community provides for us and therefore we provide for the community."

Policy: As part of the learning experience at Southwestern College, students are required to complete at least four (4) community service/volunteer hours each semester. These hours provide a great opportunity to give back to the community while experiencing professional responsibility.

The 4-hour requirement is the application of one's skills and time to meet identified needs in the local community. This will lead to learning and development through active participation in thoughtfully organized service that:

- is conducted in and meets the needs of the community.
- involves reflection and analysis of the experience.
- promotes the development of leadership skills, citizen skills, and social responsibility.

Examples of possible community service activities:

- Volunteer at a hospital, skilled nursing facility, memory care center, or orphanage • Participate in a community event, such as the AHA Heart Walk, Susan G. Komen Breast Cancer Walk, etc.
- Volunteer at a non-profit organization such as St. Vincent de Paul, Salvation Army, etc.
- Help the community through church health related activities.
- Volunteer to give flu shots at a flu clinic
- Work with the Habitat for Humanity
- Volunteer at a senior center
- Volunteer at a health fair/ screening fair

Additional community service/volunteer hours are often offered by the Skills Lab Instructor or faculty so keep an eye out in the "Announcements" section on CANVAS under the "00 SWC Nursing Programs" course.

Please Note:

- NO extra credit points will be given for completed hours
- NO credit for service will be given for work with a profit-making organization
- NO family members may be the recipients or supervisors of service
- NO credit for service will be given to court- required or other punitive service
- NO pay may be received for service

International volunteer activities may be permitted at the student's own risk, liability, and personal representation. SWC does not officially and directly participate with international volunteer organizations or events.

If you are unsure if an activity qualifies for credit towards community service/volunteer hours, check with the course faculty PRIOR to performing the activity or risk the possibility of not receiving credit for your hours.

Students are required to complete a "Community Service/Volunteer Hours Verification Form" after each community service activity. The form is then submitted to Canvas for tracking purposes.

VOLUNTEER HOURS/COMMUNITY SERVICE FORM

All sections of this form MUST be completed in order to receive credit for hours

Student Name:_____Semester/Year_____

Description of Community Service Activity:

Name & Address of Organization:

_____

_____

Description of community service work:

Dates when the above-described community service took place and validating signatures (to be completed immediately **AFTER** completion of activity):

Date:_____Supervisor's Signature: _____

Time:_____Supervisor's Position & Phone#: _____

Total # of hours ☐

xplain the purpose of the organization you served:

low did (or will) your work benefit the community?

Southwestern College Nursing Program

Withdrawal Policy

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 035

Policy: A student in good academic standing who withdraws from the program for personal reasons may be reinstated, as vacancies become open, and upon submittal/approval of a re-entry application.

Procedure: A student wishing to be reinstated to the nursing program after a withdrawal must follow the readmission policy procedure and application deadlines.

Request to Re-Enter after withdrawal (known as the Readmission Policy): Students will not be accepted back into the program as a re-entry student if they have been out of nursing program more than a year. A student in good academic standing is eligible to re-apply to start the program from first semester after a withdrawal for personal reasons.

Clinical Information Policies and Procedures

Southwestern College Nursing Program

American Databank Complio

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 036

Policy: All nursing students are required to purchase and maintain the SWC healthcare student clinical compliance package from American Databank. In addition to the compliance package fee, there is a one-time $25 student clinical placement fee effective Fall 2023 for new students.

Current, unexpired clinical compliance is required throughout the duration of the nursing program. Expired clinical compliance will prevent a student from attending clinical. Clinical time missed as a result of non-compliance cannot be made up and may jeopardize a student's ability to meet the course outcomes.

Healthcare students who have a previous Complio account may be able to transfer or reactivate that account for the nursing program. Consult AMDB website for additional information.

COMPLIO IMMUNIZATION POLICY & ADB BACKGROUND CHECK PROCESS
Students must have a clearance criminal background check, drug screen, and all required vaccines/immunizations to participate in clinical courses. The Nursing Program Director will work with students who have minor misdemeanor issues (such as dismissed cases) and attempt to seek clinical placements. Facilities often refuse entry for ANY background issue and all cases must be resolved prior to program admission and admission is contingent upon securing clinical placements. (Refer to # 15).

1. All participating schools and agencies agree to adhere to a standardized process for clinical instructor/student screening.
2. The background check is not a requirement for application to a nursing program; however, the background check process is required after an invitation for admission is received.
3. Nursing clinical instructors / students must have clear criminal background checks to participate in placement(s) in clinical facilities.
4. Prior to clinical experience the school will verify that the following information is on file for the assigned clinical instructor / students. (See #5)
5. Background checks will minimally include the following:
    - Seven years history / background history
    - Address verification
    - Sex offender database search
    - Two names (current and one other name)
    - Three Counties
    - OIG search
    - Social Security Number verification
    - Search through applicable professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
    - Drug screen with urine sample
6. Clinical instructor / students will be unable to attend clinical facilities for appropriate reasons, including the following convictions including
    - Murder

- Felony assault
- DUI
- Sexual offenses/ sexual assault
- Abuse
- Felony Drug and alcohol offenses (without certificate of rehabilitation)
- Other felonies involving weapons and /or violent crimes
- Class B and Class A misdemeanor theft
- Felony theft
- Fraud

7. The initial background check satisfies this requirement so long as the student continues to progress through the program without breaks; should progression through the program be interrupted a new background check will be required.
8. For clinical instructors, an absence of more than one consecutive semester teaching will require a new background check.
9. The clinical instructor / student will contact American Data Bank (COMPLIO) at http://www.sdnahcbackground.com/ to arrange for completion of the required information.
10. Upon completion the results will be delivered to the applicant by American Data Bank (COMPLIO).
11. Clinical instructors / students must provide information allowing American Data Bank (COMPLIO) to conduct a background check and with authorization to share any positive or flag results on the background check with healthcare facilities to which students may apply or to which students may be assigned for clinical nursing courses or clinical rotation (the school's clinical affiliates). American Data Bank (COMPLIO) will conduct an internal review, verify clinical instructor / student information, and send any flagged or positive results to the clinical sites for review.
12. The school will advise the clinical site of the name of the clinical instructor and a list of students assigned to their facility ten days in advance of their arrival.
13. Upon receipt of a "positive" background check, the Program Director and the clinical site will make a final determination whether the clinical instructor / student will be accepted into the facility. The site typically uses the same guidelines used for the acceptance / rejection of an employment application in approving clinical instructor and student placement at their site.
14. If the clinical instructor / student's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any clinical instructor / students. (Applicable BRN and / or BVNPT guidelines will
be incorporated into these guidelines as they become available).
15. If the clinical instructor / student record is not clear, they will be responsible for obtaining documents and having the record corrected to clear it.
16. If a student is denied access to a clinical facility due to failure to pass the required background check, they will be placed in an alternate clinical facility if one is available. In the event they are denied or denied by a second (different) clinical facility, the student may not be able to meet program objectives and are subject to dismissal from the nursing program. Students with a DUI must be a minimum of three years out from the arrest date prior to starting the Nursing Program R/T both clinical site issues and BRN issues upon graduation.

17. Clinical instructor / 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.

18. Final placement status based on background check information is the Program Director and the clinical site's determination.

19. American Data Bank (COMPLIO) shall include in any document used to obtain information from clinical instructor / students for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school / American Data Bank (COMPLIO) to share the results of the background check with the clinical sites to which student may apply or be assigned.

The student shall further agree that such information may be used to deny the student from participating in clinical rotation.

20. Schools shall indemnify and hold healthcare facilities harmless from any and all actions or claims that may be asserted by clinical instructor / students arising out of healthcare facilities' rejection of any clinical instructor / student from clinical rotation based on the results of a criminal background check or any claim that such background check was conducted improperly. American Data Bank (COMPLIO) shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.

21. A urine sample is required for drug analysis. Dilute urine samples are considered the same as a positive drug test and re-resting is not allowed. The student is to ensure that the urine specimen is not dilute and may be rejected from a clinical site due to dilute urine test result. If the student is unable to produce urine e.g., has renal failure), a hair analysis may be done.

22. Failure to notify the Program of an arrest or incident while in the Nursing Program may result in dismissal form the program.

No DILUTE URINE POLICY – the urine sample must have yellow color to it or may be rejected as dilute and the facility will not accept the student for clinical placement. The Nursing Program will not be able to make accommodations if the facility will not accept them due to background issues or urine drug screen issues.

Southwestern College Nursing Program

Attendance Policy: Clinical

Revised: 5/2023
Reviewed: 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 037

Policy: All clinical absences must be made-up.

Procedure: Excessive tardies and absences disrupt learning and restrict clinical practice opportunities. A student is expected to contact the instructor if late or unable to attend clinical, skills lab, or sim lab, advance notification must be given to the faculty, skills, or simulation faculty, and/or facility unless directed otherwise by the instructor.

In the event of an emergency or illness (excused absence), missed clinical hours must be made up. The student is responsible for arranging make-up clinicals with the instructor within one week following an absence. Failure to do so will activate the Nursing program disciplinary process.

Southwestern College Nursing Program

Cardiopulmonary Resuscitation (CPR) Policy

Revised: 5/2023
Reviewed: 5/2021, 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 038

Policy: Students must be BLS CPR for Healthcare Provider certified at all times during the nursing program. It is the student's responsibility to renew the certificate and maintain its currency throughout the course of the program. Only American Heart Association sponsored or endorsed course are accepted. Contact the nursing program office with questions or to consult on the appropriate CPR course.

Southwestern College Nursing Program

Clinical Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 039

Policy: Each student is responsible for reviewing all clinical objectives as presented in the course syllabus and the weekly learning modules. Each student is accountable for knowing all previously introduced concepts and learned skills. The clinical evaluation is based on the continued application and integration of previously learned material within the current clinical learning experience. It is the student's responsibility to maintain competence in clinical skills and there are open skills lab days for this purpose.

The Nursing Program is a demanding commitment of time and energy. If it is necessary for the student to work during the program, the student is expected to arrange his/her working schedule so that no reasonable interference will occur with meeting his/her responsibilities with any facet of the nursing program**.**

The clinical experience will begin and end at times specified in the class syllabus or clinical expectations handed out by each clinical faculty. Students must be on time for all clinical experiences and are expected to arrive at the assigned clinical unit at least 10 minutes before the clinical begins or when the clinical faculty indicates (i.e., at 6:20 a.m. for the 6:30 a.m. clinical). Your personal items must be stored, and you must be ready to start patient care at the designated time. If you are not, you will be counted as late/tardy to clinical.

Students are required to give the clinical faculty advanced notice when they are going to be late or are unable to attend clinical for any reason. For preceptorships, the student must notify the preceptor and the clinical faculty. This should be done as soon as possible.

Lunch and break times will be based on the following criteria: hospital policy, level of student, and nature of the assignment. Break times will not be cumulative – no combining breaks and lunch time unless the clinical instructor has given prior approval. Students will not be permitted to leave the clinical site earlier than the stipulated schedule in lieu of taking a lunch break. A student who leaves the clinical site without permission (other than during scheduled breaks or lunch) from the clinical instructor is placed immediately on a Behavioral Corrective Action Notification. A student who cannot be found at the clinical site, disappears off the unit, has an unexplained absence, or otherwise is not able to be located during clinical (excluding breaks and lunch), will be placed on a Behavioral Corrective Action Notification.

A patient's condition is not to be discussed with anyone not directly involved with their care except during student clinical conferences (pre-intra-post conference) when patient cases are discussed with the clinical group and instructor. All hospital information is confidential, and students may access information only for educational purposes. Removing patient care plans or medication sheets, printing/photocopying documents from the patient's chart, and/or care plan, or accessing non-assigned patients' documents is not permitted. A hospital is legally responsible for patient information and this privacy must be protected. Students are prohibited from making any statements or posting comments on any social media site on behalf of the hospital or the Nursing Program to any person or media outlet, the patient's family or the press.

Students are expected to act as professionals with the utmost respect for patient confidentiality. This means that any discussion of patients in public places such as cafeterias and elevators is inappropriate. Discussion of patients with the student's family members must never occur.

Students will only be expected to perform care and skills for which they have been educationally prepared. It is the responsibility of the student to bring to the attention of the faculty and/or agency staff areas of care and skills for which they have not been formally prepared or previously supervised. Direct patient care may only be provided when clinical faculty or designated preceptor is present in the clinical facility.

Students may be assigned to care for patients with communicable diseases. When immunization is possible, it may afford extra protection. Standard precautions will be taught and practiced.

Students who are judged by the clinical faculty as unable to provide safe patient care because of illness or lack of clinical preparation will not be permitted to give care and may be asked to leave the clinical setting. Such action will constitute a clinical absence and must be made up. In addition, lack of preparation constitutes poor judgement, and the disciplinary process will be initiated.

If, at any time, in the judgment of the clinical faculty, a student's conduct displays a potential harm to the well-being of patients, the student will be directed to leave the clinical area.

A student must inform the clinical faculty if he/she must leave the clinical agency prior to the scheduled time for unplanned urgent/emergent circumstances. Reporting off duty to both the faculty and primary nurse ensures continuity of care and is required any time a student leaves the unit.

No personal messages or phone calls are to be received by students while in the clinical area. **If hospital policy allows, students may have cell phones, mobile devices, or smart watches on their person during clinical for communicating with the clinical instructor only and at the expressed prior approval of the clinical faculty.** Cell phones, mobile devices, or smart watches may be used outside of the clinical unit, in break rooms, or lunch areas. Cell phones, mobile devices, or smart watches are never to be used in care areas, including patients' rooms, unit hallways, or medication rooms. If an emergency

arises, messages should be left with the nursing education office and an attempt will be made to contact the student.

WHEN TO CALL YOUR INSTRUCTOR:

- Whenever there is a change in your patient's condition.
- Whenever you do a procedure for the first time in the hospital--whether or not you were observed in the skills lab.
- Whenever you need to perform a procedure at a new clinical site or with a different instructor.
- When you are not perfectly clear on what to do or how to do it
- When you are getting behind in your assignment and feel you will not finish on time.
- When you finish everything and have "nothing to do."
- If anything, unsafe happens to your patient (i.e., a fall).
- If you are having difficulty with the nursing staff.
- If you injure yourself in any way (i.e., needle puncture, back strain).

Southwestern College Nursing Program

Clinical Behavior Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 040

Policy: Professional behavior requires that the nursing student represent himself/herself as a professional student when involved in authorized ADN program activities including during class time as well as clinical time. This includes wearing the uniform with a picture ID card when representing Southwestern College.

To maintain a safe environment for the patient and the student, the instructor has the unquestioned authority to take immediate corrective action in the clinical area about student conduct and performance. Any student whose conduct, clinical performance, or health is in question may be required to leave the clinical facility.

Students will abide by individual clinical agency policies and procedures. Students are directly responsible to the instructor for all assigned time. It is required of each student to report to the faculty member and/or person in charge whenever leaving or returning the clinical site.

Southwestern College Nursing Program

Clinical Performance Evaluation Policy: Grading

Revised: 5/2020
Reviewed: 5/2021, 5/2022, 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 041

Policy: Students are required to achieve a 'Satisfactory' grade in all clinical courses. The clinical evaluation is based on levels of student performance – based on each courses objectives and ability of the student to meet the course student learning objectives (SLO's). In addition, students are graded on the following which include but not limited to application of theoretical knowledge and the nursing process, skill acquisition, skill accuracy and safety, patient safety, clinical judgment, and critical thinking.

Required evaluation requirements:

- Student Self Evaluation (see Appendices) – Completed by the student at the beginning of each clinical rotation.

- Clinical Performance Evaluation (CET) Form (see Appendices) – Completed by clinical instructor at mid-term and at the end of each clinical rotation. The CET evaluates the student's competencies for the completion of each rotation.

- Benner's Novice to Expert- students must progress to level 3, 4 or 5 to successfully complete the clinical rotation.

The student performance will be evaluated by instructor in a variety of ways, these include clinical observation, informal student-instructor conferences, feedback from nurse preceptors and staff, clinical conference, and written assignments. The student will have the opportunity to comment on their own performance during the formative and summative evaluation process throughout each clinical course.

Clinical Assignments: the student must achieve a passing grade of 78% on clinical performance including written assignments.

S	Satisfactory	Meets the clinical objectives within minimal or no faculty or staff assistance at least 78% of the time. Student has achieved a satisfactory rating for all objectives from each clinical instructor. **No remediation plan needed.**
NI	Needs Improvement	Performs at expected level but only with continuous faculty assistance/guidance. **A CPIP with a remediation plan is needed.**
U	Unsatisfactory	Unable to meet objective even with faculty or staff guidance. Student has not achieved the expected objective(s). **A CPIP with a plan for remediation** of this objective will be initiated by the instructor and completed by the student at the end of the following rotation or as designated by the instructor. **If the objective has not been** met at that time, the student will fail the course and be dismissed from the program.

Clinical Grading Definitions

Benner - Novice to Expert Rating Scale for SWC Nursing Program:
The nursing faculty have adopted and adapted Dr. Patricia's Benner's model of the stages of clinical competence. http://currentnursing.com/nursing_theory/Patricia_Benner_From_Novice_to_Expert. html

Levels of Performance (based on each courses objectives & ability to meet course SLO's) are assessed clinically on the students and are based on Benner's Novice to Expert Theory. The terms novice through expert is based in this program and where the student performance level is and based on this program and course SLO's.

Definitions:
Level 5. Expert: Consistently performs above expected level. Independent (satisfactory)
Level 4. Proficient: performs above expected level, usually Independent (satisfactory)
Level 3. Competent: Performs at expected level with minimal faculty guidance (satisfactory)
Level 2. Advanced Beginner: Performs at expected level with continuous faculty guidance (needs improvement – performance contract given)
Level 1. Novice: If at the end of each semester the student is unable to perform at expected level even with faculty guidance this is unsatisfactory and unsafe performance, and the student will not progress.

Safe Clinical Practice:

1. Students are expected to demonstrate growth in clinical practice though application of knowledge and skills from previous and concurrent courses.

2. Students are expected to demonstrate growth in clinical practice as they progress through courses and to meet clinical expectations outlined in the clinical evaluation tool.

3. Students are expected to prepare for clinical practice in order to provide safe, competent care. Preparation expectations are detailed in clinical course syllabi.

Student Clinical Evaluation Guidelines

I. Provider Of Care Application of The Nursing Process

A. Assessment

1. Performs comprehensive head-to toe assessment with comprehensive analysis of assessment findings.
2. Implements of a plan of care based on shift report and assessment data.
3. Applies theoretical concepts learned in the classroom setting to clinical situations
4. Assess significant factors affecting the client's ability to meet their health care needs.
5. Identifies and develops a plan of care for the client with cultural factors influencing their nursing care.
6. Accurately performs the following and identifies the clinical significance:
    a. heart auscultation
    b. lung auscultation
    c. cardiac rhythm assessment
    d. pulse oximetry
    e. differential chest pain assessment
    f. peripheral vascular assessment
    g. activity tolerance assessment
    h. other
7. Identifies clients at risk for complications develops strategies and to manage/ prevent complications.
8. Incorporates assessment data, and assessment techniques focusing on the older adult.
9. Prioritizes actual and potential client problems that can be solved by nursing.
10. Recognizes and reports to the appropriate personnel findings suggestive of or indicating unsatisfactory change in client's conditions.
11. Interprets deviations in lab values and determines clinical significance.
12. Develops appropriate nursing interventions for the clients with abnormal laboratory findings.

B. Nursing Diagnosis

1. Selects appropriate NANDA Nursing Diagnoses, identifying actual and high-risk problems for cardio-pulmonary client.
2. Formulates a complete three-part NANDA diagnostic statement related to the basic health care needs of the cardio-pulmonary client.

C. Planning

1. Collaborates with the client, family, significant others, and health care team to plan measurable client outcomes.
2. Develops a written plan of care with measurable and realistic goals.
3. Identifies and implements nursing interventions likely to assist the client to attain desired outcomes.
4. Modifies plan as appropriate for age and sociocultural characteristics of the client and family.
5. Demonstrates clinical reasoning and sets priorities of care according to the client need(s).
6. Incorporates health teaching for the clients regarding cardio-pulmonary needs, medications, and reportable symptoms.

D. IMPLEMENTATION

1. Implements plan of care according to priority of the client needs and in consideration of client's cultural and ethnic background.

2. Provides procedurally safe care including:
    a. Sterile technique
    b. Medication administration
        I. Accurate dosage calculations
        II. Identifies correct classifications, dose and side-effects, nursing implications for all P.O. and I.V. medications adheres to the 5 rights of medication administration

Competently performs the following:

a. Tracheotomy/ ET tube care and suctioning
b. Central line dressing change
c. Central line D/C
d. Other

3. Provides legally safe care.
4. Performs efficient care: organized and timely
5. Utilizes knowledge learned from theory in client care situation.
6. Demonstrates safe nursing judgment in carrying out medically delegated orders.
7. Charts neatly, concisely, and accurately utilizing the nursing process within the guidelines for the facility.

E. Evaluation

1. Conducts on going evaluation of client's conditions/ needs and modifies the plan of care accordingly.
2. Identifies client's responses to stated goals and modifies care as necessary
3. Evaluates effectiveness of client teaching by having the client teaching by having the client either return demonstrate or verbalize understanding without prompting

Southwestern College Nursing Program

Criteria for Unsafe Clinical Performance

Revised: 5/2023
Reviewed: 10/2022 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 042

Policy: A student who demonstrates unsafe clinical performance compromises patient safety. If a student is deemed to be unsafe in clinical, the clinical instructor may dismiss the student from clinical for that day. The clinical instructor is required to notify the lead theory faculty and the Senior Director of Nursing as soon as possible.

The clinical faculty hold a Registered Nursing license in California and as such are qualified by the BRN to identify and judge for unsafe clinical practice. A clinical instructor has the authority to dismiss a student from the clinical setting when unsafe clinical practice is identified by the instructor or reported by another Registered Nurse in the clinical setting.

Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the client or family at risk for emotional or psychological harm. Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk.

Examples of unsafe or unethical behavior in the clinical setting may include but are not limited to:

Safety (S)	**Examples**
Violates or threatens the physical safety of the patient.	Comes unprepared to clinical; injures a patient; fails to properly position patient; does not appropriately utilize side rails/restraints; functions under the influence of substances affecting performance.
Violates or threatens the psychosocial safety of the patient.	Repeatedly uses non-therapeutic techniques; attacks/degrades the individual's beliefs or values.
Violates or threatens the safety of the patient due to lapse in infections control standards.	Fails to recognize and correct violations of medical asepsis/sterile technique; does not wash hands appropriately when caring for patients; does not maintain standard precautions.
Violates or threatens the physiological safety of the patient.	Violates any of the rights of medication administration; fails to accurately prepare, calculate, and monitor IV infusions. Fails to observe safety precautions during 0_2 therapy; injures patient with hot or cold applications.
Nursing Process (NP)	**Examples**
Inadequately and/or inaccurately: a. assesses the patient. b. plans the care and outcomes for the patient. c. implements therapeutic interventions. d. evaluates patient care.	Unable to identify basic human needs; fails to observe/report/chart critical patient data; uses poor judgment and/or makes decisions resulting in ineffective nursing care.

Skills (SK)	Examples
Unable to perform expected clinical performance objectives and/or skills.	Student fails to obtain accurate vital signs, fails to maintain sterile technique; unable to verbalize key information previously covered in lab and/or class; third or fourth semester student unable to manage and/or prioritize multiple patient assignment.
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 and/or legal responsibilities.	Refuses 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 his/her 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/hospital policies and procedures; participates in cheating and/or plagiarism.
Violates patient confidentiality	Takes and/or removes snapshots, pictures, or printed patient data from the facility; shares patient information with individuals outside the health team.

Southwestern College Nursing Program

Clinical Simulation Policy & Guidelines

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 043

Policy: Students are required to attend clinical simulation days. Simulation lab is considered clinical and clinical policies apply.

1) Students will wear their uniform as this is considered a clinical day. Dress must adhere to the program uniform policy.
2) Students are counted as late if they are not in their seat when the simulation day begins.
3) Students must stay the entire eight hours (0800-1600).
4) Students must come prepared, complete all pre-Sim Day course work, or you will be asked to leave, and it will be counted as an absence. Answers to homework questions must be thorough and well thought out. References and citations in APA format are required.
5) If you are ill, please notify your Clinical Instructor and Sim Lab faculty directly. You are not to have your fellow students inform the Lab instructor of your absence. Sick days will be counted as an absence and must be rescheduled.

If the above policies are not followed, the lab instructor will send the student home and it will be counted as a clinical absence. Your clinical instructor will be notified.

In Sim Lab students practice actual patient situations utilizing the nursing process, nursing principles, clinical skills, critical thinking, and teamwork. Consult the course calendar for Simulation schedule. Simulation Lab hours are Monday-Friday and select Saturday's from 0800-1600.

Simulation day procedures are as follows:

1) PLEASE LOG in and out of skills lab on the computer. This data informs SWC of the hours that the Lab is being utilized and assist with financial funding.

2) The Nursing Skills Lab Instructor will email you the date and scenario for your Sim assignment. You will receive these 1-2 weeks before your scheduled date. It is mandatory that you have provided the correct email address on Canvas so that you may receive the assignment. It is YOUR responsibility to have a SWC email & to check your email on a regular basis.

3) Each student is expected to prepare for the Sim Lab. There is homework to be completed prior to arriving to the lab. You must answer all questions thoroughly, typed and reference page noted.
4) On your Sim lab day, go to the Nursing Skills Lab & be in uniform with name badge. You will then need to give the lab instructor your completed assignment for review.
5) The simulation day includes the simulation experience plus time in the skills lab practicing skills, completing NCLEX questions, clinical reasoning scenarios, dosage calculations and computer charting that are all related to your simulation scenario. A report of your preparation and performance will be sent to your clinical instructor so they know best how to assist you in the clinical setting.

Southwestern College Nursing Program

Dosage Calculation Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 044

Policy: A student must be able to calculate medication dosages accurately by earning a passing grade on the course dosage calculation exam. Students who do not pass the course dosage calculations exam are not allowed to administer medications in the clinical environment.

Students are allowed a maximum of three (3) attempts to pass the dosage calculation exam. If a student does not achieve a passing score, they fail the course.

The faculty member may use alternative standardized dosage calculation exams.

ATI Dosage Calculations Test: Students will be given an ATI dosage calculation competency test each semester.

- ATI calculator may be used.
- Students must pass at 90% (1st year) & 95% (2nd year) to be successful on this competency.
- If the student earns less than the passing rate on the competency, the student must remediate and then retake the ATI dosage exam.
- Students who make less than the passing rate on each attempt will be referred to the Remediation faculty and /or Lab Instructor and be placed on an action plan or contract. The Remediation Faculty or Lab Instructor will sign off on the CPIP once the student has completed remediation and return the CPIP to the appropriate faculty team leader.

Note:

It is the student's responsibility to contact the remediation faculty or lab instructor as soon as possible and no later than one week.

- NO MEDICATIONS may be given until the remediation faculty or lab instructor confirms with the faculty that the student has successfully remediated and is competent with the ATI dosage calculation test.

Southwestern College Nursing Program

Injury or Exposure Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 045

Policy: In the event of student injury or exposure to pathogens, the following procedure applies **On Campus**

If the injury or exposure occurs on the college campus, the student will report to campus health services. The campus nurse will complete a report of injury and recommend a course of action if follow-up care is required.

Hospital/Clinical

If the injury or exposure occurs during the clinical or preceptor course, the student must contact the clinical instructor immediately. Depending on the severity of the injury, the student may be treated at the Emergency Department or at Sharp Rees Steely. The student should sign into the Emergency Department as a patient and follow the procedures that would apply to an employee at the agency.

The Nursing Programs Office must be notified immediately (619-482-6352) of all injuries/incident reports related to injuries. On weekends, the clinical instructor must inform the Director of Nursing Programs. The injured student (includes needlestick/body fluid exposures) must be seen the same day as the injury/exposure. Follow the hospital's guidelines for their own employees re the process.

The instructor and student must also complete the appropriate incident report and Workers' compensation forms for the college with 24 hours of the incident.

Forms may be acquired by contacting: Ruby Ayala, Workers' Compensation Analyst
Phone: (619) 216-6630
E-mail: rayala@swccd.edu

In the event of an emergency the student should go to Sharp Hospital Emergency Department at the following locations:

Sharp Memorial 7901 Frost Street, San Diego, CA 92123 (858) 541-3411

Sharp Chula Vista Medical Center, 751 Medical Center Court, Chula Vista, CA 91911 (619) 482-5825

Sharp Coronado 250 Prospect Place, Coronado, CA 92118, (619) 522-3722

Sharp Grossmont Hospital 5555 Grossmont Center Drive La Mesa, CA 91942
(619) 644-4411

If not an emergency, the student should go to the following location:
Sharp Rees Steely Chula Vista Occupational Health Services 525 Third Avenue
Chula Vista, CA 91910 (619) 585-4050

Billing for Emergency Services is covered through the College Workmen's Compensation insurance and should be referred to the College's Fiscal Affairs Department. The address is Southwestern College Fiscal Affairs Office 900 Otay Lakes Road Chula Vista, CA 91910

Southwestern College Nursing Program

Latex Sensitivity Policy

Revised: 5/2022
Reviewed: 5/2023
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 046

Policy: Students with known sensitivity to latex shall be treated as if they have a known allergy. This pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide students with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/ clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/ clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time while in the program, the student with their physician is responsible for deciding if another field of study should be pursued.

Definitions

- Latex – the natural sap of the rubber tree (Hevea Brasiliensis). It is used to make natural rubber which is used in the production of many products.
- Irritant Dermatitis – A dermatitis caused by chemical irritation that does not involve the immune system.
- Type IV Dermatitis – A chemical contact dermatitis caused by the chemical used in latex production but involving the immune system.
- Type I Systematic Reactions – true allergic reactions caused by protein antibodies in the latex. Type I causes serious and potentially lethal reactions. Symptoms include: Anaphylaxis, dermatitis, erythema, hives, pruritus, swelling, eye/nasal itching, sneezing, coughing, laryngeal swelling, wheezing, asthma, or cardiovascular collapse.

Procedure

Considerations: Clinical findings may depend on the sensitivity of the patient, the route of administration, and the quality of the antigen. There are three types of reaction: Irritant Dermatitis, Type IV Dermatitis, and Type I Systematic Reactions (see Definitions).

a) The student will identify on their medical history form any allergies.
b) Any person who reports a latex allergy or has a positive response to any of the following questions are directed to seek out their health care provider for care and instructions:

- Have you had a reaction to personal sources of Latex? For instance, balloons, rubber gloves, hot water bottles, rubber bands, foam pillows, baby bottle nipples, shoe wear, erasers, etc.
- After handling latex products, have you experienced breathing, swelling, hives, redness, chapping/cracking hands, runny nose, congestion, itching?

- Do you have any food allergies? If so, are you allergic to any of the following? Bananas, avocados, potatoes, tomatoes, kiwis, chestnuts, peaches, papaya.
- Have you ever had an anaphylactic reaction to latex devices?
- Have you ever been told by a doctor that you have an allergy to any latex products?
- Do you have any congenital anomalies? (Neural tube defects such as Spinal Bifida)
- Have you had previous surgeries, extensive dental work, or does you occupation involve frequent contact with products containing latex?

Persons at risk for developing latex allergies:

- Those with history of repeated surgical procedures
- Those with history or asthma, drug, and food allergies (many of the proteins that cause latex allergy are also found in fruit, vegetables, nuts, and cereals)
- Those with repeated latex exposure to latex products that are used in their work.

Latex precautions should be used for persons at high risk for an allergic reaction to latex. This population includes patients with:

- Neural tube defects (myelomeningocele, spina bifida, lipomyelomeningocele).
- Congenital urologic disorder
- A history of systematic symptoms from contact with latex products (e.g., balloons, gloves)
- A positive latex allergy test.

Southwestern College Nursing Program

Liability Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 047

Policy: Student participation in any non-official function including recreational, social, athletic, or other out-of-class activities is voluntary and is neither expressed nor implied as a requirement of ADN courses. Southwestern College is not liable for the payment of insurance benefits for any injury which arises out-of-student voluntary participation in any recreational, social, athletic, or other out- of-class activity.

Southwestern College Nursing Program

Malpractice Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 048

Policy: Students are required to obtain malpractice insurance. The college has a blanket policy for all healthcare students through Nurses Service Organization

The premium for one year is currently $13.00 per student. Students can pay for malpractice insurance in the HECOM student services office (4100 building, Otay campus). The fees collected for the insurance will be held in a trust account until the entire class has paid, and then a check will be mailed to the insurance company. The policy will be in effect from the first day of class and must be renewed at the beginning of the second year with an additional $13.00 premium payment.

Submit a copy of your receipt to the Nursing office to verify payment within the first week of each semester and upload to Complio for clinical compliance.

Southwestern College Nursing Program

Notice Of Student Performance – Not Meeting Academic, Clinical or Behavioral Standards

Revised:
Reviewed: 5/2023 (new)
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 049

Policy: Students will be notified in written form when they are at-risk of not meeting or not meeting academic, clinical, or behavioral performance standards.

Process: A written Academic Performance Improvement Plan (APIP), a Clinical Performance Improvement Plan (CPIP), or a Behavioral Corrective Action Plan is initiated to document and track performance and behavioral issues.

The student and faculty involved will collaborate to create the APIP, CPIP, and/or Corrective Action Plan Contract so that the student understands the performance and/or behavioral issue and what is expected of them. Students should use this opportunity to ask questions for clarification, and about resources for improving academic, clinical, or behavioral performance. Resources may include a referral to Nursing Remediation Specialist, skills or simulation labs, Disability Services, or other campus resources.

Southwestern College Nursing Program

Skills Lab Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 050

Policy: Students will follow the skills lab policy detailed below. The purpose of the nursing skills lab is to provide a safe, relaxing, positive, and encouraging environment so that you may learn, practice, and assimilate knowledge and skills related to the nursing profession. There are many avenues available for your learning: hands on practice with supplies and real hospital equipment, audiovisual aids, dosage calculation, clinical reasoning and care plan worksheets, reference books, computer programs for test practice, group work, etc. We are here to serve all students so that they may become proficient and confident in their new roles. Lab hours vary depending on the semester and student needs; the monthly schedule is posted on the lab door, in each classroom and in the nursing office.

Room # 4402 & 4403; Phone # 619-482-6581

Student responsibility in skills lab:

1) PLEASE LOG in and out of lab on the computer. This data informs SWC of the hours that the Lab is being utilized and assist with financial funding.
2) Be specific in communicating your learning needs to us and the style in which you best learn. Bring any necessary items with you (i.e., textbook, classroom notes, assignments, handouts, referral form, etc.).
3) Make the best use of your time by staying on task. Remember, you are in charge of your own learning! We will guide you, assist with resources, review materials and skills, but you are responsible for your own assignments, papers, etc.
4) Please be respectful of all lab personnel. We are not experts in every aspect of your studies, but we will help you as best we can and direct you to resources.
5) Be open to the feedback given to you by lab personnel as it is intended to help you improve!
6) Please be patient as sometimes there are many students needing help, the instructor may need to gather supplies, set up equipment, etc.
7) If an instructor is sending you to the lab for remediation, please present the lab instructor with the referral from your faculty on arrival in the lab.

For the lab to run smoothly and efficiently we ask that you adhere to the following:
1 Be considerate of fellow classmates by turning off cellphones and keeping voices low.
2 Textbooks and media aids are for in lab use only and cannot be checked out. The library has books that you may check out.
3 Computers are to be used for school related activities only. No printing in the skills lab. Printing services are available at the library, or the computer lab for a fee.
4 No children allowed in lab.
5 The lab is not to be used as a lunchroom.
6 When leaving the lab, please clean up and take all your belongings.
7 There is a “Lost and Found” Bin in the lab if you have left anything in the lab or classrooms.
9. The Lab 4403 is primarily designated for quiet study.
Note: The Library at Otay Campus has small study rooms for group work or quiet areas for study.

Southwestern College Nursing Program

Skills Competency Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 051

Policy: A student must perform clinical skills safely and accurately in skills lab prior to performing the skills in clinical. Student's skills will be assessed each semester for accurate and safe performance. These clinical skills are listed in the ADN 112L, ADN 113L Clinical Skills Laboratory Syllabus, and in the 221L and ADN 223L Syllabi. Skill assessments will be conducted by the ADN faculty, part-time clinical ADN instructors, and nursing skills lab instructors.

For first semester students, instruction/demonstrations and practice takes place in the classroom during the first 7 weeks of school. Refer to course calendar. These skills are taught by full-time faculty and part-time clinical instructors. The student is then expected to go the lab with classmates, practice the skills just taught, and help evaluate one another. Students should first review the skills book, videos, and competencies for each skill. Skills videos are available, and the lab instructors are available for clarification and hands on help.

Once you are comfortable with a skill, you will need to be "checked off". Passing the skill is necessary before going to the clinical facilities which ensures your accountability for safe, competent care and protects the patients' safety. Each student is evaluated by the standard nursing criteria for each skill. If you satisfactorily perform the skill, you will be checked off. If you do not perform the skill successfully according to the criteria, the evaluator will give you feed back about what should be practiced before being retested. Once you are checked off, you are expected to always perform the skill in the same manner in the clinical settings.

You may get checked off and/or evaluated in two ways:

a. In the classroom by the ADN faculty and clinical instructors

b. In the lab by the lab instructors

Please realize that there are many students who each need to be tested on several skills. For everyone to get checked off in a timely and efficient manner, please plan ahead of time. If you want to get checked off in the lab, there will be a schedule where you can sign up for half hour time slots. To be fair, students cannot sign up for two time slots in a row. If you are more than 10 minutes late for your time slot you will need to reschedule. The lab does remain open for all other students to practice since the student will be tested behind a curtain.

Skills testing will be conducted at the beginning of each semester prior to going to the clinical sites.

Each student is responsible for their own check-off list throughout the two years of the ADN program. The check-off list should remain with you at all times in the clinical setting so you can get it updated. Some facilities require you to show the skills check off list first before performing the skill(s) in the facility.

Southwestern College Nursing Program

Transportation Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 052

Policy: Each student is responsible for his/her own transportation and parking. Instructors are not permitted to transport students in their private vehicles. Students are encouraged to carpool and should not rely on only one means of transportation. Student assignments to the hospital and clinical cannot be made based on carpools or other student transportation needs.

Southwestern College Nursing Program

Uniform Policy

Revised: 5/2023
Reviewed: 5/2022
Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty
Policy No. 053

Policy: Nursing students are responsible for conducting themselves in a professional manner which includes dressing in professional attire and displaying appropriate behavior.

All students are required to wear an appropriately fitting white uniform. Compliance with dress and code of conduct serves as a visible reminder that nursing is a profession especially when interacting with patients, families, and agency personnel. Please remember that as a student you represent Southwestern College of Nursing at all your clinical sites. Certain clinical sites may have more restrictive uniform policies that the student must follow. The faculty will inform the student of specific uniform requirements.

ADN (Associate Degree in Nursing) -The standard uniform consists of the following

- Black uniform cargo pants, uniform skirt, or scrub dress.
- Black V-neck top scrub top with/SWC School of Nursing logo on the upper left shoulder
- Black comfortable shoes (non-permeable and closed heels)
- White or black lab coat (when required).
- SWC patches may be purchased at the school bookstore on the main campus, Chula Vista or at Ace Uniforms.
- A small pair of bandage scissors, stethoscope with rotating diaphragm and bell, penlight, and hemostat (straight) are required as part of the uniform. Please label your items with your name.

Southwestern College (SWC) ID

The SWC ID is to be worn on the left upper side and above the waist during clinical setting.

Professional Dress that is acceptable includes neutral (navy, black, or brown) pants or knee- length dresses, with a conservative high-necked top. Jeans, corduroy pants, shorts, or Capri pants, short skirts or dresses, and low cut or limited bodice garments, are not acceptable in the clinical setting. Undergarments must not be seen through the uniform. The hemline of the uniform skirt should be at mid-knee or longer. Pants uniform shall be worn so the pants brush the top of the shoes when standing. A colored uniform may be worn during pediatric rotation or in colored scrubs may be worn in OR with clinical faculty approval.

If a sweater is worn, use a washable black cardigan or white lab coat. (NO colored sweaters or jackets!)

A plain, black or white T- shirt may be worn under the uniform top. Uniforms must be clean and pressed, not wrinkled.

If a student is in improper uniform, they may be asked to leave the clinical setting and return in proper uniform. The lost clinical time cannot be rescheduled, and the student will be placed on a CPIP.

Shoes/Socks/Hosiery Shoe wear consists of dedicated black shoe (e.g., uniform shoes, athletic shoes without color or logos). Black Shoes (no canvas sneakers or clogs) must be clean and in good repair and clean (white or black) shoelaces.

• Canvas sneakers, clogs, open-toe, or flip-flop shoes, as well as boots, are not acceptable in the clinical setting. Solid white socks may be worn with pants. White or neutral color hosiery to be worn with the skirt or dress. Athletic colored socks are not acceptable. Support hose are recommended for both males and females as you will be on your feet a lot.

Hair must be worn above or off the collar or tied back secured with a small neutral colored hair clip or band. Hair must be secure, so the strands are not hanging in the face when the student bends forward. No colored hair clips/hair accessories are permitted. Only natural hair colors are permitted. Extreme hair colors are not permitted (orange, pink, blue, etc.).

Male students (without beards) must be clean-shaven before coming to clinical and all students must be neatly groomed. Male beards and mustaches must be short and neatly trimmed. Facial stubble is not permitted. Hair is to be neat and trimmed or pulled back and secured.

For cultural or religious purposes, a solid-color scarf may be worn with the uniform. Students with special uniform needs pertaining to cultural or religious requirements should inform the clinical faculty and the Director of Nursing.

Nails Fingernails must be clean and kept short, trimmed to no longer than ¼ inch beyond fingertips (tips of nails not visible from palm of hand view), and no nail polish.

No artificial nails Artificial nails include, fake nails, false nails, acrylic nails, gels, acrylic cover coats, nail tips, and nail extenders, glued on nails and appliques are not allowed in clinical. Artificial fingernails or other nail enhancements are NOT permitted because of documented outbreaks of infection due to gram negative bacteria associated with artificial nails.

Make-up If worn, must be applied in moderation to enhance the natural features and create a professional image. Glitter, sequins, and false eye lashes (including lash extensions) are prohibited.

Jewelry/Piercings: One small plain post earring in each ear are allowed in the clinical areas. Plugs are not allowed. Bracelets, decorative wrist bands, chains, necklaces, multiple earrings, large dangling, or hoop earrings are prohibited. Jewelry must be removed from any other visibly pierced locations. No other visibly pierced jewelry is permitted such as the head, face, or oral piercing while in the clinical area.

Watches or Time Device: A watch with a second hand is to be worn with a simple single band. No color band is permitted.

Fragrances: No fragrances. For patients and staff health, the use of all scented products, such as cologne, perfume, scented deodorant, after-shave, hairspray, or lotions, are not allowed to be worn because they may have adverse effects on patients, visitors, and other staff. Students must maintain good personal hygiene. Observe proper bathing habits, use unscented deodorant products to prevent odor.

Tattoos: All tattoos must be covered and not visible through clothing. There are products that can be used to cover tattoos. A long sleeve T-shirt and flesh colored Band-Aid can be used to cover the tattoo under the uniform.

Resources

Southwestern College Nursing Program

APA FORMAT OVERVIEW

Publication Manual of the American Psychological Association www.apastyle.org
http://owl.english.purdue.edu/

When editors or teachers ask you to write in *APA Style*, they do not mean writing style. They are referring to the editorial style that many of the social and behavioral sciences have adopted to present written material in the field.

Editorial style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. Editorial style concerns uniform use of such elements as

- □ punctuation and abbreviations
- □ construction of tables
- □ selection of headings
- □ citation of references
- □ presentation of statistics, and
- □ many other elements that are a part of a manuscript

The American Psychological Association has established a style that it uses in all of the books and journals that it publishes. Many others working in the social and behavioral sciences have adopted this style as their standard as well.

APA's style rules and guidelines are set out in a reference book called *The Publication Manual of the American Psychological Association*. (7th edition)

Online Resources:

http://www.perrla.com/Pages/1/2.aspx
http://webster.commnet.edu/apa/
http://www.psychwww.com/resource/apacrib.htm
http://psychology.about.com/od/apastyle/ig/APA-Format-Examples/title-page.htm
http://owl.english.purdue.edu/owl/resource/560/01/

Southwestern College Nursing Program

Estimated Costs to Student

Tuition & Fees

Enrollment fees 9-10 units (currently $ 46 per unit)	$ 414.00-460.00
Parking permit- multi-vehicle/car $40 or motorcycle $20	$20.00 or 40.00
Health Fees	$19.00
Student Center Fee- $ 1 per unit	$10.00 max
Associated Student Organization – Student Activities Sticker (optional)	*$8.00*

Semester Expenses

Fall (1st) Semester	
Enrollment and Parking Fees: 9 units	$440.00-475.00
Material Fees for ADN 112L	$65.00
Complio Background Check, Urine Drug Screen, & Immunization (12 months)	$95.00
ATI Testing and NCLEX Preparation Materials Fee*	$665.00
Malpractice/Liability Insurance Fee*	$ 13.00
Uniforms, Shoes, Nursing Patch, Watch, Stethoscope, and etc.	$150.00-300.00
Name & Picture Clinical Badge	$10.00-15.00
Textbooks & CoursePoint *(optional books not included)*	$1050.00
Spring (2nd) Semester	
Enrollment and Parking Fees: 10 units	$480.00-$500.00
Material Fees for ADN 113L	$65.00
ATI Testing and NCLEX Preparation Materials Fee*	$665.00
Textbooks & CoursePoint *(optional books not included)*	$ 415.00
Fall (3rd) Semester	
Enrollment and Parking Fees – 10 units	$480.00-$500.00
Material Fees for ADN 221L*	$65.00
Complio Immunization Package (12 months)	$24.00
ATI Testing and NCLEX Preparation Materials Fee*	$665.00
Malpractice/Liability Insurance Fee *	$13.00
EKG Calipers (optional)	$8.00-15.00
Textbooks & CoursePoint *(optional books not included)*	$535.00
Spring (4th) Semester	
Enrollment and Parking Fees – 10 units	$480.00-$500.00
Material Fees for ADN 223L	$45.00
ATI Testing and NCLEX Preparation Materials Fee*	$665.00
Textbooks *(optional books not included)*	$165.00

Miscellaneous Expenses

ADN Club Dues (optional)	$10.00-20.00
ADN Nursing Honor Society Dues (optional)	$20-30.00
Supplies- (test forms, pencil, pen, paper, notebook, copy card, calipers, etc)	$120.00-170.00
BRN Examination Application Fee and/or Interim	$300.00-350.00
NCSBN Registration Fee	$200.00
Graduation cap, gown, stole, and diploma case (optional/may be paid through dues)	$45.00-75.00
Nursing Pin – price varies w/quality ordered (optional and may be paid through dues)	$50.00-100.00

Total Program Expenses

NOTE: All expenses are approximate, excludes tax & shipping and are subject to change. Please plan finances accordingly.	$ 8474.00- $ 8997.00

Nursing Textbook List

Required textbooks per semester/year varies in costs; optional books and books for general education courses will be additional costs. Each student will be expected to purchase the following textbooks for the ADN program prior to each course. You must purchase the current edition. You may purchase your textbooks on the main campus, publisher website, various bookstores, or textbook online sites.

Resources

Disability Support Services

(One Stop Center) Students may initiate academic accommodations for testing if needed by contacting the Disabled Student Services Department. If accommodations are required, the student should give the instructor a yellow copy of the "Authorized Academic Accommodations Form," then faculty will make the necessary arrangements through the Disabled Student Services.

♦ Disability counseling	♦ Short term equipment loan
♦ Test proctoring	♦ Sign language interpreters
♦ Note-takers (when a volunteer form class cannot be found)	♦ Specialized classes in basic skills and learning strategies
♦ Tutoring	♦ Testing for learning disabilities and speech/language disabilities
♦ Community liaison with outside agencies.	♦ Training in the use of adaptive computer hardware and software

Tutoring

Online, Face-to-face, virtual tutoring: Academic Tutoring (swccd.edu)

Writing Center - (26-105 in Academic Success Center https://www.swccd.edu/student-support/tutoring/writing- center.aspx) The writing center is staffed by well-trained and experienced tutors who are knowledgeable in reading and writing conventions. The center offers free, walk-in help for writers in all subject areas. The tutors help students in focused, 20-30 minutes individual or group tutoring sessions that guide and teach rather than fix and edit. Tutors consist of English instructors, advanced students and college graduates. The writing center also has a collection of helpful instructional handouts and writer's reference materials and offers computer-assisted learning. Students should bring their student ID, copy of the assignment, and their writing. The Center also offers workshops on essays, research writing, grammar, and punctuation.

Math and Skills Lab - The Math Tutorial Lab is available to students daily on a walk-in basis and provides individualized tutorial assistance to all enrolled Southwestern College students. There is an assigned math instructor, who is on duty during operating hours (Mon-Sat), as well as a lab technician and student peer tutor. Individualized assistance is available according to the student's need, which can range from Basic Mathematics to Calculus. The lab features both IBM and Macintosh computers with state-of-the-art Math software. Videotapes for Basic Mathematics through Intermediate Algebra are available for in-lab use.

Counseling and Guidance

The Southwestern College Counseling Center is open to students daily Monday through Friday for guidance in both academic and personal areas. Counselors with specified areas of responsibility may be requested.

The ADN Director and faculty are available for consultation with students during scheduled office hours and by appointment. The Director accepts any walk-in appointments as time permits. All students should request the counselor to complete a Student Education Plan (SEP) for them and retain their copy of the SEP until graduation. It is the student's responsibility to insure they have met all graduation requirements.

Learning Resources

Library - Nursing students are encouraged use the library for certain assignments and to refer to nursing books and periodicals as references for assigned work. Most are available through the internet. For more information visit: https://www.swccd.edu/student-support/library/about/

Academic Success Center or Learning Resource Center - (LRC) Audio-visual materials are located in the LRC, and students are encouraged to view both required *and* recommended software. For information on tutoring, visit: https://www.swccd.edu/student-support/tutoring/index.aspx

Computer Lab - located in the 4424 and is available for student use all day every day.

Nursing Lab - Equipment, supplies and computers are available for student use with faculty supervision.

Scholarships - Students are encouraged to apply for a variety of scholarships through SWC health care facilities, organizations, Financial Aid Office, and the Transfer Center. Faculty announces scholarships available throughout each semester. A book of available scholarships is in the Nursing Laboratory. Listings of nursing scholarships on the internet are listed in Appendix T-T8.

Financial Aid

The Financial Aid/Extended Opportunity Program & Services (EOPS) Office helps students who might otherwise be unable to continue their education because of financial problems.

Some information about nursing scholarships is available in the School of Technology and Human Services office and may be posted in classrooms.

The Transfer Center has information and applications for more general scholarships. (See Appendix 'T' for an updated list of local, State and National Scholarships)

Student Resources – on Campus

Resource	Chula Vista Campus	HECOM Campus
• Admissions	x	x
• Assessment/Prerequisites	x	x
• CalWORKs	x	
• Career Center	x	
• Center for Technical Education & Career Success (CTECS)	x	
• Cooperative Work Experience (CWEE) Work Experience (swccd.edu)	x	
• Counseling & Career Guidance	x	x
• Disability Support Services	x	x
• Evaluations and Graduation	x	
• Extended Opportunity Program and Services (EOPS)	x	
• Financial Aid	x	x
• Outreach Outreach (swccd.edu)	x	x
• Student Employment Services	x	
• Transfer Center	x	
• Veteran Services	x	
• Women's Resource Center	x	
• Student Health	x	x

Appendices

Southwestern College Nursing Program

ACADEMIC & CLINICAL PERFORMANCE IMPROVEMENT PLAN (APIP/CPIP)

Date: _____

Student: _____ Faculty: _____

Course Number/Title: _____

Beginning date of APIP/CPIP: _____ Ending Date of APIP/CPIP: _____

Brief Description of the performance issue/s:

_____

_____

_____

_____

I. Issue or problem/s (check all that apply):

- □ Low scores on (tests/Quizzes/dosage calculations) – refer to Testing Analysis/Strategies Packet
- □ Unprepared for Clinical
  - □ Did not research patient diagnosis, problems, medications or treatments.
  - □ Unsatisfactory plan of care.
    - □ Other: _____
  - □ Unsafe Clinical Practice
  - □ Could not calculate medication dosages IV rates, critical alert medications (heparin, insulin, etc.).
  - □ Did not demonstrate basic mastery of clinical skills
  - □ Ineffective communication with patient and/or family, caregivers, health care staff, instructor.
    - □ Describe: _____

      _____
  - □ Written work deficit, assignments incomplete, or not completed by the assigned due date, improper format.
- □ Other: _____
- □ Other: _____

II. Recommendations for addressing academic/clinical non-performance (check all that apply)

- □ Improving exam/quiz scores – refer to remediation specialist
  - □ Seek assistance to improve study skills
  - □ Seek assistance to improve communication effectiveness
  - □ Seek assistance to improve writing skills
  - □ Seek assistance to improve organizational skills
  - □ Reduce outside work hours
- □ Improving clinical skills - Refer to Skills and/or Simulation lab faculty
  - □ Skills lab referral for (bring this form to skills and/or sim lab for faculty signature by due date).

    _____
  - □ Other: _____

III. Student Obligations: (check all that apply):

- □ Must participate in class/clinical/post conferences
- □ Must attend college laboratory remediation for the following:

- □ Must come to clinical prepared with written care plan
- □ Must attend College Writing Center and produce a satisfactory assignment
- □ May not administer meds without instructor being present.
- □ Other: _____

IV. Student will (check all that apply):

- □ Contact Remediation Specialist, attend at least two remediation sessions, more if recommended.
- □ Contact college writing lab for assistance with written work deficits and produce satisfactory assignments.
- □ Come to clinical prepared to provide safe patient care.
  - Appropriate care plan
  - Able to calculate dosages and administer medication safely.
  - Able to perform basic skills safely.
- □ May not administer meds without instructor being present until (_____) date or clinical day.
- □ Other: _____

_____

V. Other General Requirements or comments:

_____

_____

VI. Notification of Possible Outcomes (check all that apply).

- □ Termination of APIP/CPIP, if performance improves to the expected level within the designated timeframe.
- □ Continuation of APIP/CPIP, if performance continues to improve and a timeframe extension is approved by the faculty.
- □ Initiation of behavioral corrective action notice, for not following the APIP/CPIP.
- □ Course Failure, if performance does not improve to the expected level within the designated timeframe.
- □ Program Dismissal, determined on an individual basis.
- □ Other: _____

VII. Signatures*

After the development of the academic/clinical improvement plan, the instructor(s) and student will sign below:

Signed (Student)_____Date:_____

Signed (Faculty)_____Date:_____

Signed (Faculty)_____Date:_____

*Student signature reflects acknowledgement that they have participated in the review of this document and have been given a copy of the document. Signature reflects acknowledgement of the possible outcomes should performance improve or fail to improve.

If a student disagrees with the content of the APIP/CPIP, the student can submit a written rebuttal statement to the faculty within one (1) week of the date that the APIP/CPIP was reviewed with the faculty. The rebuttal will be placed in the students file.

VIII. Progress Report

When an APIP/CPIP is instituted, the student and faculty will meet on a weekly basis at a minimum, to evaluate progress.

Date:	Note:	Student Initials	Instructor Initials

IX. Outcome determined at the end of the designated timeframe:

□ Termination of APIP/CPIP due to performance improvements. Date: _____

□ Continuation of APIP/CPIP until, _____. Date: _____

□ Initiation of behavioral corrective action notification for not following the APIP/CPIP

Date: _____

□ Course Failure, performance did not improve to the expected level within the designated timeframe.

Date: _____

□ Program Dismissal Policy initiated. Date: _____

Other: _____

_____

Southwestern College Nursing Program

BEHAVIORAL CORRECTIVE ACTION PLAN (BCAP) NOTIFICATION

Date: _____

Student: _____ Faculty: _____

Course Number/Title: _____

Date of occurrence: _____

Beginning date of contract: _____ Ending Date of contract (last day in the program): _____

Brief description of the behavioral issue/s: (be descriptive and objective)

_____

_____

_____

_____

I. Issue or concerns (check all that apply):

- □ Absenteeism (class/skills/sim/clinical)
- □ Tardiness (class/skills/sim/clinical)
- □ Sleeping in (class/skills/sim/clinical)
- □ Ineffective communication with faculty, staff, administrator, peers.
  Describe: _____
  _____
- □ Disruptive to the learning environment – talking, texting and/or disrupting lecture or lab in any way (defined in the attendance, unethical, unsafe practice, disruptive, inappropriate, unprofessional behavior policies).
- □ Violating any provision of the SWC Student Conduct Code (AP5500).
- □ Does not participate in class, skills, sim, and/or pre-post conference.
- □ Willfully disregarding or unresponsiveness to faculty, staff, and administrator email communications.
- □ Non-compliance with dress code.
- □ Did not follow up on remediation recommendations.
- □ Lacking in professional demeanor (defined in the attendance, unethical, unsafe practice, disruptive, inappropriate, unprofessional behavior policies).
- □ Does not demonstrate collegial behavior with faculty, staff, administration, and peers.
- □ Violated confidentiality of a patient.
- □ Does not communicate truthfully with faculty, staff, or administrator.
- □ Demonstrates irresponsible behavior.
- □ Does not follow faculty directions/instructions.
- □ Non-compliant with Complio Immunization requirements.
- □ Other: _____

II. Recommendations for addressing behavioral violations (check all that apply)

- □ Seek assistance at SWC Wellness Team or other applicable resources. _____
  - □ Seek assistance to manage work-school life.
- □ Seek assistance to manage and reduce stressors.
- □ Complete behavioral improvement/management courses (emotional intelligence, conflict resolution, professionalism, effective communication).
- □ Seek assistance with SWC Cares or other community resources.
- □ Reduce outside work hours, if possible.
- □ Other _____

III. Student Obligations (check all that apply)

- □ Must not display any of the behaviors identified. (Repeated behavioral issues are cause for course failure).
- □ Must participate in class/clinical/post conferences.
- □ May not be late for or absent from clinical, skills lab, sim lab, or class.
- □ May not sleep during class.
- □ Must present in proper attire with appropriate equipment.
- □ Must come to clinical prepared with appropriate, complete written care plan
- □ Other: _____

_____

IV. Other General Requirements or comments: _____

_____

_____

V. Student will:

- □ Demonstrate professional, ethical, safe behaviors in clinical, class, skills lab, sim lab, at all SWC sponsored events/activities.
  - □ Demonstrate effective stress management.
  - □ Communicate effectively with faculty, staff, or administrators, and peers.
- □ Complete behavioral improvement/management courses (emotional intelligence, conflict resolution, professionalism, effective communication).
- □ Access SWC Cares or other community resources.
- □ Other _____

VI. Other General Requirements or comments: _____

_____

x. **Notification of Possible Outcomes (check all that apply).**

- □ Termination of Behavioral Corrective Action Plan if behavior(s) identified in this notification cease within the designated timeframe.
- □ Course Failure if behavior(s) identified in this notification continue or worsen within the designated timeframe.
- □ Program Dismissal, determined on an individual basis.
- □ Other: _____

VII. Signatures

After the development of the behavioral corrective action plan, the instructor(s) and student will sign below:

Signed (Student)_____Date:_____

Signed (Faculty)_____Date:_____

Signed (Faculty)_____Date:_____

Signed (Sr. Dir. Nursing), if applicable: _____Date: _____

*Student signature reflects acknowledgement that they have participated in the review of this document and have been given a copy of the document. Signature reflects acknowledgement/notification of the possible outcomes should behavior fail to improve within the designated timeframe.

If a student disagrees with the content of the Behavioral Corrective Action Notification, the student can submit a written rebuttal statement to the faculty and senior director of nursing within one (1) week of the date that the Behavioral Corrective Action Notification was reviewed with the faculty. The rebuttal will be placed in the students file.

IX. Progress Report

When a Behavioral Corrective Action Notice is initiated, the student, faculty, and program director meet within 1 week of the initiation of the BCAP to discuss the contents of the notice. Date: _____.

I have met with the student: _____Date: _____
Senior Director of Nursing

When a Behavioral Corrective Action Notification is initiated, the student and faculty will meet on a weekly basis to evaluate progress and document improvement.

Date:	Note:	Student Initials	Instructor Initials

XI. Outcome determined at the end of the designated timeframe:

□ Termination of Behavioral Corrective Action Plan, behavior(s) identified in this notification have ceased within the designated timeframe. Date: _____

□ Course Failure if behavior(s) identified in this notification continue or worsen within the designated timeframe. Date: _____

□ Program Dismissal Policy initiated. Date: _____

Clinical Evaluation Tool (CET) Sample

Revised: 5/2023
Nursing Program Faculty
ADN112 Fundamentals – Page 1

SOUTHWESTERN COLLEGE SCHOOL OF NURSING
ADN 112L CLINICAL PERFORMANCE EVALUATION

Student Name:

Clinical Faculty	Clinical Facility	Dates of Rotation	Dates Absence/ Tardy	Assignment Points	Clinical Grade

Levels of Performance
(Based on each course objectives and ability to meet course SLO's) – ASSIGN A NUMBER BELOW

5	**Expert**	Consistently performs above expected level. Independent	**Satisfactory/Pass**
4	**Proficient**	Performs above expected level, usually Independent	**Satisfactory/Pass**
3	**Competent**	Performs at expected level with minimal faculty guidance	**Satisfactory/Pass**
2	**Advanced Beginner**	Performs at expected level with continuous faculty guidance	**Needs Improvement** – performance contract given; **Unsatisfactory/May or may not Pass**)
1	**Novice**	If at the end of any semester student unable to perform at expected level even with faculty guidance **this is unacceptable and unsafe performance, and the student will not progress.**	**Unsatisfactory/No Pass**

Remediation Plan: If a student has received a NI (Needs Improvement) or grade of U (Unsatisfactory) on any evaluation, a remediation plan shall be developed, outlining requirements designed to assist the student to overcome identified deficiencies. An (S) is satisfactorily met all objectives.

Note: *Under each competency – the first verb reflects Fall semester SLO expectations.*

CLINICAL COMPETENCY	Student Self-Eval	Faculty Eval	COMMENTS
Provider of Care			
Assessment:			
1. Recognizes importance of physical assessment and performs assessment per course SLO's.			
2. Recognizes significant assessment data & examines patient per course guidelines.			
3. Recognizes normal and abnormal basic lab values and chooses appropriate lab tests for relevant patient population and diagnosis.			
4. Recognizes complications based on patient data and explains how this can impact the patient.			
Diagnosis: (Health Promotion/Illness Prevention)			
1. Describes NANDA nursing diagnosis utilization & examines the impact on patient care.			
2. Recognizes varied nursing diagnoses related to patient illnesses and examine the relevance to patient care.			

1

Southwestern College Nursing Program

Progressive Discipline Reference Tool

Note: In critical cases, such as unsafe clinical performance, dismissal may be considered without warning or probation. This may be determined initially by any faculty member followed by a review of the determination under this policy.

Violation of:	First offense	Second offense	Third offence
Attendance policy as defined in the student handbook. • Excused absences • 3 tardies = unexcused absence. See below.	Verbal warning	Written	If affecting academic performance: APIP If affecting clinical performance: CPIP and/or Behavioral Corrective Action Plan Notification if no improvement in behavior or additional occurrences while on an APIP or CPIP.
Attendance policy as defined in the student handbook. • Unexcused absence • 3 tardies = unexcused absence	Behavioral Corrective Action Plan	Course failure or program dismissal	
Classroom policy as defined in the student handbook. • Disruptions, misconduct, or disrespectful behavior	Verbal Warning	Behavioral Corrective Action Plan	Course failure or program dismissal and/or possible report to college per SWC policy.
Clinical Policy as defined in the student handbook. • Failure to notify faculty if late/absent. • Violation of break or lunch policy • HIPAA violation • Program cell phone policy	Verbal warning	CPIP	Behavioral Corrective Action Plan Notification
• Leaving the clinical site without permission • Missing, unexplained absence, unable to be found at the clinical site. • Disruptions, misconduct, or disrespectful behavior • Performing a skill without achieving competency.	Behavioral Corrective Action Plan Notification		*Note: The clinical faculty have authority to dismiss a student from a clinical day for cause, harm caused to a patient, failure to follow faculty directions/instructions, unethical conduct, or if it is in the best judgment to do so. Action: Send the student home with direction to follow-up with the course lead and/or Sr. Dir. Of Nursing.
Unsafe or unethical behavior as defined in the student handbook. • Conduct that causes actual physical harm or actual/potential mental, emotional harm or the well-being of patients,	Behavioral Corrective Action Plan Notification	Course failure or program dismissal	*Note: The clinical faculty have authority to dismiss a student from a clinical day for cause, harm caused to a patient, failure to follow faculty directions/instructions, unethical conduct, or if it is in the best judgment to do so. Action: Send the student home with direction to follow-up with the course lead and/or Sr. Dir. Of Nursing.

families, caregivers, or facility personal.			
Repeated untoward behaviors defined in the attendance, unethical, unsafe practice, disruptive, inappropriate, unprofessional behavior policies OR after one significant incident classified as disruptive, inappropriate, unprofessional, unsafe and/or a violation of SWC Student Code of Conduct. Gross negligence. *If the event is deemed a significant disruption to the learning environment, the outcome may be course failure or dismissal from the nursing program depending on the severity of the incident.*	Behavioral Corrective Action Plan Notification Or Course failure Or Program dismissal Depending on violation*		*Note: The clinical faculty have authority to dismiss a student from a clinical day for cause, harm caused to a patient, failure to follow faculty directions/instructions, unethical conduct, or if it is in the best judgment to do so. Action: Send the student home with direction to follow-up with the course lead and/or Sr. Dir. Of Nursing.
Integrity, Professional Ethics, and Personal Responsibility policy as defined in the student handbook	Behavioral Corrective Action Plan Notification OR Program dismissal depending on violation*		*Note: The clinical faculty have authority to dismiss a student from a clinical day for cause, harm caused to a patient, failure to follow faculty directions/instructions, unethical conduct, or if it is in the best judgment to do so. Action: Send the student home with direction to follow-up with the course lead and/or Sr. Dir. Of Nursing.

Example of APIP/CPIP Scenarios

Academic or Clinical Improvement Plan scenario #1: Student 'A' fails an exam in ADN112.

Step 1: An APIP is initiated

Step 2: Student 'A' remediates with the program remediation specialist.

Outcome: Student 'A' passes the remaining exams in ADN112 and the APIP is terminated.

Academic or Clinical Improvement Plan scenario #1 continues: 'Student A' has an APIP #1 from ADN112 which was terminated because the student passed the exams and course.

Student 'A' fails an exam in the second semester.

Step 1: An APIP is initiated.

Step 2: Student 'A' remediates with the program remediation specialist.

Outcome: Student 'A' passes the remaining exams in the second semester course the APIP is terminated. *This is APIP #2. At this point, the student is notified that third APIP places Student 'A' at-risk for program dismissal.

Academic or Clinical Improvement Plan scenario #1 continues: 'Student A' has an APIP/CPIP #1 from ADN112, and APIP #2 from the second semester.

If Student 'A' fails another exam, Student 'A' meets with the course faculty and the program director to discuss options, which may be: 1. continue and risk failing the course, 2. an Incomplete, if applicable 3. course withdrawal, if applicable or 4. leave of absence, if applicable.

Academic or Clinical Improvement Plan scenario #2: Student 'B' fails an exam in ADN112 and is not meeting expectations in ADN112L Clinical.

Step 1: An APIP and CPIP is initiated.

Step 2: Student 'B' remediates with the program remediation specialist AND with the skills lab coordinator.

Outcome: Student 'B' passes the remaining exams in ADN112 and improves to meet expectations in ADN112L clinical and the APIP and CPIP are terminated. *One APIP (#1) and one CPIP (#1) equates to two academic interventions. At this point, the student is notified that a third intervention, either one APIP or on CPIP places the student at-risk for program dismissal.

Academic or Clinical Improvement Plan scenario #2 continues: Student 'B' has an APIP and a CIPI from the previous semester.

If Student 'B' fails another exam OR a CPIP is initiated in clinical due to not meeting course objectives, Student 'B' meets with the course faculty and the program director to discuss options, which may be: 1. continue and risk failing the course, 2. an Incomplete, if applicable 3. course withdrawal, if applicable or 4. leave of absence, if applicable.

Examples of Behavioral Corrective Action Plan Notification (BCAP) Scenarios

BCAN scenario #1: Student 'C' receives a verbal warning/notification of a violation of any of the following policies:

Attendance policy

Classroom policy

Clinical policy

Unsafe, unethical, inappropriate, unprofessional behavior policy

Violation of the SWC Student Code of Conduct policy.

Outcome #1: Student 'C' behavior(s) cease, and no further action is taken.

Outcome #2: Student 'C' behavior(s) do not cease or additional behavior(s) are documented, a BCAN is initiated.

BCAN scenario #1 continues:

Step 1: Student 'C' meets with the faculty and senior director of nursing to discuss the behavioral violations. At that meeting, Student 'C' is notified that a second violation of the policies, places the student at-risk for course failure and/or program dismissal.

Outcome #1: Student 'C's' behavior(s) identified in the BCAN cease and no additional behavioral violations occur, the BCAN is terminated. This is BCNA #1.

The student is expected to correct the behavior(s) immediately. On a second occurrence of any of the behavior(s) listed on the BCAN OR any additional behavior(s) that violate nursing program policies, the student is at-risk of course failure and/or program dismissal.

Outcome #2: Student 'C's' behavior(s) identified in the BCAN does not cease and Student 'C' is referred to the Senior Director of Nursing. The dismissal process is initiated.

*In critical cases, such as unsafe clinical performance, dismissal may be considered without prior warning or probation. This may be determined initially by any faculty member followed by a review of the determination under this policy.

Southwestern College Nursing Program

Request to Re-enter (Readmission) Application

Date of Application:_____

Name: _____
Address: _____
Phone Number: _____
Email: _____

What course did you fail?

What year did you leave the program?

What was your Science GPA (anatomy/physiology/micro)? What was your TEAS score?

Program you are requesting re-entry into: □ ADN □ LVN

Which Semester are you applying for? □ FALL □ SPRING

Your application will be reviewed by the Nursing Steering Committee. A provisional acceptance into the program is based on space availability, your score on the following point system, and your completion of the re-entry testing requirements. All decisions are final, and your application will not be returned to you. You are advised to keep a copy for your records. You will receive a response to your application through a formal letter from the committee chairperson.

Total: 20 points

Must provide a copy of recent transcript.

Current Nursing GPA: _____
3.0 or higher = 20 points
2.8 – 2.9 = 15 points
2.5 – 2.7 = 5 points
< 2.5 = 0 points

Total: 20 points

Are you currently working in the healthcare industry? (Must be minimum of 36 hours/month to achieve points)_____
Place of employment: (Proof Required) _____
What is your job in healthcare?_____
Direct patient care – nursing (20 points)
Direct patient care - non-nursing (10 points)
Indirect patient contact (5 points)

Total: 15 points

Are you currently taking any college level courses towards career or personal advancement?
□NO □ YES (provide proof of courses taken) Career = 10 points Personal = 5 points

Total: 5 points

Healthcare volunteer: minimum of 16 hrs./month within previous 3 months of application (proof required).

Self-Reflection Paper
Possible Points: 40
On a separate sheet of paper, please write a 300 words essay describing the reason(s) why you were unsuccessful in this course/ program and what changes you have made (or will make) that will promote your success in the Nursing Program. **Grammar and spelling errors will cause a reduction of points.**

Official Use Only	
Total possibly points: 100	**Student Score:**
Committee Recommendation: Comments:	

Signature:_____ Date:_____

Return this completed application by email to nursing@swccd.edu
Southwestern College, Nursing Programs,
8100 Gigantic Street, San Diego, CA, 92154

Re-entry applications must be submitted by November 30th for

Spring semester and April 30th for the Fall semester.

Re-entry is not guaranteed. Applications are reviewed and by the Re-entry Committee.

**********End of Handbook**********