

Southwestern College

**Associate Degree Nursing Program
Student Handbook
Fall 2025-Spring 2026**



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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: 2021

Next approval scheduled: 2029

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, 08/2024

Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018, 04/2024

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

The policies and procedures in the handbook are designed to guide me as I progress through the program. I understand that it is not possible to address every circumstance or situation that may occur while I am a student in the nursing program and each situation is considered on an individual basis. The foundation of the handbook is based on the reasonable person standard and is applied in the context/setting of a nursing student in a nursing program ("Program").

The reasonable person standard is used to determine if someone's actions were reasonable or unreasonable. It's based on the idea of a hypothetical person, in this case, an average nursing student who uses common sense and acts with average care, caution, and consideration. The standard asks whether a reasonable person would have acted similarly or differently in the same circumstance.

I understand that I am expected to act reasonably with common sense, caution, and care compared to the average nursing student as a member of the Program and in accordance with the highest ethical standards of the nursing profession. I am accountable for any breach of honesty, integrity, ethical, or behavioral standards of the Program and Southwestern Community College District ("District") policies.

I understand that the Program is regulated by the California Legislature and the California Board of Registered Nursing, some of the policies contained in this handbook are more restrictive than the policies District. In all cases, the most restrictive policy is applied.

I understand that the student handbook is subject to change. Changes to the student handbook are communicated in a timely manner. Any addendums to the handbook are communicated on the SWC Nursing Program Canvas Organizational site and posted on <http://www.swccd.edu/nursing>

- ✓ I have had an opportunity to have my questions about the Program handbook answered.
- ✓ I hereby affirm 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 the policies, terms, and provisions. I understand that any breach of the policies in the handbook are subject to disciplinary action.

Print Name: _____

Signature: _____ Date: _____

Southwestern College Nursing Program

Consent for Release of Information Form

Revised: 5/2023, 8/2024

Reviewed: 5/2022, 5/2021, 5/2020, 5/2019, 5/2018

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

I authorize the 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 record with the Program. Additionally, all information will be used exclusively for administration and/or delivery of nursing education services. This release shall remain in effect while I am a student in any current or future status (pre-admission, admitted, registered/enrolled, dismissed or graduated).

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 take responsibility for his/her own learning by preparing for class/clinical and completing the reading, homework, and other learning activities and assignments on time.
4. Students 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 Senior 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 senior 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 Senior 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, procedures, and provisions that all students are required to adhere to. The Nursing Program Student Handbook serves as an instructional guide, directs students on expected behaviors, 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 signed acknowledgement is placed in the student's file.

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

Southwestern College Nursing Program

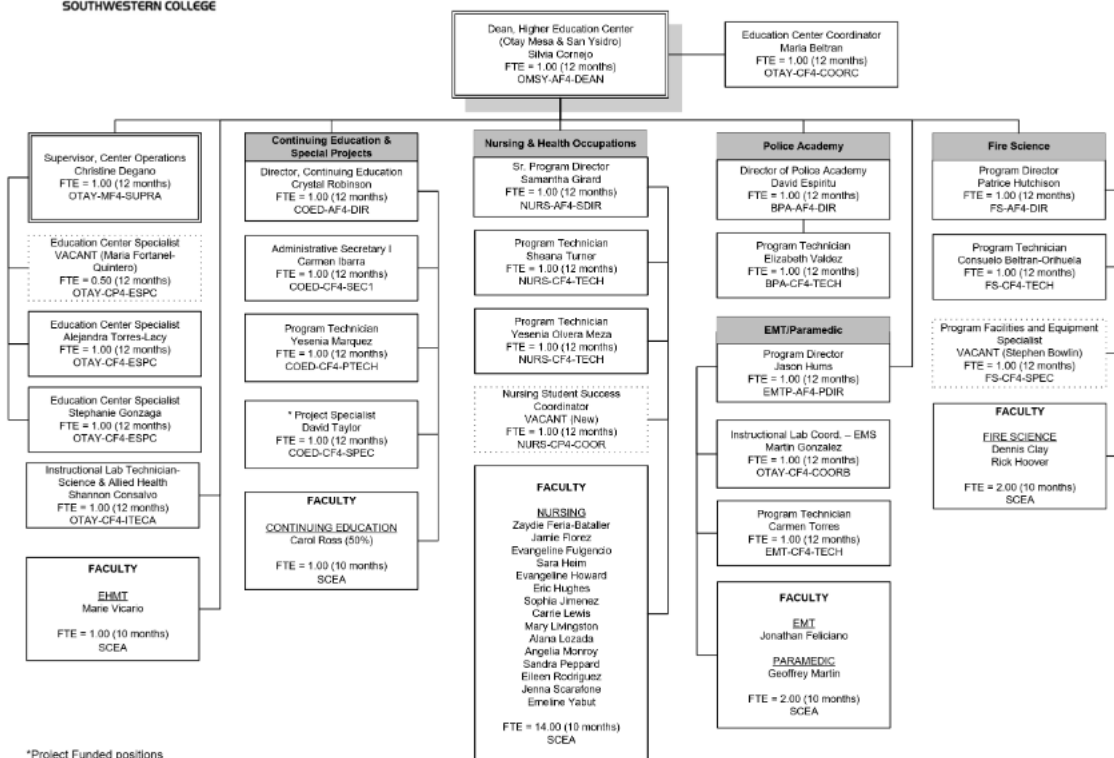
Nursing Program Organizational Chart

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 Organizational Chart Higher Education Center at Otay Mesa

April 2025

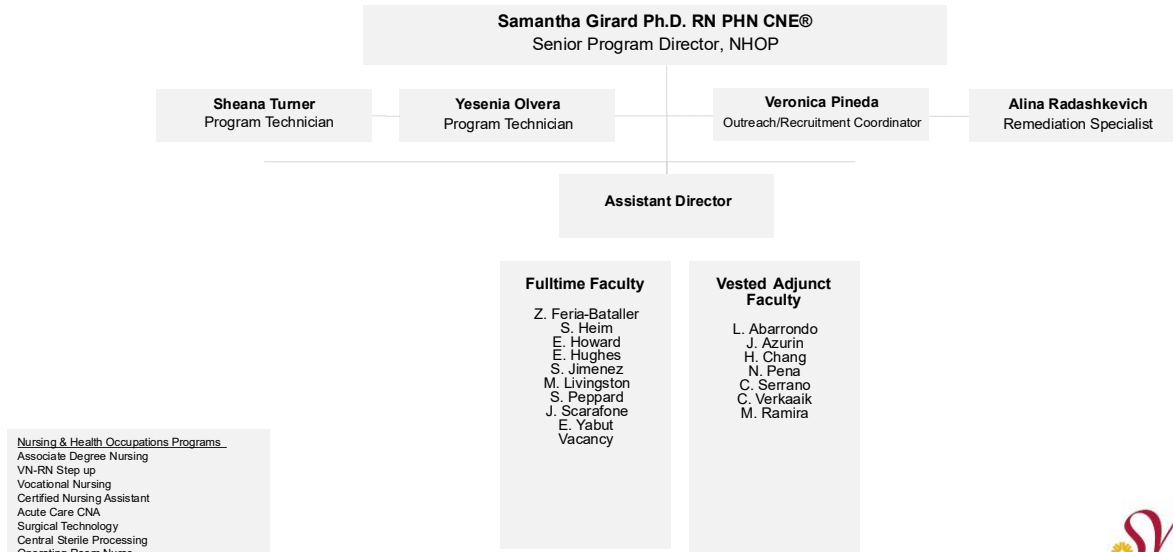


*Project Funded positions

Southwestern College Nursing Program

Nursing Program Administration, Faculty & Staff Organizational Chart

SOUTHWESTERN COLLEGE NURSING & HEALTH OCCUPATIONS PROGRAMS ASSOCIATE DEGREE NURSING PROGRAM



Revised: April 16, 2025



Southwestern College Nursing Program

Nursing Program Administration, Faculty & Staff

Revised: 4/2025

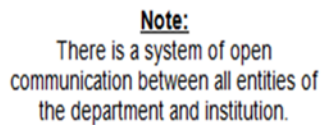
Reviewed: 5/2020, 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Title	Name / Email Address	Location	Office Number (619) 216-6750 + ext.
Senior Director of Nursing & Health Occupations Programs	Samantha Girard Ph.D. RN PHN CNE® sgirard@swccd.edu	4502D	6762
NHOP Program Technician	Yesenia Olvera Meza yolvera@swccd.edu	4502A	4473
NHOP Program Technician	Sheana Turner sturner2@swccd.edu	4502B	4457
Assistant Director of Nursing / Faculty	Zaydie Feria-Bataller, MSN, PN, PHN zferia@swccd.edu	4401D	4437
	Eric Hughes MSN, PN, PHN ehughes@swccd.edu	4401D	4475
NHOP Department Chair	Jamie O'Connor Florez MSN, RN, PHN, CDP, CNE® jflorez@swccd.edu	4401F	4476
Faculty	Zaydie Feria-Bataller, MSN, PN, PHN zferia@swccd.edu	4401D	4437
	Sara Heim, MSN, RNC-OB, C-EFM sheim@swccd.edu	4401E	4439
	Evangeline Howard Ph.D. RN ehoward@swccd.edu	4401C	4434
	Eric Hughes MSN, PN, PHN ehughes@swccd.edu	4401D	4475
	Mary Livingston MSN, RN mlivingston@swccd.edu	4126	4435
	Sandra Peppard Ph.D. RN speppard@swccd.edu	4124	4412
	Jenna Scarafone Ph.D. RN. PNP jscarafone@swccd.edu	4401E	4432
	Vacant – Assistant Professor Nursing		
Skills Lab Faculty	Sophia Jimenez, MSN, RN-BC AGCNS-BC sjimenez@swccd.edu	4128/4402	4441
SIM Lab Faculty	Emeline Yabut MSN, RN eyabut@swccd.edu	4417	4478
Otay Mesa Counselors - Nursing	Osvaldo (Valo) Amezcua oamezcua@swccd.edu	x	x
NHOP Recruiter & Outreach Coordinator	Veronica Pineda vpineda@swccd.edu	4401	4433

Nursing Department Organizational Chart



_____ Line of Authority
 Primary Channel of Communication

Southwestern College Nursing Program

Mission & Vision Statement

Revised: 4/2024

Reviewed: 5/2021, 5/2022, 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Nursing Program Mission

The mission of the Nursing program is to improve the health of the diverse communities we serve by preparing graduates to deliver safe, high quality, evidence-based nursing care as a professional member of the healthcare community.

Nursing Program Vision

Southwestern College Nursing is committed to developing curious, practice-ready leaders through rigorous academic preparation, professional enrichment, and collaborative community partnerships.

Southwestern College Nursing Program

Program Philosophy

Revised: 5/2020, 4/2024

Reviewed: 5/2020, 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Program Philosophy

The nursing program is committed to supporting the development of the professional nurse by teaching the art and science of nursing practice, which is based on caring, compassion, respect for diversity and cultural awareness, evidence-based practice, and the nursing process.

The nursing program believes that the nursing process guides evidence-based nursing practice and teaches students how to deliver safe, high-quality, ethical, nursing care to patients throughout the lifespan.

Health promotion and disease prevention are the foundation for teaching patients to manage chronic illness as they progress throughout the health-illness continuum.

A holistic approach is used to help patients achieve optimal health and wellness based on their individual values, beliefs and preferences, developmental stages, and life course.

The Nursing program values the profession of nursing and socializes students to the role by leveraging information technology for continuity of care, role modeling professional communication techniques, displaying effective teamwork, and collaborating as members of the interdisciplinary healthcare team, demonstrating compassion, valuing individualized patient-centered care, and abiding by the highest ethical standards of the profession.

Southwestern College Nursing Program

Conceptual Framework

Revised: 5/2020, 4/2024

Reviewed: 5/2020, 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

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 physical, mental, social well-being, not merely the absence of disease or infirmity.
- Health is on a continuum of wellness to illness throughout the life span.

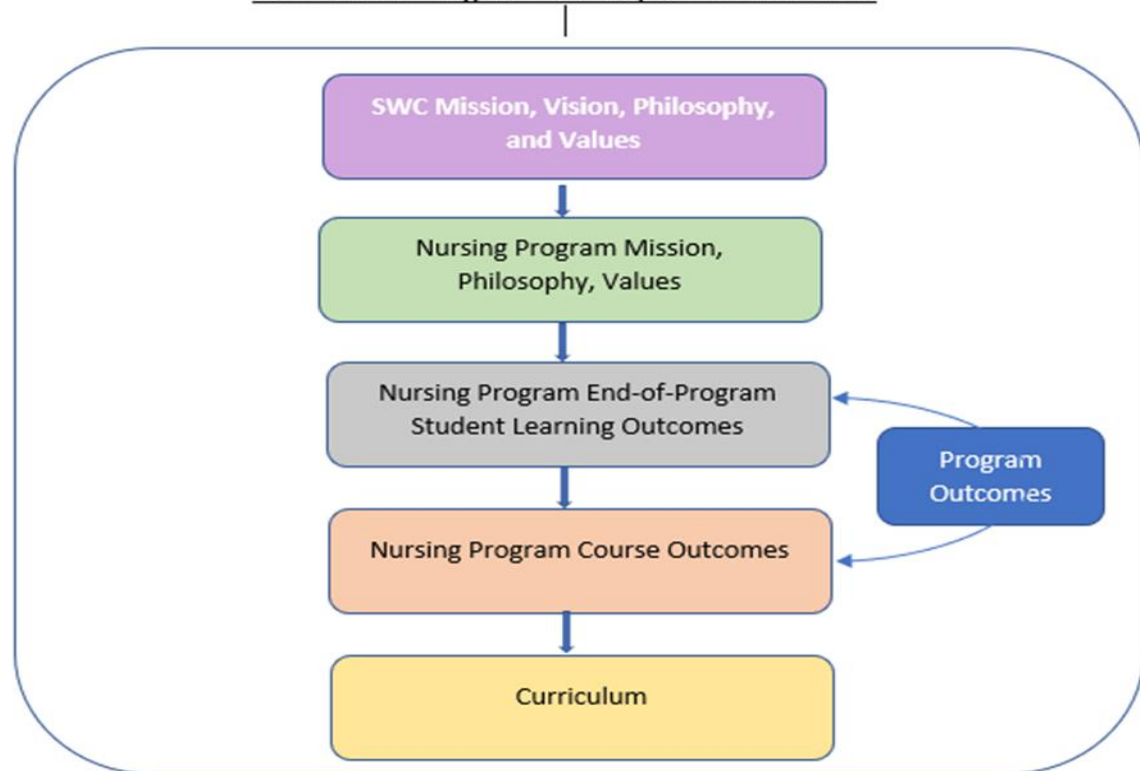
Beliefs about Nursing

- 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 give safe care to the whole person in health and illness and in a variety of practice settings.
- Nursing requires critical thinking skills that focus on health promotion, illness prevention, restoring health, and facilitating coping 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 and provides frequent feedback.
- Nursing faculty believe that learning is a lifelong process involving external changes in behavior and internal changes in thought process and attitudes.
- 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.

SWC ADN Program Conceptual Framework



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 (most recent data available).

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 enrolled complete the program within four (4) semesters.
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.
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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 .
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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.
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- 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 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 .
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- 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.
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- 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 and 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.
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- 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 1 st 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 2 nd Semester:	The Student will differentiate and compare the primary roles of the nurse.
End of 3 rd Semester:	The Student will differentiate theoretical concepts related to roles of the nurse and apply this information in the clinical setting.
End of 4 th 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 1 st Semester:	The Student will define principles of self and patient safety and comment on the planning and implementation of care.
End of 2 nd Semester:	The Student will choose appropriate safety measures when planning patient care as well as practice these measures in the clinical setting.
End of 3 rd Semester:	The Student will compare and contrast principles of safety prior to implementing nursing care.
End of 4 th 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 1 st Semester:	The Student will define and then describe quality improvement processes as it relates to the health care population.
End of 2 nd 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 3 rd 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 4 th 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: 4/2025

Reviewed: 5/2020, 5/2021, 5/2022, 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Generic ADN (36 units) effective for the 2024-2026 cohort

First Semester (11 Units)	Second Semester (8 units)
ADN 112: Foundations of Nursing Practice. 4 units (4 lecture hours). ADN 112L: Foundations of Nursing Practice Clinical/Lab 4 units (12 clinical/lab hours). ADN118: Psychiatric Mental Health Nursing 1 unit (1 lecture hour). ADN118L: Psychiatric Mental Health Nursing 2 units (6 clinical/lab hours).	ADN 113: Maternal Nursing 2 units (2 lecture hours). ADN 113L: Maternal Nursing 2 units (6 clinical/lab hours). ADN119: Pediatric Nursing 2 units (2 lecture hours). ADN119L: Pediatric Nursing Clinical/Lab 2 units (6 clinical/lab hours).
Third Semester (8 units)	Fourth Semester (9units)
ADN 221: Adult Nursing 4 units (4 lecture hours). ADN 221L: Adult Nursing Clinical/Lab 4 Units (12 Clinical/lab hours).	ADN 223: Advanced Adult Nursing 3 units (3 lecture hours). ADN 223L: Advanced Adult Nursing 3 units (9 clinical/lab hours). ADN225: Preceptorship 1 unit (3 clinical/lab hours). ADN214: Nursing Leadership and Transition to Practice 2 units (2 lecture hours).

LVN-RN Transition Program (22 Units) effective 2024-2025 cohort

First Semester (2 Units)	Second Semester (11 units)	Third Semester (9 units)
ADN 115 – Transition to ADN 2 Units (*revised to 1 unit Spring 2024) ADN 115L – Transition to ADN Lab 1 Unit	ADN118: Psychiatric Mental Health Nursing 1 unit (1 lecture hour). ADN118L: Psychiatric Mental Health Nursing 2 units (6 clinical/lab hours). ADN 221 - Adult Nursing 4 Units (4 lecture hours) ADN 221L* - Adult Nursing Clinical/Lab 4 Units (12 Clinical/lab hours)	ADN 223: Advanced Adult Nursing 3 units (3 lecture hours). ADN 223L: Advanced Adult Nursing 3 units (9 clinical/lab hours). ADN225: Preceptorship 1 unit (3 clinical/lab hours) ADN 214 Nursing Leadership & Transition to Practice 2 units (2 lecture hours).

LVN 30-unit Option effective 2024-2025 cohort

Prerequisites (8 units) Lecture and lab	First Semester (2 units)
Physiology 4 units Microbiology 4 units	ADN 115 – Transition to ADN 1 Unit (*revised 1 unit Spring 2024) ADN 115L – Transition to ADN Lab 1 unit (3 clinical/lab hours).
Second Semester (11 units)	Third Semester (9 units)
ADN118: Psychiatric Mental Health Nursing 1 unit (1 lecture hour). ADN118L: Psychiatric Mental Health Nursing 2 units (6 clinical/lab hours). ADN 221 - Adult Nursing 4 Units (4 lecture hours) ADN 221L* - Adult Nursing Clinical/Lab 4 Units (12 Clinical/lab hours)	ADN 223: Advanced Adult Nursing 3 units (3 lecture hours). ADN 223L: Advanced Adult Nursing 3 units (9 clinical/lab hours). ADN225: Preceptorship 1 unit (3 clinical/lab hours) ADN 214 Nursing Leadership & Transition to Practice 2 units (2 lecture hours).

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

Southwestern College Nursing Program

Total Program Hours (2026 and future cohorts)

Revised:2/2024

Reviewed: 4/2024

Senior Director of Nursing & Health Occupations Programs
Nursing Program Faculty

Course Number	Course Title	Units	Theory Hours	Clinical Hours
ADN112	Foundations of Nursing	4	72	0
ADN112L	Foundations of Nursing Lab	4	0	216
ADN113	Maternal Nursing	2	36	0
ADN113L	Maternal Nursing Lab	2	0	108
ADN115	*Transition to RN practice	1	18	0
ADN115L	*Transition to RN practice Lab	1	0	54
ADN118	Psychiatric Mental Health Nursing	1	18	
ADN118L	Psychiatric Mental Health Nursing Lab	2		108
ADN119	Pediatric Nursing	2	36	
ADN119L	Pediatric Nursing Lab	2		108
ADN214	Nursing & Transition to Practice	2	36	0
ADN221	Adult Nursing	4	72	0
ADN221L	Adult Nursing Lab	4	0	216
ADN223	Advanced Adult Nursing	3	54	0
ADN223L	Advanced Adult Nursing Lab	3	0	162
ADN225	Preceptorship	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 001

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. A student who has a temporary, time-limited disability due to an injury, surgery, or other condition, the student must provide a medical release by the treating healthcare provider.

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, actions taken as a result of decision made by the student, pertaining to reactions made in response to social stimuli, emotional and mental stability, ethical behaviors.	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. Acts ethically at all times.



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 \(swccd.edu\)](http://swccd.edu)

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

Supportive Services: [Student Services & Campus Resources \(swccd.edu\)](http://swccd.edu)

SWC Cares: [SWC Cares \(swccd.edu\)](http://swccd.edu)

Child Development Center: [Child Development Center \(swccd.edu\)](http://swccd.edu)

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

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

CALIFORNIA BRN REGULATIONS & STANDARDS OF PRACTICE

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 \(westlaw.com\)](#)

Southwestern College Nursing Program

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 004

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 email 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

CALIFORNIA BRN REGULATIONS & STANDARDS OF PRACTICE

Standards of Competent Performance



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.

CALIFORNIA BRN REGULATIONS & STANDARDS OF PRACTICE

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.)

CALIFORNIA BRN REGULATIONS & STANDARDS OF PRACTICE

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

ICC 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 002

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



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 ethically and with integrity always 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 the Program Senior Director and the HECOM Dean. It is the prerogative of the faculty member whether to pursue formal sanctions related to violations of academic integrity. Formal report of student misconduct is submitted to the BP/AP 5500 Standard of Student Conduct.

Each allegation of a breach of 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. 003

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

Revised: 4/2025

Reviewed: 5/2020, 2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 004

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

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 regardless of the reason, 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.

Background: Nursing courses are rigorous and time intensive. Large amounts of nursing concepts and nursing content are taught in each class session and excessive absences for any reason disrupt learning and jeopardize the achievement of student learning outcomes.

Unexcused absences constitute a breach of professional behavior and a behavioral corrective action plan is initiated. An unexcused absence(s) may be cause for course failure or program dismissal in accordance with the Program Discipline and Dismissal Policies.

Procedure: A student must contact the faculty teaching the course if they are going to be late or absent from any course. The preferred method to contact your faculty is detailed in the course syllabus.

Progressive action is initiated on each occurrence of absence or tardiness which is detailed on the Progressive Discipline Tool in the Appendix of the handbook.

Definitions related to this policy: Excused absences are defined but not limited to unexpected, unforeseen causes: 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. *Notification of absence is required regardless of the reason*

Unexcused clinical absences are defined as but not limited to preventable causes: "no call/no show" to any scheduled nursing course, absent from clinical without contacting your faculty, regardless of the reason, absence due to clinical non-compliance, attending personal events and vacations during lecture or clinicals (excluding official school holiday's, spring, or winter break) or working.

Note: No call, no show for clinical even when you are ill, constitutes an unexcused absence.

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. 005

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 for accessing 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 it is considered late. 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. 006

Policy: Students may audio record a class only with the instructor's prior approval unless specific accommodation due to learning or physical disability has 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 requests 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. 007

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.

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

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, 8/2024

Reviewed: 5/2020, 2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 008

Background: ATI is an individualized diagnostic testing service used to identify learning/content gaps for nursing students. ATI is a knowledge assessment which refers students to learning resources to remediate specific areas of knowledge deficiency. The ATI learning system is complementary to the nursing curriculum and assists students in preparing to be successful on the national NCLEX-RN exam upon completion of the program.

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

Policy 008a: Students are required to purchase the ATI eLearning software in the first semester of the program and use it throughout each course.

- Students are required to complete practice and proctored assessments assigned in each course.
- Students are required to remediate on the areas of deficiency identified by ATI.
- Remediation points are earned by completing remediation exercises.
- ATI points in each didactic course comprise 10% of the total grade.
- Students must first pass the course exams with an average of 78%.
- A student who does not achieve a 78% average on the course exams fails the course.
- ATI points are added to the final course grade only after the course exam average of 78% has been met.
- A student passes a course only when:
 - a. the 78% average course exam minimum threshold is met.
 - b. after the ATI points are added, the final course grade is at least 78%.

Procedure:

ATI testing is a computer-based assessment/test proctored by nursing faculty. The exam is typically given near the end of the course; the exam dates are listed on the course calendar.

SWC academic integrity policy is in affect for all proctored ATI assessments/tests.

- The student is expected to review ATI Materials and take practice exams prior to taking the proctored ATI test.
- Students have access to review ATI materials and take practice assessments on any laptop or desktop computer that has internet access.
- Students should access the ATI website for instructions on completing ATI reviews and accessing practice assessments.
- 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 008b: 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.

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 from 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. 008c Practice A and B must be completed by the designated due date and the post-assessment quiz must be completed, when applicable, 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 the 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.008d: 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 II or Level III on the proctored ATI Content Mastery assessment. This is because a level II or above is correlated with a passing NCLEX-RN score.
2. Students who achieve a level 0 or I 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 I will have to retake the proctored ATI exam a second time. All repeat testing must be completed 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 completed on time.
6. ATI scores will be added to the final course grade only 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 remediation policy.

Policy 008e:

- 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 by using the identified Active Learning Templates and reviewing related topics about the missed item, including the topic descriptor, while keeping it simple and concise.

Copy of Policy/Grading rubric

- Each syllabus will have one rubric for the faculty exams and another rubric for ATI points combined for a FINAL grade.
- If a student lets faculty know ahead of time when possible that they need an extension this may be granted based on individual circumstances.
- ATI grading rubric for remediation will be included in each syllabus.
- Students must submit Remediation Activity Templates along with their Individual Performance Profile onto CANVAS course by due date on course calendar.
- Current ATI transcript (Faculty will require students to print a current transcript at the beginning of each course/semester).
- PDF copy of "Individual Performance Profile" for each assessment
- Practice assessment A- completed Active Learning Templates (ALTs) (handwritten information gleaned from reading Focused Review and watching suggested videos)
- Practice Assessment B- complete Active Learning Templates upload onto CANVAS course by due date on course calendar.
- All ATI assessments and remediations must be completed by due dates identified on the course calendar in order to receive the points. If a student does not submit their ATI remediation assignments by the course calendar due date, an academic performance improvement plan (APIP) will be initiated and the student must remediate or seek assistance with the Remediation Specialist.

Remediation Plan for Learning Success

Policy 008f: 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%.

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)

Southwestern College Nursing Program

Communication Policy

Revised: 4/2024

Reviewed: 5/2020, 2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 010

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 or unprofessional comments, comments that are perceived as threatening either verbal or written that are directed towards any person, student, faculty, staff, administration, or clinical agency, clinical agency staff, or representative of the clinical agency are strictly prohibited. Violations of this policy will be enforced per the discipline policy.

Email Communication

Get in the habit of accessing 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 emails 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 to 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. 011

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 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:

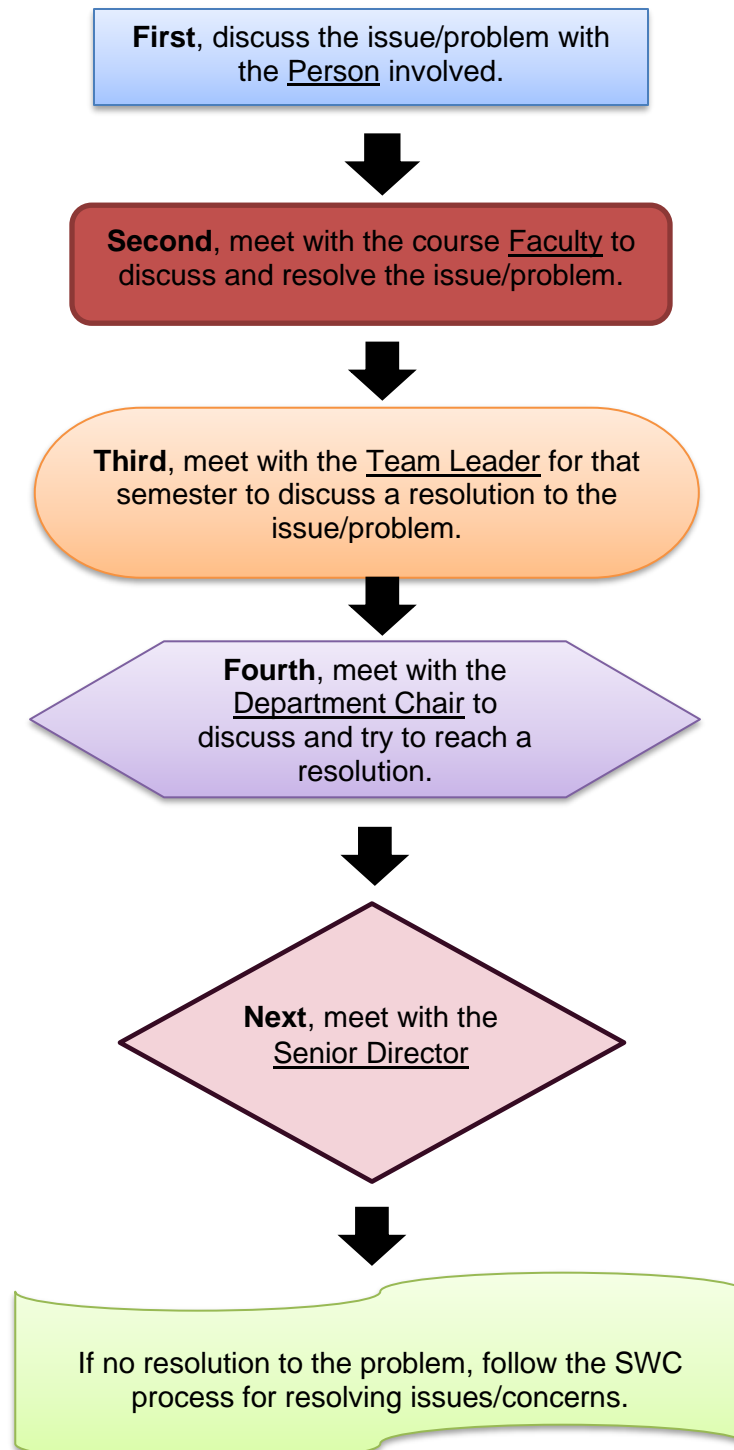
1. Discuss the issue/problem with the person involved; then,
2. Meet with the faculty teaching the course to discuss and resolve the issue; then,
3. Meet with the team leader for that semester to discuss and resolve the issue/problem.
4. Meet with the Department Chair of Nursing to discuss a resolution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

Communication Chain of Command

(refer to Complaints Policy)



Southwestern College Nursing Program

Course Progression, Failure & Repeat Policy

Revised: 4/2025

Reviewed: 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 012

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

Policy: All nursing students must pass each course in a semester 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 failed that course and fails to progress in the Program. If a student withdraws from a course, they fail to progress in the Program.

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

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

A student who withdraws from a course/program does not progress in the nursing program and is required to complete the reentry/re-admission process if they choose to return.

Regardless of whether a student fails a course or withdraws from the program, they have one-year from the failure or withdrawal to reenter.

A student can apply for reenter/readmission once and if readmitted, may be asked to audit nursing courses for learning continuity.

Procedure: A student who fails to progress in the nursing program will be notified in writing and is 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.

Reentry/readmission for course failure or for program withdrawal: If a readmitted student fails any course a second time, they are ineligible to re-enter the program.

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. 013

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.

If the student is an IDC (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.

- o All pre-requisites for the nursing program must be met prior to a request for Credit by Challenge being considered by the Nursing Director.
- o The student must have current (within one year) clinical experience that is an appropriate substitute for the clinical course being challenged.
- o 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 the first and second semester of the ADN Program.
- o No nursing faculty instruction/tutoring will be provided to the student who is challenging the nursing course.
- o 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 a 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.

- o 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.
- o 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. 014

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: 4/2025

Reviewed: 10/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 015

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 (AP5500) and the Program behavior standards while a student in the Program. This includes while on campus, inside and outside the classroom, inside or outside the clinical setting, or volunteering at community events. The handbook gives examples of inappropriate, unethical, and unprofessional behavior throughout and not all examples are listed.

See Appendix for Progressive Discipline Reference Tool.

- The first incidence of disruptive, inappropriate, unethical, or unprofessional behavior, the student may receive a verbal or written warning, or a behavioral corrective action plan notification, 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 Plan 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 initiated.

Note: If a student is already on an APIP, CPIP, or behavioral corrective action plan, any additional unprofessional behaviors will activate the progressive discipline tool and/or the Program Dismissal.

Southwestern College Nursing Program
Dismissal from the Program

Revised: 7/2023, 2/2024

Reviewed: 5/2020, 5/2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Document No. 016

Policy: A student is dismissed from the program based on one or more of the just cause(s) listed below:

1. Achieving a course grade below 78% in any required nursing course (policy 20)
2. Achieving an “unsatisfactory/unsafe” clinical evaluation (policy 44).
3. Accumulation of unexcused absences, lateness/tardies (policy 4).
4. Impairment by legal or illegal drugs/substances in any nursing program course, activity, or community services event (policy 33).
5. Behavior that is egregious, disruptive, inappropriate, unethical, or unprofessional (policy 15, 24).
6. Repeating behaviors cited in the Academic and/or Clinical Improvement Plan, or the Behavioral Corrective Action Notification (BCAN) or committing additional egregious, disruptive, inappropriate, unethical, or unprofessional behaviors while on an APIP, CPIP, or BCAN (policy 15, 24).
7. Unsafe, unethical, or negligent behavior in the classroom or clinical setting (policy 15, 12).
8. Violation of the Southwestern College Standards of Student Conduct (AP5500) or Academic Integrity policy (BP 4000).

In critical cases, such as unsafe, unethical, or negligent clinical performance, Program dismissal may be initiated without warning and without progressive discipline actions taking place. Unsafe, unethical, or negligent clinical performance is determined by a Registered Nurse. This includes nursing program faculty, Registered Nurses in the clinical facility and/or the Senior Director of the Program.

Process: When a student has been disciplined in accordance with the Discipline policy and the student either 1.) continues to engage in the conduct that was the subject of the discipline, 2.) violates any additional Program or District policies, 3.) commits an egregious act, or 4.) commits at least one of the good cause(s) for dismissal listed in this policy (1-8 above), the dismissal process is initiated.

1. The Senior Director of Nursing or designee will provide the student with written notice of the conduct warranting dismissal. The written notice will include the following:
 - The Program or District policy that was allegedly violated.
 - A short statement of the facts supporting the alleged violation.
 - The students right to meet with the Senior Director of Nursing or designee in-person or respond in writing to address the alleged violation(s).
 - The nature of the discipline being considered.

Written notice will be provided to the student within seven (7) business days of the date on which the conduct took place, or as soon as reasonably possible, or from the date that the Senior Director of Nursing became aware of the alleged violation(s). The written notice will be sent to the student's official College District email address and a copy will be made available in the nursing office.

2. The student is required to meet with the Senior Director of Nursing or designee or provide a written response via District email addressing the allegations within three (3) business days after the notice is provided. If the student decides not to meet with the Senior Director of Nursing or designee or to provide a written response to the allegations within the three (3) business day timeframe, the Program assumes that the student is not going to respond and the Program dismissal becomes final. In this case, the student forfeits the right to appeal.

Note: The Program reserves the right to invite a neutral party to attend the meeting. The role of this person is to observe and provide information related to District policies and procedures.

The meeting will proceed as follows:

- A. The student is provided with copies of the relevant Program or District policies, and any additional documents related to the alleged violation(s).
- B. The Senior Director of Nursing or designee and the student will review the misconduct allegations.
- C. The student is offered an opportunity to respond to the allegation(s) verbally.

The student may bring notes or take notes during the meeting and provide documents relevant to the allegation(s) that are factual in nature.

Notification of Disciplinary Action

The Senior Director of Nursing or designee shall provide the student with a written notice of the disciplinary action being taken within seven (7) business days of the meeting.

Students Right to Appeal a Program Dismissal

A student may appeal a Program dismissal by sending a written statement with the intent to appeal.

1. The written statement is sent via the students SWC email address to the Senior Director of Nursing or designee's SWC email address within three (3) business days of when the Notification of Disciplinary Decision was provided to the student.
2. The Senior Director of Nursing or designee will establish the appeals committee of no more than five members, which will convene within five (5) business days from the date that the notification to appeal was received. The committee shall include:
 - A. The Senior Director of NHOP or registered nurse designee, who is not directly involved in the matter.
 - B. The Assistant Director of the Nursing program or registered nurse designee who is not directly involved in the matter.
 - C. The Nursing & Health Occupations Department Chair or registered nurse designee who not directly involved in the matter.
 - D. A faculty member who is a registered nurse, teaching in another NHOP program who is not directly involved in the matter.
 - E. A faculty member who is a registered nurse currently serving on a Program committee who is not directly involved in the matter.

The student is expected to conduct themselves professionally, answer clarifying questions accurately and truthfully, and present any information they deem relevant to the matter.

Deliberation process

After making an appeal statement and when the committee has sufficient information to deliberate on the matter, the student will be excused from the meeting.

The members of the committee will review the written documents, student statements, and any factual documentation deemed relevant to the matter and deliberate.

A decision is determined by consensus of the committee members to either 1.) uphold the Program dismissal or 2.) reverse the Program dismissal. The committee's decision is communicated by the chair/co-chair of the appeals committee to the Senior Director of the Program or designee within one (1) business day from when the decision is finalized.

*In the case of a reversal of the dismissal, the rationale for reversal is provided in writing to the Senior Director of the Program or designee within one (1) business day from when the committee's decision is finalized.

The student receives written notification via SWC email, and a hardcopy is mailed to the address on file within five (5) business days from when the committee's decision is finalized.

A copy of the final decision document is made part of the student's record.

The decision of the appeals committee is final.

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. 017

Background: Distance education focuses on the design of pedagogy, technology and instructional systems for students who are not physically present in the same location as 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 214 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.

Evaluation of Learning and Expected Proficiency Policy

Revised: 4/2025

Reviewed: 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 018

Background: Nursing uses skills verification checklist and procedure guides to evaluate learning. Nursing Foundations, Maternal Nursing, Pediatrics Nursing, and Adult Nursing include nursing skills that may be demonstrated and evaluated in the nursing skills laboratory. Verification checklists and procedure guides are available for each of those skills. Students are encouraged to keep a copy of each Skills Verification Checklists to include in a professional portfolio. 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%) average on course examinations and in the total course points.
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: 4/2025

Reviewed: 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 019

POLICY: Students will maintain confidentiality and integrity regarding examinations/quizzes/diagnostic testing at all times. All violations of this policy are subject to disciplinary action.

1. Sharing any 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/quiz will receive a grade of zero (0) for that examination/quiz.
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. Hats or hooded sweatshirts/garments worn in the testing area must be taken off/down during the exam/quiz.
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 and submitted to the proctor prior to leaving the testing area.

****A special note about online exams and quizzes.** Regardless of whether a student takes an exam or quiz on campus or off-campus, the students is required to complete the exam/quiz individually, without assistance from any person, the internet, class notes, textbooks, or any other resource; unless specifically instructed otherwise by the nursing faculty.**

Southwestern College Nursing Program

Grading Policy: Theory

Revised: 5/2023, 8/2024

Reviewed: 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 020

Policy: The companion theory courses ADN 112, 113, 114, 115, 118, 119, 221 and 223 are evaluated by letter grades based on examinations and other assignments. 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 APIP 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 exam 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 their 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 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 will receive an evaluative letter 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. 021

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 of the semester in which the student is graduating. 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 (subject to change based on the college policy). 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. 022

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 for notifying the course faculty member and the Senior Director of Nursing. The student is also expected to keep the ADN faculty and Senior 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 medical disability leave 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 treating healthcare provider to allow the student to return to class or clinical.

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. 023

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 for providing 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 for keeping the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible for submitting 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, 08/2024

Reviewed: 11/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 024

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

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

Policy: A breach of the integrity, professional ethics, or personal responsibility is considered egregious and may include but is not limited to: lying, cheating, plagiarism, stealing, misrepresentation, failure to take accept the consequences of one's actions, intimidation or bullying, harassment, refusal to follow reasonable faculty/staff/administrator directions, demands for special attention and treatment, uncooperative behavior, unwillingness to talk about issues and concerns in respectful and cordial manner, excessive criticisms, rude, offensive, loud, or disruptive comments, offensive and abusive language.

Examples of Plagiarism:

- Verbatim copying without proper acknowledgement.
- Paraphrasing without proper acknowledgement.
- Putting together a "patchwork" paper from multiple sources, without proper acknowledgement of those sources.
- Unacknowledged appropriation of information or of someone else's ideas; or
- 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 before or during an examination or quiz.
- Allowing someone to copy from an examination, quiz, or paper/assignment 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 communication with the faculty, staff and administrator of the program when requested to do so.
- Failing to adhere to program deadlines.
- Failing to attend appointments/meetings with faculty, Program administration, staff or the Dean.
- Failing to adhere to recommendations on the APIP, CPIP, or Behavioral Corrective Action Plan.
- Failing to maintain the confidentiality and integrity of exams, quizzes, diagnostic testing.
- Sharing answers or any information related to any course quiz, exam, or ATI diagnostic assessments.
- Any violation of the Standards of Student Conduct (AP5500), the Nursing Student Code of Conduct, the Academic Integrity Policy (AP/BP4000).
- Ethical violations.
- Failing to maintain clinical compliance.
- Violations of any Program policy.

Southwestern College Nursing Program

Leave of Absence Policy

Revised: 5/2023

Reviewed: 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 025

Policy: Students in good academic standing may request a temporary leave of absence with the program director. A leave of absence may be taken for pregnancy, personal or family crisis, financial necessity, or other unplanned/unexpected reasons. Leaves are decided on an individual basis.

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 later to repeat the course(s), or complete the stipulated requirements.

Southwestern College Nursing Program

Pinning Ceremony Policy

Revised: 4/2023

Reviewed: 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 026

Background: A nursing pinning ceremony is a symbolic event that marks the transition of nursing students into the professional nursing community. While not a graduation ceremony, it holds significant emotional and professional importance.

The pinning ceremony is a rite of passage that:

- **Recognizes Achievement:** Acknowledges the hard work and dedication of nursing students.
- **Fosters Unity:** Creates a sense of community among new nurses.
- **Marks a Transition:** Signifies the shift from student to professional nurse.

For many nurses, the pinning ceremony is more personally meaningful than the graduation ceremony, as it connects them to the long-standing traditions of the nursing profession.

Policy: Graduates of the Nursing Program are encouraged to participate in the Pinning Ceremony. A pinning committee is established, and leaders are selected.

A nursing pinning committee is a student-led group responsible for planning and executing the nursing pinning ceremony. The committee generally undertakes several key tasks:

1. Leadership and Coordination

The committee is typically led by a Pinning Chair or Co-Chairs, often selected from the cohort's representatives. These leaders are responsible for:

- Establishing the committee's structure and assigning roles.
- Scheduling and leading planning meetings.
- Serving as the primary liaison between the committee, faculty advisors, and program administration.

2. Event Planning and Logistics

Committee members are responsible for organizing various aspects of the ceremony, such as:

- Selecting and coordinating with vendors for decorations, photography, and refreshments.
- Designing and distributing invitations and programs.
- Managing the event schedule and ensuring smooth transitions between ceremony segments.

3. Program Development

The committee collaborates to create a meaningful ceremony, which may include:

- Choosing a student speaker.
- Organizing symbolic rituals, such as the candle-lighting ceremony and the recitation of the Nightingale Pledge.
- Developing multimedia presentations, like a video documentary, to highlight graduates' journey

4. Compliance and Communication

The committee ensures that the ceremony adheres to institutional policies and procedures, including:

- Obtaining necessary approvals from the Department of Nursing and university administration.
- Ensuring compliance with safety regulations and use of approved vendors.

Conferral of the pins: All students will be pinned by the Senior Director of Nursing or the Assistant Director of Nursing in the absence of the Senior Director.

Attire: Students will wear their black graduation gowns or white lab coats and a nursing stole. Tasteful attire is expected 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: Funds to pay for the Pinning Ceremony, graduation gowns, hats, 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. Fundraising can occur at any time during the program. The faculty advisor in the 2nd year will assist with pinning and graduation planning. Unspent funds are transferred to a future cohort to utilize for pinning expenses only.

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

Advisors: The faculty advisors are responsible to submit a formal request to the Superintendent/President, District Executive Leadership, Governing Board members, guests or dignitaries to attend or speak at the event.

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. 027

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. 028

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 and to the nursing office. 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 from her health care provider to participate in the nursing program for both theory and clinical, specifying any limitations or restrictions.

The nursing program will work with students individually to determine the best course of action that preserves the students ability to return to the nursing program, if possible.

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. 029

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 any 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 Standards of Student Conduct (AP5500), violation of the academic integrity policy (AP4000), or unsafe clinical practice.
6. Dismissed due to behavioral issues.
7. More than 1-year absence from the nursing program.

Re-entry Application Deadline for a Fall Course re-entry is March 1st.

Re-entry Application Deadline for a Spring Course re-entry is October 1st.

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. 030

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: 4/2025

Reviewed: 5/2020, 2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 031

Policy: The student should not post anything on social media that is related to Southwestern College, the Nursing Program, the classes, the students, and/or the faculty, or patients. Students are not permitted to post anything related to SWC academic property (defined as PowerPoints, handouts, reading list, articles, exam information/questions/answers, anything posted on Canvas etc.), clinical placements, the facility, or patients. This includes smart phone texting apps, AllNurses.com, Facebook, X-formerly known as Twitter, email, LinkedIn, Instagram, What's App, or any other group texting/communication, 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.

A student who is found to possess or post any image(s) of the inside of a clinical setting or any person, patient, family, healthcare staff, or District employee is subject to immediate Program dismissal.

A HIPAA violation is subject to immediate program dismissal.

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. 032

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

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 033

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 are diagnosed with 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 untreated, 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 Program.

Any behavior by a student that is indicative of possible impairment due to alcohol or legal or illegal drugs/substances must be reported and recorded by faculty promptly. Should a student report to a clinical facility suspected of being "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 the student from the clinical area, or in extenuating circumstances, the student will be taken to the nearest hospital emergency room at their own expense.

A continued pattern of unsafe behavior will be grounds for dismissal from the Nursing Program. Students dismissed from the program after being identified as impaired must submit a statement from a recognized treatment program validating attendance and treatment prior to consideration for readmission. This statement must be signed by a licensed healthcare provider and 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. 034

Policy: Adult students are responsible for knowing what is expected and play an active role in their own learning.

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" with someone else's ideas but seek and learn on their own. Ultimately, the primary responsibility of students is to see that learning occurs. This requires the following:

Student Responsibilities

<ul style="list-style-type: none">• Knowing what is required	<ul style="list-style-type: none">• Participating in class discussions
<ul style="list-style-type: none">• Learning to be honest with oneself	<ul style="list-style-type: none">• Paying attention in class
<ul style="list-style-type: none">• Identifying and using ideas, strategies, and techniques that support learning	<ul style="list-style-type: none">• Turning in assignments according to APA
<ul style="list-style-type: none">• Avoiding over-commitment	<ul style="list-style-type: none">• Turning all work and assignments in on time, by the deadline
<ul style="list-style-type: none">• Establishing priorities that support learning	<ul style="list-style-type: none">• Seeing the instructor before or after class
<ul style="list-style-type: none">• Planning and goal setting	<ul style="list-style-type: none">• Attending classes and being on time
<ul style="list-style-type: none">• Following SWC student conduct policy	<ul style="list-style-type: none">• Displaying professional, ethical, responsible, respectful behavior

Instructor Responsibilities

<ul style="list-style-type: none">• To listen to you	<ul style="list-style-type: none">• To help you problem solve
<ul style="list-style-type: none">• To provide resources for academic success	<ul style="list-style-type: none">• To give you timely feedback
<ul style="list-style-type: none">• To be prepared and on-time for class	<ul style="list-style-type: none">• To provide resources to attain student learning outcomes
<ul style="list-style-type: none">• Displaying professional, ethical, responsible, respectful behavior	<ul style="list-style-type: none">• Establishing priorities that support learning

Southwestern College Nursing Program

Testing/Exam Policy

Revised: 4/2025

Reviewed: 5/2020, 2021, 2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 035

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 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 may be allowed to take a make-up test at faculty discretion.
- Second and successive offense: Student will receive a zero for the missed test.

Calculators may be used with calculation testing at faculty discretion. 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/watches 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 exams 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 accommodation 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 is 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

Harassment Policy

Revised: 5/2023

Reviewed: 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 036

Policy: The Nursing program faculty, staff, and administrator are in full support of the college prohibition of harassment and discrimination policy. The college 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. 037

"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 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 on the "Announcements" section on the Nursing Programs CANVAS site.

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

Explain 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. 038

Policy: A student in good academic standing and not earning a failing grade at the time of withdrawal from the nursing program may be reinstated, as vacancies become open, and upon submittal/approval of a re-entry application. *See the Readmission Policy

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

Students will not be accepted back into the program as a re-entry student if they have been out of the nursing program for more than a year. However, a student in good academic standing at the time of the withdrawal may be eligible to re-apply to start the program from first semester as per the admissions policy.



Clinical Information Policies and Procedures

Southwestern College Nursing Program

American Databank Complio

Revised: 4/2025

Reviewed: 5/2021, 5/2022, 5/23

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 039

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. It is the sole responsibility of the student to maintain clinical compliance.

Current, unexpired clinical compliance is required throughout the duration of the nursing program. Expired clinical compliance will prevent a student from attending clinical. Attending clinical while non-compliant will result in an unexcused absence and is a violation of the integrity, ethics, and personal responsibility policy. Each clinical day missed because of non-compliance will be recorded as an unexcused absence per the attendance policy and will result in disciplinary action. A student who knowingly attends clinical while non-compliant is subject to program dismissal. Any clinical time missed because of non-compliance cannot be made up and violates the attendance policy. Disciplinary action is initiated for any violation of this policy.

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 clear criminal background check, drug screen, and all required vaccines/immunizations, CPR, etc. 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 nursing programs/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 is required after an invitation for admission is received. Admission/attendance in the nursing program may be rescinded at any time for a flagged background check or drug screen.
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 of 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-testing is not allowed. The student is to ensure that the urine specimen is not diluted 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 but must be requested as soon as the issue is known.

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

No DILUTE URINE POLICY – the urine sample must have yellow color, it must be at least 98.6 degrees (or human body temperature when collected) or may be rejected as dilute. Healthcare facilities will not accept the student for clinical placement even if the specimen results in 'Negative Dilute'.

DO NOT DRINK EXCESSIVE AMOUNTS OF FLUIDS: Regardless of what the laboratory tells you, do not drink excessive fluids just prior to giving your urine sample. You have 3 hours to provide the sample so you'll need to wait at the lab until you can produce an adequate sample. You may sip small amounts of fluids while you are waiting in the lab – no more than 1 cup during the 3 hour period, or you risk a dilute sample.

Southwestern College Nursing Program

Attendance Policy: Clinical

Revised: 4/2025

Reviewed: 5/2022, 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 040

Policy: All excused clinical absences must be made up. Unexcused absences cannot be made up and jeopardize a student's ability to pass the course. A behavioral corrective action plan is initiated for unexcused absences.

Procedure: Excessive tardies and absences disrupt learning and restrict clinical practice opportunities. A student is expected to contact the instructor before the scheduled class session, clinical day, or skills/sim lab or as soon as reasonably possible, if they are going to be late or if they are unable to attend. Advance notice must be given to the faculty, skills, or simulation faculty, and/or facility unless directed otherwise by the instructor.

Failure to notify the faculty member before clinical constitutes a "no call/no show" unless there are extenuating circumstances preventing the notification.

In the event of an emergency or illness, 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 Discipline policy.

*See Attendance policy #4 for definitions/examples of excused and unexcused absences.

*See the Progressive Discipline tool for disciplinary actions.

Cardiopulmonary Resuscitation (CPR) Policy

Revised: 4/2025

Reviewed: 5/2021, 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 041

Policy: Students must be BLS CPR for Healthcare Provider certified while attending classes during the nursing program. It is the student's responsibility to renew the certificate and maintain its currency throughout the course of the program. An expired CPR certification constitutes a clinical non-compliance and results in an unexcused absence and is a violation of the integrity, ethics, and personal responsibility policy, subject to disciplinary action. A behavioral corrective action plan is initiated. 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. 042

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 student must pass the dosage calculation/medication administration exam before they can administer medications in the clinical setting. 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. It is the student's responsibility to always maintain Complio clinical Compliance while in clinical failure to do so is a violation of this policy and is subject to disciplinary action.

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 Plan.

A student who cannot be found at the clinical site, disappears from the unit, has an unexplained absence, or otherwise is not able to be located during clinical (excluding breaks and lunch), will receive a Behavioral Corrective Action Notice.

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 and is considered a HIPAA violation, subject to disciplinary action.

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. All of these situations constitute a HIPAA violation and is subject to disciplinary action.

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 potential harm to 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. 043

Policy: Professional behavior requires that the nursing student represents 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 per uniform policy, with a SWC student 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 based on 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. Each student individually must report to the faculty member and/or person in charge whenever leaving or returning to the clinical area.

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. 044

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 course's 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 students' competencies for the completion of each rotation.
- Benner's Novice to Expert- students must progress to level 3 successfully complete the clinical rotation.

The student performance will be evaluated by instructors 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. Students have achieved a satisfactory rating for all objectives from each clinical instructor. No remediation plan
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 objectives even with faculty or staff guidance. Students have not achieved the expected objective(s). A CPIP with a plan for remediation 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. *See Course progression policy.

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 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 the 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 through the 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 to provide safe, competent care. Preparation expectations are detailed in clinical course syllabus.

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, develop strategies 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 clients.
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 o 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's needs.
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 the effectiveness of 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

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 045

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 O 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, legal or ethical responsibilities, demonstrates incompetence or negligence.	Refuses to admit error; fails to complete assigned nursing responsibilities, cannot identify own legal responsibility in specific nursing situations. Behaves unethically.
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, being dishonest. .
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. 046

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 simulation period.
- 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 the student will incur 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 Saturdays from 0800-1600.

Simulation day procedures are as follows:

- 1) PLEASE LOG in and out of the 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 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 on 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: 4/2025

Reviewed: 5/2022, 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 047

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 for the first year and two (2) attempts for the second year, to pass the dosage calculation exam. If a student does not achieve a passing score, they fail the course.

The faculty members may use alternative standardized dosage calculation exams.

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

- ☐ ATI calculator may be used.
- ☐ Students must pass at 92% (1st year) & 96% (2nd year) to be successful in 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 until the maximum number of attempts is reached.
- ☐ Students who earn 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 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. 048

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. 049

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 your 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 of 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. 050

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. 051

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 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 it to Complio for clinical compliance.

Southwestern College Nursing Program

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

Revised:5/2023

Reviewed: 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 052

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 Notice is initiated to document and track performance and behavioral issues.

The student and faculty involved will meet to discuss the APIP, CPIP, and/or Behavioral Corrective Action Notice so that the student understands the performance and/or behavioral issue and what is expected going forward. 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.

Failure to participate in the process constitutes a breach of professional ethics and is subject to discipline including course failure and/or program dismissal according to the dismissal policy.

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. 053

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, students need to 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 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 are 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.
- 8) 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: 4/2025

Reviewed: 5/2022, 5/2023

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 054

Policy: A student must perform clinical skills safely and accurately in skills lab prior to performing the skills in clinical. Students' skills will be assessed each semester for accurate and safe performance. These clinical skills are listed in the ADN 112L, ADN 113L, ADN118L, ADN119L, ADN221L, ADN223L, ADN225 syllabi. Skills assessments are 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 7-8 weeks of the semester. 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 feedback 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 always remain with you 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. 055

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: 4/2025

Reviewed: 5/2022

Senior Director of Nursing & Health Occupations Programs

Nursing Program Faculty

Policy No. 056

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 program specific 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 Nursing Program. Certain clinical sites/units 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 scrub cargo pants, scrub skirt, or scrub dress.
- Black V-neck scrub top with/SWC School of Nursing logo (patch or embroidery) on the upper left shoulder.
- Black comfortable shoes (non-permeable and closed heels)
- White, black lab coat, black zip-up jacket (if needed). Hooded sweatshirts or jackets are not allowed.
- SWC patches may be purchased at the school bookstore on the Chula Vista campus 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.

Non-clinical or other Professional Dress 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, wear a washable black cardigan, zipped jacket, or white lab coat. (NO other colors are acceptable. 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 an 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 and/or Behavioral Corrective Action Notice.

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

- 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 secure.

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 Senior 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 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 is 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. Rady Children's requires that visible tattoos be deemed appropriate for the pediatric population. If you are assigned to attend Rady Children's for clinical, please see the Senior Director of Nursing to have your tattoos evaluated. Some facilities may have restrictive policies which must be followed and may prevent a student from attending clinical.



Resources

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

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
Compio 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
Compio 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
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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.

Southwestern College Nursing Program

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 \(swccd.edu\)](https://www.swccd.edu/academic-tutoring)

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 ensure 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)

Southwestern College Nursing Program
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. Refusing to sign the form indicates a lack of responsibility and accountability.

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 NOTIFICATION (BCAN)

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 clinical compliance.
- ☐ 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.
- ☐ Maintain clinical compliance.
- ☐ 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.
- ☐ Maintain clinical compliance.
- ☐ 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.
- ☐ Maintain clinical compliance.
- ☐ Other _____

VI. Other General Requirements or comments: _____

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. Refusing to sign the form indicates a lack of responsibility and accountability.

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 student's file.

IX. Progress Report

When a Behavioral Corrective Action Notice is initiated, the student and faculty will meet regularly to record progress. The Senior Director of Nursing may be consulted as needed.

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

X. 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 Nursing Foundations – 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

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 continued given Unsatisfactory/May or may not Pass
1	Novice	If at the end of any semester student who is 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.

Notes: 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.			
Diagnostic: (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.			

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 offense
Attendance policy as defined in the student handbook. <ul style="list-style-type: none"> Excused absences 3 tardies = unexcused absence. Progress to next level 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. <ul style="list-style-type: none"> Unexcused absence 3 tardies = unexcused absence 	Behavioral Corrective Action Plan	Course failure or program dismissal	
Classroom policy as defined in the student handbook. <ul style="list-style-type: none"> 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 – level 1. <ul style="list-style-type: none"> Violation of break or lunch policy Program cell phone policy. Others listed in the policy 	Verbal warning	CPIP	Behavioral Corrective Action Plan Notification
Clinical Policy as defined in the student handbook – level 2 <ul style="list-style-type: none"> HIPAA violation Attending clinical while clinically non-compliant. 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. Other behaviors listed in the policy 	Behavioral Corrective Action Plan Notification Course failure or program dismissal if egregious	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.
Unsafe, unprofessional, or unethical behavior as defined in the student handbook.	Behavioral Corrective		*Note: The clinical faculty have authority to dismiss a student from a clinical day for cause, harm caused to a patient,

<ul style="list-style-type: none"> Conduct that causes physical harm or actual/potential mental, emotional harm to the well-being of patients, families, caregivers, or facility personal. 	Action Plan Course failure or program dismissal if egregious		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.
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. <i>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.</i>	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.
Violation of the 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.

Southwestern College Nursing Program

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 Notification (BCAN) 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 October 1st for
 Spring semester and March 1st for the Fall semester.**

Re-entry is not guaranteed. Applications are reviewed and by the Re-entry Committee.

*****End of Handbook*****