Rio Hondo College

Health Science
&
Nursing Division

Student Handbook
2014

"This edition replaces all previous editions of The Student Handbook for the Health Science Division"

Table of Contents

HEALTH SCIENCE AND NURSING DIVISION MEMBERS 4
ORGANIZATIONAL CHART 5
CLINICAL FACILITIES 6

COMMITTEES 8
CURRICULUM COMMITTEE 9
ADMINISTRATIVE COMMITTEE 10
HEALTH SCIENCE & NURSING DIVISION 11

FORMS 11
PHOTOGRAPHY/VIDEO/FILM RELEASE 11
ACCOUNTABILITY FORM 12

PROGRAM POLICIES and PROCEDURES 13
ATTENDANCE PROCEDURE AND CLINICAL MAKE-UP PRODECURE 14
ACADEMIC INTEGRITY AND INTELLECTUAL PROPERTY 15
BACKGROUND CHECK PROCEDURE FOR NURSING STUDENTS 16
CLINICAL HEALTH AND SAFETY CLEARANCE PROCEDURE 17
PHYSICAL AND MENTAL QUALFICATIONS 18
FOR NURSING PRACTICE 18
STUDENT HEALTH RECORD AND CHECKLIST 19
PROCEDURE FOR DRUG TESTING 20
RELEASE FOR RANDOM DRUG TESTING 21
AT THE CLINICAL FACILITY 21
HEPATITIS B INFORMATION 22
PROCEDURE ON HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) 23
CONFIDENTIALITY ACKNOWLEDGMENT AND AGREEMENT 24
PROCEDURE FOR READMISSION 25
UNIFORM DRESS CODE 26
SEXUAL HARASSMENT 28
STUDENT-FACULTY COMMUNICATION PROCEDURE 29
PROCEDURE FOR IMPAIRED NURSING STUDENT 30
PROCEDURE FOR STUDENT INJURY IN THE CLINICAL AREA 31
MEDICATION ADMINISTRATION SUPERVISION PROCEDURE 32
CLINICAL EXPERIENCE PROCEDURE 35
EVALUATION PROCEDURE 37
PROCEDURE ON CREDIT BY EXAMINATION 39
TEST PROCEDURES 40
TEST FEEDBACK 40
GRIEVANCE PROCEDURE 41
UNAUTHORIZED VISITORS 42
SOCIAL/ELECTRONIC MEDIA PROFESSIONAL CONDUCT PROCEDURE 43
STUDENT SERVICES DIVISION OVERVIEW 44

SIMULATION CENTER PROCEDURES 46

SIMULATION CENTER PROCEDURE 47
REMEDIATION / CLINICAL MAKE-UP FORM 48

SKILLS CENTER PROCEDURES 49
SKILLS CENTER GUIDELINES 50
CLINICAL MAKE- UP PROCEDURE 51
ABSENCE and MAKEUP 52
DISPOSAL/RECYCLING OF IV EQUIPMENT 53
STUDENT MEDIA CHECK-OUT PROCEDURE 54
NEEDLE DISPOSAL PROCEDURE 55
SKILLS VALIDATION PROCEDURE 56
SKILLS EVALUATION 57

ADN NURSING PROGRAM 58
VALUES and GOALS 59
ADN PROGRAM PHILOSOPHY 60
PROGRAM OUTCOMES/TERMINAL OBJECTIVES 61

VOCATIONAL NURSING PROGRAM 77
PHILOSOPHY 78
PROGRAM OUTCOMES 79
TERMINAL OBJECTIVES 79
VN PROGRAM CURRICULUM OBJECTIVES 80
CONCEPTUAL FRAMEWORK – NURSING MEDICAL MODEL AND THE NURSING PROCESS 83
STUDENT REPRESENTATION 84
CARE PLAN 85
SKILLS EVALUATION 86
ERIKSON'S STAGES OF DEVELOPMENT 89
CLINICAL EVALUATION TOOL VN 061L 91
CLINICAL EVALUATION TOOL VN 071L 98
CLINICAL EVALUATION TOOL VN 072L 105
CLINICAL EVALUATION TOOL VN 081L 112
CLINICAL EVALUATION TOOL VN 082L 119

CNA/HHA/Acute CARE CNA TRAINING 126

PROGRAMS 126
PHILOSOPHY 127
CONCEPTUAL FRAMEWORK – NURSING MEDICAL MODEL AND THE NURSING PROCESS 128
ERIKSON'S STAGES OF DEVELOPMENT 129
CRITICAL ELEMENTS EVALUATION GUIDE 131
STUDENT REPRESENTATION 134
ATTENDANCE AND ABSENCE PROCEDURE 135
GRADING PROCEDURE 136
WEEKLY CLINICAL EVALUATION TOOL 137
CLINICAL FINAL EVALUATION 140
PRE-ADMISSION REQUIREMENTS 141
CNA SKILLS CHECK LIST 142
ACUTE CNA CARE SKILLS CHECK LIST 146
HOME HEALTH AIDE - SKILLS CHECK LIST 149

CURRICULUM GUIDES 152
ASSOCIATE DEGREE NURSING PROGRAM (RN) 153
GENERIC 153
HEALTH SCIENCE AND NURSING DIVISION 159
VOCATIONAL NURSING PROGRAM 159
LVN TO ADN 163
30 UNIT OPTION LVN TO RN 168
PSYCHIATRIC TECHNICIAN TO RN ASSOCIATE DEGREE NURSING 173
NURSING ASSISTANT PRE-CERTIFICATION TRAINING COURSE 178
CERTIFIED NURSE ASSISTANT ACUTE CARE TRAINING COURSE 182
HOME HEALTH AIDE TRAINING COURSE 186
APA 190
Format 190
APA Formatting and Style Guide 191
REFERENCE LIST EXAMPLES 194
Associate Degree Nursing Student Council Bylaws 195
ADNSC-RHC 195
BY-LAWS 196
California Student Nursing Association Rio Hondo College Chapter 201
BY-LAWS 202

Rio Hondo College

HEALTH SCIENCE AND NURSING DIVISION

Dean of Health Science
Connie Austin, MSN, MAEd, CNS, RN

Assistant Directors
Gail Biesemeyer, MSN, RN
Professor
Medical / Surgical, Psychiatric Nursing
Pamela Boyd, MSN, RN
Professor
Medical/Surgical

Health Sciences Program Staff and Full Time Faculty

Razvan Stoian, RN
Simulation Specialist
Carolyn Gonzales
Division Secretary
Diana Gutierrez
Senior Instructional Assistant
Carissa Bateman
Clerk Typist III

Katherin Brandt, MSN, RN
Associate Professor
Medical/Surgical/Gerontology/
Pediatrics Nursing

Shelly Ferrari, MSN, FNP, PHN, RN
Associate Professor
Pediatric/ Obstetrics/Women's Health
Psychiatric Nursing

Karen Gottlieb, Ed.D, MSN, RN, CCRN, CNE
Assistant Professor
Medical/Surgical/Gerontology/Psychiatric
Nursing

Kathleen Hannah, MSN, RN
Associate Professor
Medical/Surgical / Pediatric/
Gerontology Nursing

Shari Herzfeld, MN, RN
Professor
Medical/Surgical Nursing
Gerontology

Katherine Lopez, MSN, RN, PHN
Associate Professor Medical
Surgical/Gerontology Nursing

Patricia Luna, MSN, OCN, RN
Director CNA, Acute CNA and HHA
Programs, Associate Professor
Medical /Surgical/ Gerontology
Nursing

Gail Modyman, MSN, CCE, RN
Associate Professor
Medical/Surgical/ Pediatric
/Obstetrics/Women's Health

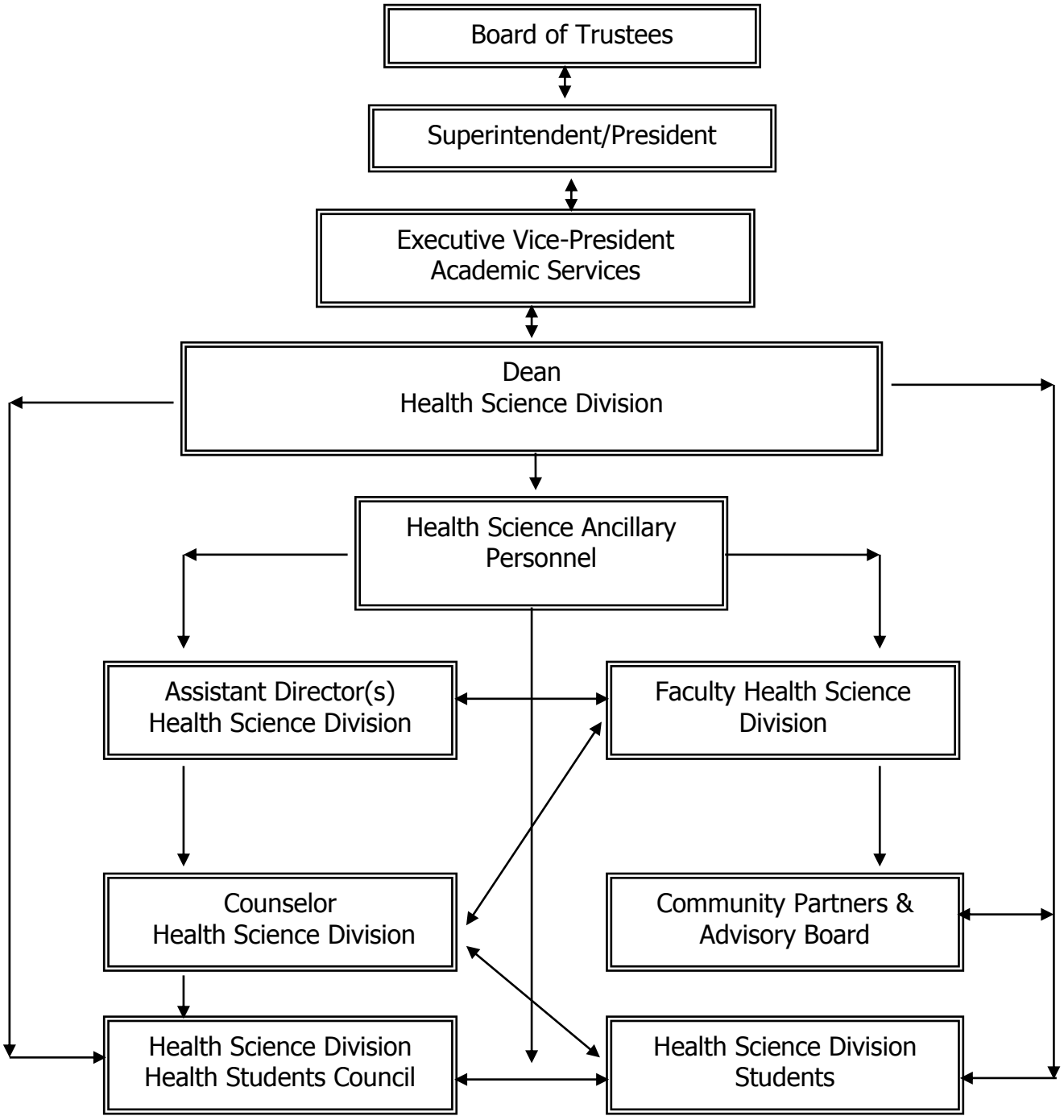
Amelia Ortiz, MSN, RN
Instructor
Medical/Surgical Nursing
Pediatric/Obstetrics/Women's Health

Catherine Page, MSN, WOCN, RN
Professor
Medical/Surgical Nursing
Gerontology

Suzanne Tang, APRN, PHN, MSN, FNP
Professor
Medical/Surgical Nursing
Pediatric Nursing

Updated 1/2014

Rio Hondo College
Health Science & Nursing Division
ORGANIZATIONAL CHART



Reviewed 1/12

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

CLINICAL FACILITIES

Anaheim Healthcare Center
501 South Beach Blvd.
Anaheim, CA 92804
(714) 816-0540

Beverly Hospital
309 West Beverly Blvd
Montebello, CA 90640
(323) 726-1222

Children's Hospital of Los Angeles
4650 Sunset Boulevard
Los Angeles, CA 90027
(323) 669-5962

Citrus Valley Health Partners
210 West San Bernardino Road
P.O. Box 6108
Covina, CA 91722

College Hospital
10802 College Place
Cerritos, CA 90701
(562) 924-9581

Downey Regional Medical Center
11500 Brookshire Avenue
P.O. Box 7010
Downey, CA 90241-7011
(562) 904-5000

El Encanto Healthcare & Habilitation Center
555 South Encanto Rd.
City of Industry, CA 91745
(626) 336-1274

Foothill Presbyterian Hospital
250 S. Grand Ave
Glendora, CA 91741

Greater El Monte Community Hospital
1700 Santa Anita
South El Monte, CA 91733
(562) 579-0000

Kaiser Permanente, Baldwin Park
1011 Baldwin Park Boulevard
Baldwin Park, CA 91706
(626) 851-1011

Kaiser Permanente, Downey
9333 Imperial Hwy.
Downey, CA 90242
(562) 657-9000

Methodist Hospital of Southern California
300 West Huntington Drive
Arcadia, CA 91007
(626) 445-4441

Park Regency
1770 West La Habra Blvd.
City of La Habra, CA 90631
(562) 691-8810

Posada at Whittier
8120 South Painter Ave
Whittier, CA 90602

Presbyterian Intercommunity Hospital Health
12401 E. Washington Boulevard
Whittier, CA 90606
(562) 698-0811

White Memorial Medical Center
1720 Ceasar Chavez Avenue
Los Angeles, CA 90033
(323) 268-5000

Whittier Hospital Medical Center
9080 Colima Road
Whittier, CA 90603
(562) 945-3561

Health Science and Nursing

Division

Committees

RIO HONDO COLLEGE
ASSOCIATE DEGREE NURSING

CURRICULUM COMMITTEE

MEMBERSHIP

Chairperson: To be selected at the first meeting of the academic year.

Members: The membership of the committee includes at least two students and faculty, as determined at the first general faculty meeting and by the Dean of Health Science Division.

TERM OF MEMBERSHIP

Student: One academic year.

Faculty: One academic year. Membership to be determined at the first faculty meeting of the year.

SCHEDULE OF MEETINGS

Monthly; at a time and place determined by the committee members.

FUNCTIONS

1. Curriculum development
2. Curriculum evaluation
3. Curriculum revision

AREAS OF CONCERN

1. Prerequisite and support courses
2. ADN 151 through ADN 254
3. Philosophy/Learning Objectives
4. Student Learning Resources (including Health Science Skills Center)

Approved 11/09

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

ADMINISTRATIVE COMMITTEE

MEMBERSHIP

Chairperson: To be selected at first meeting of the academic year

Members: The membership of the committee includes at least one student and faculty, as determined at the first general faculty meeting.

TERM OF MEMBERSHIP

Student: One academic year
Faculty: One academic year. Membership to be determined at the first ADN meeting of the year.

SCHEDULE OF MEETINGS

Monthly; at a time and place determined by the committee members.

FUNCTIONS

1. Development of procedures for new areas of concern
2. Evaluation of procedures
3. Revision of procedures

AREAS OF CONCENTRATION

A. Program Procedures

B. Simulation and Skill Center Procedures

C. ADN, VN and CNA Program Values, Philosophy, Outcomes and Conceptual Framework Models

Approved 11/09
Revised 4/12

HEALTH SCIENCE & NURSING DIVISION
RIO HONDO COLLEGE

FORMS

PHOTOGRAPHY/VIDEO/FILM RELEASE

*I hereby **grant** to Rio Hondo College the irrevocable and unrestricted right to use and publish photographs/videos/film of me, or in which I may be included, for College publications, electronic reproductions (web sites) and/or promotional materials or any other purpose and in any manner or medium. In addition, I grant my permission to alter the same without restriction; and to copyright the same. I hereby release the photographer/camera operator and Rio Hondo College from all claims and liability relating to said photographs/video/film.

(If subject is a minor, parent or legal guardian must sign.)

Printed Name: _____ Today's Date: _____

Signature: _____ Phone: _____

Address: _____ City: _____

State/Zip Code:_____

OR

I hereby **refuse** Rio Hondo College the irrevocable and unrestricted right to use and publish photographs/videos/film of me.

Printed Name: _____ Today's Date: _____

Signature: _____ Phone: _____

Address: _____

City _____ State/Zip Code:_____

Approved 3/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
STUDENT HANDBOOK

ACCOUNTABILITY FORM

I, _____, have read and am aware that I am responsible for
(Please print)

following all policies included in the Nursing Student Handbook.

_____ _____
Signature **Date**

Please Circle Program:

- **ADN Fundamentals**
- **ADN First Year**
- **ADN Second Year**
- **ADN Re-entry**
- **LVN Fundamentals**
- **LVN Re-entry**
- **CNA**
- **CNA Acute Care**
- **HHA**

Approved 03/13

Program

Policies and

Procedures

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

ATTENDANCE PROCEDURE AND CLINICAL MAKE-UP PRODECURE

The Attendance Procedure of the Health Sciences and Nursing Division falls within the guidelines of Rio Hondo College Attendance Policy. The Attendance Procedure as applied to students in the Health Science and Nursing Programs includes the following:

CLINIC

Clinical hours for ADN and VN students include assigned time in the patient care setting, clinical seminars, simulation, and clinical conference. All clinical hours missed shall be made up by meeting the clinical objectives. All hours must be made up one week prior to the completion of the course.
CNA students efer to your CNA manual policy.

Clinical absencers may no exceed 13% of the clinical hours of the course. Absences that exceed 13% will result in course failure. Additonally, if a student misses orientation day(s) to their clinical facility the student may not continue.

LECTURE

The faculty believes the student benefits from attendance at every class meeting. Absences will be handled on an individual basis based on the needs of the student. All absences must be cleared with instructors after returning to classes. After an absence, it is the responsibility of all students to check with their instructors about completion of all missed assignments.

PROCEDURE:

The student shall:

1. Develop a plan of objectives and a list of activities based on the clinical objectives, in collaboration with the clinical instructor. The plan shall be written on the Remediation/Clinical Make-Up Form.

2. For make-up skills in the lab, submit the approved form to the instructional assistant, simulation specialist or designated obsrever.

Approved 3/10
Revised 5/12
Revised 10/13

RIO HONDO COLLEGE
HEALTH SCIENCES & NURSING DIVISION

ACADEMIC INTEGRITY AND INTELLECTUAL PROPERTY

Cheating is defined as obtaining, or attempting to obtain, credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Helping someone commit an act of academic dishonesty is also considered cheating (Rio Hondo College Board Policy, Academic Integrity). Examples include, but are not limited to:

1. Unacceptable examination behavior: communicating with fellow students, copying material from another student's exam, allowing another student to copy from an exam, possessing or using unauthorized materials, or any behavior that defeats the intent of an exam.
2. Plagiarism, taking the work of another and offering it as one's own without giving credit to that source, whether that material is paraphrased or copied in verbatim or near verbatim form.
3. Unauthorized collaboration on a project, homework, or other assignment where an instructor expressly forbids such collaboration.
4. Documentary falsification, including forgery, altering of campus documents or records, tampering with grading procedures, fabricating lab assignments, or altering medical excuses.
5. Posting of or sharing any video, audio, or other electronic information without instructor's consent.

A student who cheats may be assigned an academic penalty grade at the discretion of the instructor of record. Consequences of cheating/plagiarism may include:

1. Receiving an 'F' in the course.
2. Receiving a zero on that assignment.
3. Be referred to the Dean of Student Support Services for further disciplinary action.
4. A penalized student will not be permitted to avoid the academic penalty grade by withdrawing from the course with a "W" grade, without consent of the instructor of record.

This information complies with the policy written in the Rio Hondo College Catalog and the Board Policy on Academic Integrity. The Health Sciences and Nursing Division observe all Rio Hondo College policies and procedures as detailed in the current Catalog and the Board Policy.

Approved 09/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

BACKGROUND CHECK PROCEDURE FOR NURSING STUDENTS

In adherence with the Joint Commission and community standards for healthcare providers, nursing students must have a clear criminal background check to participate in clinical courses. The following procedure has been developed for nursing students. The background check is not a requirement for admission to a nursing program but must be completed before placement in a clinical facility. The initial background check will satisfy this requirement for continuous enrollment in the nursing program. If the program enrollment is interrupted, a new background check will be required.

Background checks will minimally include the following:

Address (es) verification
Sex offender search
Minimum of two names (current legal and one other)
Three county searches
OIG search
Social Security number verification

If the check does not clear the student, the student's individual case will be assessed. The following will necessitate further evaluation prior to permitting clinical placement:

- Murder
- Felony assault
- Child or Elder abuse/neglect
- Domestic Violence
- Sexual offenses/sexual assault
- Felony possession and furnishing (without certificate of rehabilitation)
    - Drug and alcohol offenses (felony or misdemeanor without certificate of rehabilitation)
    - Felony theft
    - Class B and Class A misdemeanor theft
    - Felonies involving weapons and/or violent crimes
    - Fraud

The student is responsible for providing authorization/consent for the background check. Students may submit information for their background check at www.CertifiedBackground.com

All information will be held in strictest confidence. Results of the investigation will be forwarded to the Dean of Health Science and Nursing. If there is a question regarding eligibility, the dean will consult with two affiliate clinical sites through their Human Resources Department to establish student placement status. Final placement status will be determined by the Health Science and Nursing Division. If the student is found to be ineligible for clinical placement, the student will be unable to meet clinical objectives and will be withdrawn from the program.

Appeal Process: The student may appeal the decision of the Dean. A committee of two faculty members and the Dean of Health Science and Nursing Division will review the decision. If the decision is upheld, the student may appeal through the College Review Process (See the Student Handbook for the Grievance Procedure).

Approved 3/10

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

CLINICAL HEALTH AND SAFETY CLEARANCE PROCEDURE

All nursing students are required to comply with the Health Sciences and Nursing Division's health and safety procedure prior to the first day of clinical class in the health care facility. Students are responsible for providing photo copies of current records for the office. It is recommended that students maintain personal copies of all records and update records at the beginning of each semester. Students will NOT be admitted to the clinical setting until compliance has been documented. **If the student remains noncompliant with the health and safety procedure, the student may be dropped from the class for non-attendance. Faculty will not allow students who don't meet the health and safety criteria into the clinical setting. Re-entry students will be held accountable to the same standards prior to re-admission to the clinical areas.**

CPR- current American Heart Association card- Healthcare provider **(except CNA students)**
History & Physical
Hearing & Vision
Lab work – upon entrance and CBC (complete blood count) every 2 yrs

Students must supply proof of protection against common infectious diseases and evidence of no active Tuberculosis
Tetanus Diptheria- within 10 yrs of admission
MMR (Measles/Rubeola, Mumps, Rubella) 2 vaccinations or titer indicating immunity
Varicella – 2 vaccinations or titer indicating immunity
Hepatitis B – 3 injections, or titer indicating immunity, or waiver
2 StepTuberculosis skin test – if negative: yearly * if positive: proof of negative Chest X-ray every 2 yrs or documentation of INH therapy*

Final decisions regarding health clearance may be determined by the clinical site.

Should any medical condition occur or change, student must provide a medical provider clearance to Health Sciences and Nursing Division.

My signature verifies that I have read and understand the health and safety requirements for the nursing program and will comply while I am in the Rio Hondo Nursing program.

Student signature _____ Date _____

Approved 9/10
Revised 9/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PHYSICAL AND MENTAL QUALFICATIONS FOR NURSING PRACTICE

Please be advised that there are specific qualifications, abilities, knowledge, and skills required in professional practice. Typically, all nursing employees are expected to meet minimal physical and mental standards for employment as a nurse. Rio Hondo Community College (RHCC) Nursing Programs wish to inform prospective students of the general nature of such qualifications, although qualifications may vary among employers. Further, RHCC Nursing Programs wish to assist applicants in meeting all essential qualifications. Applicants should assess their own capabilities for nursing prior to entering the Nursing Program. Thus, the following are MINIMUM mental and physical qualifications required of students in the Nursing Program according to course objectives and the clinical site.

- Frequently work in a standing position and do frequent walking.
- Lift and transfer adult.
- Lift and transfer adult and child patients from a stooped position to an upright position in order to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to ten pounds of pressure to bleeding sites or while performing CPR using hands, wrists, and arms.
- Respond and react immediately to auditory instructions/requests, monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to an 13 hour clinical laboratory experience.
- Sufficient fine motor skills and eye-hand coordination to use small instruments and equipment.
- Discriminate between sharp/dull and hot/cold using your hands.
- Near visual acuity is required to assess patients; perform nursing tasks; work with technical equipment and monitors; and administer medications and IV therapy. Near visual acuity is required for close work on computer equipment, for preparation of reports, reading of all forms in the medical record, and completion of documentation.
- Flexibility of movement in regards to reaching, bending, and pivoting to work with patients and obtain supplies from cabinets and file drawers.
- Ability to walk up and down several flights of stairs.
- Visually read calibrated scales of one-hundredth increments in not more than a three-inch space.
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
- Comprehend verbal and written directions, and make appropriate notations.

Approved 10/09

Revision 9/2013

RIO HONDO COLLEGE HEALTH SCIENCE & NURSING

STUDENT HEALTH RECORD AND CHECKLIST

Student name	DOB Gender Male □ Female □
Address	Registered for Rio Hondo _____
Home Phone	Email Address
Cell Phone	Drug Screen Date_____ Background Check Date____

	Pre-program	1st semester	2nd semester	3rd semester	4th semester
Amer Heart Assoc CPR card Q 2 yr. Exp date____					
History & Physical					
Hearing & vision					
Lab work On admission CBC					
Diptheria/ Tetanus/Pertussis (w/in 10 yrs)					
Measles (rubeola) Immunizations or titer	Vac #1 ____ Vac #2____ Titer immune status _____				
Mumps Immunizations or titer	Vac #1 ____ Vac #2 ____ Titer immune status ____				
Rubella Immunizations or titer	Vac #1 ____ Vac #2 ____ Titer immune status ____				
Varicella Immunizations or titer	Vac #1 ___ Vac #2____ Titer immune status ____				
Hepatitis B Immunizations or titer	Vac #1 _____ Vac #2_____ Vac #3_____ Waiver _____ Titer _____				
Negative TB Within 12 months					
IF Positive TB CXR Every 2 yrs					
Positive TB INH Treatment dates					
Seasonal Influenza H1N1 Influenza (per facility)					

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PROCEDURE FOR DRUG TESTING

The Health Sciences and Nursing Division's hospital partners require students who care for patients in their agencies to undergo drug screening before they enter the program. The screening will be performed per pre admission qualification by Rio Hondo Health Sciences Nursing Division by a designated screening provider two weeks prior to the clinical experience.

The hospitals may also require random drug testing if there is a reason to believe drugs or alcohol may be impairing a student in the clinical unit. A release is required by the student to allow this random testing. The student will not be allowed to participate in clinical and will be dropped from the program if they do not comply with this policy.

Approved 4/10
Revised 9/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

RELEASE FOR RANDOM DRUG TESTING AT THE CLINICAL FACILITY

Per a hospital's request, any student may be requested to undergo a blood test, urinalysis, "Breathalyzer" test, or other diagnostic tests under the following circumstances:

1. Where there is reason to believe, in the opinion of the hospital and/or instructor, that a student:
    a. is under the influence of, or impaired by, alcohol or drugs (prescribed or non prescribed) while on hospital property or during clinical hours.
    b. has come to the hospital with a measurable quantity of drugs in blood or urine.

2. Where there is any unusual occurrence, which in the opinion of the hospital and/or instructor indicates a student's use of alcohol or drugs.

I give permission for random drug testing to be performed by designated screening provider in the above circumstances.

Print full name

_____

Signature

_____

Updated 9/13

Approved 4/10

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

HEPATITIS B INFORMATION

Viral hepatitis is a common disease caused by one of several viruses that attacks the liver. The Hepatitis B virus is found in virtually all body fluids and secretions. Health care workers, especially those who are exposed to or handle blood/body fluids, are at a significantly greater risk of contracting Hepatitis B than the general population due to mucous membrane exposure or needle stick punctures.

Most people recover completely from viral Hepatitis B, but the infection may incapacitate a person for several months during the acute phase. Approximately 1% of all cases progress to a life threatening liver disease.

From l0% to 15% of the cases develop chronic hepatitis. Usually the hepatitis persists for 6 months, but seldom progresses to serious liver disease. However, some with chronic active hepatitis may develop cirrhosis, or a form of liver cancer.

Because over half of all cases of Hepatitis B are sub-clinical and asymptomatic, the disease passes hidden risks to both the infectious persons and their contacts. Many asymptomatic patients can transmit the disease to others, as well as develop into chronic carriers themselves.

Clinical studies have shown that 85%-96% of people vaccinated with the Hepatitis B vaccine Recombivax, evidence immunity. Presently, there are no recommendations for boosters after the initial series of 3 injections.

Federal law requires that all students who have an occupational exposure to blood borne pathogens be offered the Hepatitis B vaccine. The law defines an occupational exposure as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Parenteral is defined as piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

What is involved in getting the vaccine?
The student must review the educational materials on the hepatitis virus and the hepatitis vaccine. After this review, you must sign a consent form or declination form. If you decide to have the vaccine, it will be given in a series of three injections. One injection is given initially and the others are given at one month and six months from the initial vaccination.

Is there any fee involved?
Yes. The vaccine may be administered at your private physician or at the Rio Hondo Student Health Center. At the Rio Hondo Student Health Services Office, the cost is approximately $35.00 per injection. You may contact the Student Health Services Office for more information

Approved 9/10

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PROCEDURE ON HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA)

In order to maintain the protection of health information that is utilized by students and faculty in the process of meeting the objectives for the Health Science Division, all students and faculty will be educated as to the policies and procedures governing HIPPA prior to any contact with patients, or their records, in the clinical setting. A confidentiality acknowledgement and agreement will be signed and maintained in each individual's personal file. Before initiating client contact, and/or care, each student and faculty will review the policies and procedures for HIPAA, as interpreted by that institution, and will abide by these guidelines.

Approved 4/10
Revised 9/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

Health Insurance Portability and Accountability Act

(HIPAA)
CONFIDENTIALITY ACKNOWLEDGMENT AND AGREEMENT

In the course of the provision of care for clients in any health care setting, students will abide by the following rules for handling client data, or any other information related to a client:

Client information will be viewed and/or accessed only when necessary to accomplish the objectives for that course of study.

Client information will not be shared, other than in the clinical setting, while in the provision of care, or in conference, under the guidance of the clinical instructor.

Client information will not be discussed in any public areas (i.e. such as the elevator or lunch room).

Client information will not be removed from the client's file, or duplicated for use outside of the clinical setting.

No client identifiers (i.e. name, social security number) will be included on any student paper work.

Students will abide by the institutional policies/procedures regarding client confidentiality where they are currently in clinical.

I hereby acknowledge:

Having viewed the HIPAA Information Overview Film and agree to and understand the rules as outlined above.

Student: _____

Date: _____

Instructor: _____

Approved 4/10
Revised 9/13

RIO HONDO COLLEGE HEALTH SCIENCE & NURSING DIVISION

PROCEDURE FOR READMISSION

Entry into a Health Science program indicates a commitment to successful completion of that program. Recognizing that unforeseen circumstances can arise which interfere with successful program progression, the Health Science and Nursing Division allows for one opportunity for readmission into a Health Science course after failure from any program course. Any student who fails two or more Health Science classes will be ineligible for readmission to any Health Science and Nursing program.

A student can withdraw from any Health Science course and be eligible for readmission without penalty pending space availability. Any student who withdraws twice from course will be **ineligible** for readmission. When a student withdraws or fails a Health Science course, they will follow this procedure for requesting readmission to the program. Readmission will be based on space availability. A student may not repeat the same course in a sixteen week semester. Any student deemed unsafe, as defined in the Evaluation Procedure, **will not** be eligible for readmission into any Health Science program.

When a student withdraws or fails a nursing course, they will schedule an exit interview with the Dean /Assistant Director. The student must request readmission in a letter addressed to the Dean of Health Science that includes the date and course from which the student withdrew or did not satisfactorily complete including the reason (s), and nursing and related activates pursued during the interim to promote their success. The letter must be on file in the Health Science office by October 1 for spring admission and March 1 for summer or fall admission.

If a student desires to be readmitted into a Health Science program, they are expected to maintain their eligibility. The student must:

1. Meet the current Curriculum Guide admission requirements for the program that they are requesting readmission to.
2. Maintain competence in all skills, including pharmacology math if applicable, that were part of the prerequisites to the course into which they desire re-admittance.
3. When a space becomes available, the student will supply documentation of Pre-Admission Requirements, demonstrate of skills and pass a pharmacology math quiz with 100% accuracy (if required) before the course that is being reentered begins.

Sometimes a space becomes available on very short notice. Refer to Skills Validation Procedure, Pre-Admission Requirements and current Curriculum Guide for more information. The student who desires readmission is encouraged to complete these requirements prior to receiving confirmation of an available space.

In the event that the number of applicants eligible for readmission exceeds the number of available positions in the requested course, the determination of who shall be admitted to the program will be determined by the Health Science Faculty based on a set of priorities which includes grades in nursing courses. If a space becomes available for readmission, the student will be given 5 working days to accept or refuse readmission. Once they accept readmission, they will waive any future readmission. If the student does not accept the readmission offer, they will be returned to the pool for potential readmission one more time. If readmission is offered a second time and they do not accept readmission the student will no longer be eligible for readmission.

Approved 11/10 Revised 12/14/2011

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

UNIFORM DRESS CODE

The purpose of this dress code is to have the student present a professional image, consistent with function and infection control standards. Adherence to this dress code is mandatory. All aspects of this dress code are to be followed whenever the student is in public prior to, during, and following the clinical experience where the uniform is required. Students not appropriately attired and groomed may be sent home from the clinical area without credit for the day.

1. **Personal grooming** - Clean hair, good oral hygiene, regular bathing, and freedom from body odor are expected standards of personal grooming.
   a. **Make-up** should be subdued, neatly applied, and worn in moderation.
   b. **Fragranced** products or perfumes are not allowed.
   c. **Hair** must be clean, neat, and off of the shoulders.
      i. Hair that is long enough to touch the top of the shoulders must be **put up** securely using bands or clips. All hair must be contained. Decorative ornaments are not to be worn.
      ii. Facial hair must be kept neat and well-trimmed.
      iii. No extreme styles or unnatural colors may be worn.
   d. **Fingernails** must be short (not extending beyond the ends of the fingers), rounded, and well groomed.
      i. No artificial nails (i.e. acrylic) or extenders.
      ii. If nail polish is worn, it must be a light, neutral color, in good repair without chips or cracks.
   e. **Jewelry** is limited to:
      i. Ring on one finger only.
      ii. One small (<5mm, ¼") pierced ear stud per ear.
      iii. Medic Alert emblem.
      iv. No other visible jewelry, ornaments, tattoos, or piercing are allowed. Personal or religious emblems may be kept in a pocket or secured to undergarments.

2. **Uniform** - The student may select any style of solid white uniform, including "scrub" style, which meets the following criteria:
   a. Short sleeved or ¾ sleeved tunic top and pants made of an opaque (non-see through) plain-woven material. "T-shirt" material, lace, sheer, or other such materials are not allowed. Pants should be long enough to touch the top of the shoe, but not so long as to touch the ground.
   b. Female students may also wear a uniform dress, or skirt minimum hemline length must reach the middle of the kneecap.
   c. Appropriate undergarments must be worn; undershirt for men, bra for women and slip under skirt or dress. No print, color, or pattern on the undergarments should show throughthe uniform. No part of the undergarments may be visible outside the uniform except solid white under sleeves which meet uniform requirements (white, no pattern, stretch knit cuff).
   d. The neckline of the uniform must be high enough to cover undergarments and/or cleavage.
   e. The uniform should fit properly; neither too loose nor too tight.

f. Uniform must be neat, clean, pressed, and free of body odor on a daily basis.
g. A jacket length **lab coat** made of a white, opaque, plain-woven material, with stretch knit cuffs may be worn over the uniform in the clinical setting.
h. **Shoes** will be mostly white, fully enclosed, leather, professional style, with a non-slip sole. Open back, sling-back, canvas, or open toed shoes are not permitted.
i. Solid white **socks** under pants, full length plain white or neutral stockings under skirts or dress will be worn.

3. **Accessories** - The following are considered part of the student uniform and must be carried/worn at all times.
   a. Standard Rio Hondo College unaltered **identification badge**, will be worn on the left upper chest of the uniform and be visible at all times.
   b. Watch with a second hand or digital seconds
   c. Stethoscope
   d. Pen light
   e. Black-ink pen
4. Additional requirements, or modifications, may apply to specialty areas or particular clinical affiliations. These will be considered part of the dress code for that course or affiliation.
5. When at a clinical facility on school related business, outside of class time, dress code is complete uniform as above

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Reviewed 10/11

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

SEXUAL HARASSMENT

Rio Hondo Community College is dedicated to fostering an open learning and working environment, which is free from sexual harassment. Sexual harassment is unacceptable behavior and will not be tolerated at Rio Hondo College.

DEFINITION

Sexual harassment is defined, by the victim as unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Rio Hondo College Board Policy 7160 College Procedure 5800, defines sexual harassment as “unacceptable conduct” which takes various forms. It can be deliberate, or repeated, unsolicited verbal comments, questions, or representations; or physical contact of sexual nature, which are unwelcome by the recipient. Sexual harassment can also take the form of making, or threatening to make, decisions affecting a student’s standing on the basis of an “acceptance or refusal of a request of sexual intimacy.”

The American Council on Education has stated, "Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get an "A" if a particular sexual favor is granted. Or, it can be consist or persistent, unwanted attempts to change a professional relationship into a personal one. Sexual harassment can range from inappropriate put-downs of individual persons, unwelcome sexual flirtations, to serious physical abuses, such as rape. It is coercive and threatening, it creates an atmosphere that is not conducive to teaching, learning, and working.”

Rio Hondo College Procedure 5800 provides for complaint resolution. There is an informal and, if need be, formal process available. In the informal process, you may maintain anonymity if you desire. If you wish to make a complaint, you will be asked to explain the problem, what you
have done about it, and what you would like the resolution to be. To find out more about the process, or to make a complaint, see the District Compliance Officer.

For any other forms of suspected harassment please see campus Student Grievance Procedure found under (**Grievance Procedure)**

Approved 10/10 Reviewed 10/11

RIO HONDO COLLEGE
HEALTH SCIENCE DIVISION

STUDENT-FACULTY COMMUNICATION PROCEDURE

The faculty is committed to promoting and maintaining ongoing communication between faculty and students. The faculty believes that open communication between faculty and students is essential to the development, implementation, and evaluation of the program. These objectives will be accomplished through student participation in the following program committees:

1. Program Meetings: All students are invited to attend program meetings. Student officers, or their designated representatives, report on input/concerns from Student Council and take information or requests from the program to the Student Council.
2. Faculty Committees: Administrative and Curriculum. Student representatives designated by the Student Council to serve for the semester are included in each committee. This provides a means for two-way communication between Student Council and the faculty. All committee meetings are open to any interested students. Students provide representation of the student body by providing input into the decision making process.
3. Elected Clinical Lab Representative: Representatives from each clinical group may meet as a group with the course faculty team to discuss the progression of the class in each course. Input will be sought on curriculum and any other issues of concern to the student and faculty.
4. The program's philosophy and policies shall be included in the student handbook.
5. Minutes of all faculty meetings and standing committees are available for review, if requested to the Dean, and are accessible to all students and faculty.
6. Role of Faculty in ADN Student Council and CSNA organizations: a faculty member will serve as an advisors to the ADN Student Council.
7. Contacting the Board any student has the right to contact the Board of Registered Nursing/Board of Vocational Nursing and Psychiatric Technician at their own discretion.
8. Student Grievance: It is recognized that the intensity, complexity, academic, and emotional rigors of the Associate Degree Nursing Program are stressful and may lead to student dissatisfaction. As an outlet for this, students who are experiencing such dissatisfaction may seek resolution to their problem through any or all of the following remedies:
   a. The student may choose to approach the problem in an informal basis and confer directly with the instructor.
   b. The student may refer the problem to a clinical lab representative to present the problem at the team meeting, or the student may represent himself or herself.
   c. If the problem is not resolved as a result of this action, the grieved student may proceed through the chain of command which includes:
      1. Dean of Health Science
      2. Vice President/Deputy Superintendent of Student and Academic Services
   d. The student may refer to the Rio Hondo College Grievance Procedure.

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PROCEDURE FOR IMPAIRED NURSING STUDENT

In the matter of nursing students impaired by alcoholism, drug abuse, emotional illness, and other known or unknown causes. The Rio Hondo College Health Science and Nursing Division Faculty recognize:

1. That these are diseases and should be treated as such.
2. That 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 themselves and potential danger to the patients in his/her care.
3. That nursing students who develop these diseases can be helped to recover.
4. That it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
5. That confidential handling of the diagnosis and treatment of these diseases is essential.

Therefore, the Rio Hondo College Health Science Division Faculty offers appropriate referral to the student impaired by these diseases. Resources available to all nursing students include, but are not limited to, the Student Health Services Office, school psychologist, and college physician. Community referrals are available in the department offices, or upon request.

Rio Hondo College Health Science and Nursing Division Faculty have the authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting. (Refer to the Rio Hondo College Board Policy Standards of Conduct and health Science Evaluation Procedure for drug testing, if needed)

Although it is outside of the Health Science Division scope of function to endorse or recommend a particular course of therapy, it is the policy of the Health Science Division to inform students of the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

All students, enrolled in the Rio Hondo College Health Science and Nursing Division, are required to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Health Science and Nursing Division considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

Approved 10/10
Reviewed 10/11

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PROCEDURE FOR STUDENT INJURY IN THE CLINICAL AREA

EMERGENCY: If emergency medical care is indicated**:**
The student is referred to the emergency services of the agency in which the injury occurred. If the emergency occurs in the community setting, call 911.

1. The clinical instructor reports the incident immediately to the Dean of Health Science
2. The clinical instructor reports the incident to the Human Resources Office at Rio Hondo College immediately; if after hours, as soon as it reopens.
3. The student and instructor obtain appropriate documentation forms from the Rio Hondo College Human Resources Office. The student and instructor submit the packet of forms provided by Human Resources, to the Human Resources Department at Rio Hondo College, with a copy to the Dean of Health Science, immediately following the incident.
4. The report shall be completed and returned to Human Resources office within 24 hours of the incident, or the next working day, as directed by Human Resources.

NON-EMERGENCY:
Utilize appropriate resources to meet first aid needs of affected student

1. The clinical instructor reports the incident immediately to the Dean of Health Science
2. Arrange alternative transportation if deemed necessary (family, friend, taxi)
3. The clinical instructor reports the incident to the Human Resources Office at Rio Hondo College immediately; if after hours, as soon as it reopens.
4. The student is referred to Rio Hondo College Human Resources to obtain the appropriate paperwork and referral to "Work Care" for treatment, unless otherwise specified. If the injury occurs after "Work Care" hours, the student is advised to seek treatment at "Work Care" during the next business day.
5. The student and instructor obtain appropriate documentation forms from the Rio Hondo College Human Resources Office. The student and instructor submit the packet of forms provided by Human Resources to the Human Resources Department at Rio Hondo College, with a copy to the Dean of Health Science, immediately following the incident.
6. The report shall be completed and returned to Human Resources office within 24 hours of the incident, or the next working day, as directed by Human Resources.

The instructor needs to use their best judgment in managing a situation involving student injury to meet the needs of the affected student without unnecessarily compromising the safety of other students and the patients under their care.

- Institutional procedure will also be followed.
- This procedure should be given to each clinical agency and nurse preceptor.
- It is suggested that each clinical instructor keep a current packet of forms with them.
- Work Care: M – F, 0800 – 1630, (562) 698-0811 x17504

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RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

MEDICATION ADMINISTRATION SUPERVISION PROCEDURE

Students will practice medication administration in compliance with current Joint Commission of Accreditation of Health Care Organizations National Patient Safety Requirements for Medication Administration, and the policies and procedures in effect in the clinical agency. Unless specified in this procedure, no medications will be administered in a course.

ADN 150: All medication administration in ADN 150 shall be under the direct supervision of the instructor.

1. Students must successfully pass skills competency and drug calculation tests prior to administering any medication.
2. The Instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered. The instructor shall verify that the student is checking the "10 Rights."
3. Medication administration shall include these routes: oral, intramuscular, subcutaneous, sublingual, topical, rectal, vaginal, ear, eye, transdermal, intradermal, inhalant, and through nasogastric or gastrostomy tube.
4. Students may superimpose IV solutions and change IV tubing via a peripheral line under the direct supervision of the instructor

ADN 155 & ADN 156: All medication administration in ADN 155 & 156 shall be under the direct supervision of the instructor.

1. Students must successfully pass skills competency and drug calculation tests prior to administering any medication.
2. The instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered. The instructor shall verify that the student is checking the "10 Rights."
3. Medication administration shall include these routes: oral, intramuscular, subcutaneous, sublingual, topical, rectal, vaginal, ear, eye, transdermal, intradermal, inhalant and through nasogastric or gastrostomy tube.
4. Students may superimpose IV solutions and change IV tubing under the direct supervision of the instructor.
5. The student may be permitted to administer IV piggyback medication via a peripheral line under the direct supervision of the instructor.
6. The student may flush an existing peripheral intermittent infusion device, per hospital policy and with direct supervision of the clinical instructor.

ADN 251: All medication administration in ADN 251 shall be under the direct supervision of the instructor.

1. The instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered.

2. When the instructor has determined that the student has demonstrated competency in medication administration by all routes, the student will verify the "10 Rights" with the clinical instructor and may then administer all medication, with the exception of intravenous

meds, to the patient independently. (The instructor shall observe the administration of all IV medication and IV fluids.)

3. The student may administer IVPB and IVP via peripheral line or a continuous infusion into a central line. The student may NOT administer medications directly into a central line.

4. Under special circumstances, determined by the instructor, the student may be permitted to administer medication by all routes, except IV, under the direct supervision of an RN approved by the instructor. (The student must obtain prior approval from the instructor before administering medication under supervision of a staff RN.)

ADN 252: The student will not administer medications in the hospital setting. Students may administer medication in the community health setting, under the direct supervision of the RN preceptor.

ADN 253:

1. The instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered.

2. When the instructor has determined that the student has demonstrated competency in medication administration by all routes, the student will verify the "10 Rights" with the clinical instructor and may then administer all medication, with the exception of intravenous meds, to the patient independently. (The instructor shall observe the administration of all IV medication and IV fluids.)

3. Under special circumstances, determined by the instructor, the student may be permitted to administer medication by all routes, with the exception of IV medication, under the direct supervision of an RN approval by the instructor. (The student must obtain prior approval from instructor, before administering medication under supervision of a staff RN.)
4. The student may be permitted to administer blood and blood components, under the direct supervision of the instructor, following theory presentation and the demonstration of skill competency.

ADN 254:

1. The student will be permitted to administer all medications independently, at the discretion of the RN preceptor, with the exception of IVP meds.

2. The student will be permitted to administer IVP medications, including heparin or saline lock flushes, under the direct supervision of the RN preceptor.

3. The student may administer blood and blood components under the direct supervision of the RN preceptor.

VN 71L: No Medication administration during VN 71L.

VN 72L: All medication administration in VN 72L shall be under the direct supervision of the instructor.

1. The instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered. The instructor shall verify that the student is checking the "10 Rights."

2. Medication administration shall include these routes, oral, intramuscular, subcutaneous, sublingual, topical, rectal, vaginal, ear and eye, transdermal, intradermal, inhalant and through nasogastric or gastrostomy tube.

VN 81L: All medication administration in VN 81L shall be under the direct supervision of the instructor.

1. The instructor shall review the medications and discuss the nursing considerations with the student before each medication is administered. The instructor shall verify that the student is checking the "10 Rights."

2. Medication administration shall include these routes, oral, intramuscular, subcutaneous, sublingual, topical, rectal, vaginal, ear and eye, transdermal, intradermal, inhalant and through nasogastric or gastrostomy tube.

3. No medications may be given by a student to a laboring patient.

VN 82L:

1. The instructor shall review the medications and discuss the nursing consideration with the student before each medication is administered. The instructor shall verify that the student is checking the "10 Rights."

2. With the exception of injectable medications, the instructor may elect not to witness the medication administration to the patient if the student has been consistently satisfactory and safe beforehand.

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Revision 11/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

CLINICAL EXPERIENCE PROCEDURE

I. Use of Clinical Time

A. The clinical experience will begin and end at times specified in the class schedule.

B. The "class hour" in the clinic is defined as sixty minutes.

C. Break time will be established at the initial team meeting for the course based on the following criteria: hospital policy, level of student, and nature of the assignment.

D. Break time cannot be accumulated to change the start or end of clinical times.

E. Students must sign out and in with clinical instructor when leaving facility at any time during scheduled clinical hours.

II. Clinical conferences with students:

A. Clinical conference schedules are determined at the course team meetings. Conferences may be held on campus or within the hospital setting.

B. Use of an available conference room will be scheduled by mutual agreement of the instructor and institution.

C. Topics, objectives, and teaching plans appropriate for clinical conferences will be chosen to reinforce theory content, by the lecturer and clinical instructors at team meetings.

1. Pre-conference time is designed to allow for discussion of preplanning of patient care.
2. Post-conference provides time to discuss implementation of the nursing process in caring for patients as well as designated clinical conference topics identified by the team.

D. Clinical seminars may be scheduled on campus, hospital setting or online as part of clinical experience as specified by the program. All seminars must be attended. Absences from seminar must be made up since they are part of required clinical time.

III. Teacher expectations of students in the clinical areas.

A. Patient assignments.

1. The student will be responsible for the planned care and use suitable resources in effecting and implementing the care.
2. The student shall be responsible to let the instructor know if he or she is not prepared for all or part of the assignment, to maintain patient safety.
3. The student is responsible for achieving the clinical objectives of the course. The student is responsible for seeking guidance and assistance to achieve the stated clinical objectives.
4. The instructor must be consulted before any invasive procedure is performed. For medications/IVs, refer to the Rio Hondo College Health Science and Nursing Division Procedure on Supervision of Medication Administration.

IV. Guidelines for students making patient assignments on the clinical unit.

1. Students may be required to select appropriate patients to meet the weekly clinical objectives as well as their needs for clinical experiences. Weekly clinical objectives are described in the syllabus and relate to the theory topic.

2. The student shall make the assignment in adequate time for planning care prior to giving care. To assure that safe care is provided for the patient, students may be prohibited from administering care if planning is not thorough, as determined by the clinical instructor. The student is responsible for reviewing the pathophysiology of the disease process and developing a preplanning tool with anticipated nursing diagnoses and interventions. The clinical instructor will review the preplanning tool prior to the student initiating patient care. The selection may be made the day prior to the student's clinical day or early in the day of the assignment, but preplanning must be completed before pre-conference begins.

3. When visiting clinical sites outside of the scheduled clinical hours, the student must dress as specified in the Health Science and Nursing Division Dress Code. It is essential for the student to wear an appropriate badge(s). Students should identify themselves to the charge nurse on the unit and identify the purpose for the visit. Assignments should not be made during the period of time from one hour before to one hour after change of shift. Students should also be sensitive to the activity level on the unit and may need to wait to make assignments until the patient's medical information is available.

4. Based on the weekly clinical objectives, the student should choose a patient by reviewing the patient's medical information. Student shall not enter patient's room or interact with patient in any manner except during assigned clinical hours. Once a patient is selected the student shall write his or her name, the patient's initials, and room number on the approved Rio Hondo College Health Science and Nursing Division assignment sheet. The student should thoroughly review the patient medical information. A student who is unfamiliar with nursing interventions, medications or lab studies must review this material as part of the preparation for caring for the patient.

5. Based on HIPPA policy the student shall not print, copy, or otherwise reproduce patient information from patient's medical record, chart or computer generated documentation. No patient identifiers may leave the clinical setting.

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RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

EVALUATION PROCEDURE

The nursing program consists of a theory component and concurrent clinical components. Specific assignments and tests may vary from course to course. Criteria for evaluation of each course will be provided in writing to students in the course.

Students are expected to attend all meetings of each course in which they are enrolled. Absences will be handled according to college policy, as written in the Rio Hondo College Catalog, Policy on Academic Requirements and the Health Science Division Attendance Procedure.

CLINICAL EVALUATION

Evaluation of students in the clinical setting is performed by the clinical instructor, based on clinical objectives. Clinical instructors will evaluate student progress in a variety of ways, including planned and incidental observation.

The instructor provides feedback on the student's progress by completing the evaluation tool. The student is required to complete the self-evaluation. This process provides the student with an opportunity to review his or her own experiences in order to identify strengths and weaknesses in their clinical performance.

At the end of each clinical experience, the student and instructor complete the final evaluation forms. The student shall demonstrate a satisfactory level of competence for all clinical objectives in order to receive a passing grade for the course.

UNSAFE PRACTICE IN CLINICAL AREA

When a student is identified to be unsafe by the clinical instructor, the student and instructor will meet to discuss areas of unsafe behavior. Unsafe behavior is that which places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means the student creates an environment of anxiety, distress, or uneasiness for the client or family. Unsafe behavior may be a single occurrence of a very serious nature or may be a pattern of behavior involving unacceptable risk. Students who are deemed unsafe by the clinical instructor or health care facility will not be permitted to administer care to patients in the clinical setting. If the student fails clinical because of unsafe practice, the student will not be eligible for readmission into the ADN or VN programs.

UNABLE TO MEET CLINICAL OBJECTIVES:

If a student is deemed by the instructor as unable to participate in the clinical activities, they will not be permitted to administer care to patients, or remain in the clinical setting. Behavior may be a single occurrence of a very serious nature or a pattern of behavior involving unacceptable risk. The instructor may give the student an alternative assignment or the student may make up the objectives according to the Health Science Division Attendance Procedure

THEORY EVALUATION

All students are expected to take the examinations as scheduled. Make up examinations must be scheduled with the instructor. Students, who take the examination after the scheduled time, will be granted a score no higher than 75%. The student must pass the theory examinations with an average of 75%, before points for special projects will be included in the final grade calculation.

Extra Credit will be congruent with the course objectives, stated in the course syllabus and awarded at the discretion of the lead instructor. APA formatting will be evaluated per assignment at 5% for the first year ADN student and 10% for the second year ADN student. For courses where a single grade is given for clinical and theory, an unsatisfactory in clinical will result in a grade of 'F', regardless of the theory grade.

GRADING SCALE FOR THEORY COURSE

A = 90 - 100%	***D=70-74%**
B = 83 - 89%	***F = 0 - 69%**
C= 75-82%	

*Unacceptable for all courses in the nursing major. See the college catalog for courses in the nursing major.

Approved 11/09

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

PROCEDURE ON CREDIT BY EXAMINATION

The Nursing Program, in accordance with the Credit by Examination Policy of Rio Hondo College, will grant appropriate semester unit credit to any student who is currently enrolled at Rio Hondo College and successfully passes an examination administered by the Nursing faculty. Credit by examination will provide an opportunity for students to demonstrate proficiency in a subject area for knowledge in a non-accredited institution of higher education. Any course in the Health Science curriculum may be challenged. Students shall be given course credit, to a limit of 12 Rio Hondo College units, upon the successful completion of examination (s). Each course may be challenged only once. Grading practices shall parallel criteria for course work based on the Nursing grading policy. Theory and clinical testing are based on the course objectives. Students who successfully pass the examination will be assigned the appropriate grade (A through C). Units and grade points earned shall be counted toward the Health Science requirements. Students who do not achieve a grade of 'C' or better will be required to take the course.

The following procedures govern the granting of credit by examination:

1. Student should obtain the Petition for Credit by Examination from the Office of Admissions and Records.
2. The petition should be completed by the student and processed by the Office of Admissions and Records.
3. Students shall be responsible for contacting the Health Science Dean to discuss the procedure for completing the required examination(s).
4. The Health Science Dean shall refer the student to a faculty member who shall schedule and administer the examination(s).
5. The assigned faculty member will assist the student by directing him or her to obtain the syllabus from the bookstore. The syllabus contains the course outline, objectives, bibliography, and textbook list. The student will be informed of the style and format of the theory examination. The student challenging the clinical component of a course will be expected to demonstrate competence in nursing skills identified as congruent with the theory of the course being challenged.
6. The faculty member shall forward the results of the examination to the Office of Admissions and Records, if the challenge is successful.
7. The Office of Admissions and Records shall post the grade in the student's record.
8. The results of the challenge examination will be reported to the Office of Admissions and Records in accordance with the college policy by the end of the semester for posting on the student's transcript.
9. The examination will not be given to any student who has previously received a letter grade in the course being challenged.

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Reviewed 2/11

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

TEST PROCEDURES

1. Students are expected to attend all meetings of each course in which they are enrolled. All students are expected to be present for all quizzes, exams, and the final exam at the scheduled time for the course.
2. No exam is to be given prior to the scheduled test time for the course except at the discretion of the instructor.
3. If the student is unable to take the written exam at the scheduled time, makeup exams must be taken within 7 – 10 days and can only be awarded 75% of possible points. The student is responsible to make these arrangements with the instructor.
4. The student must earn 75% of possible total points on theory examinations. If the total points are over 75%, the points from any other project will be added for calculation of the final grade. The final grade percentage must be over 75% of the total points to earn a passing grade of "C".

TEST FEEDBACK

Test feedback is one of many ways of learning and serves as a source of formative evaluation for students. The purpose is to provide feedback to students in regard to items missed or answered correctly, and also should highlight concepts that were apparently not well understood by students.

1. Test feedback may be provided to students after each exam. It will be at faculty's discretion to have either an individual, group, or lecture concept test review. The time and place will be announced or posted by faculty; however, there will be no test review one week prior to final examination for any course.
2. Students will not write notes, use tape recorders, or have any electronic device present during test review (feedback) sessions. All belongings must be placed at the front or back of the room prior to the review session. The instructor may make additional measurements to ensure the examinations' security.
3. A suggested format for students who question or disagree with a test item is for the faculty to ask the student to turn in their question or issue with the item at the end of test review. Student is to cite location in the course text book supporting their answer and state their rational. Faculty will respond in writing to the question in a timely manner, but not in the immediate review setting.
4. Students wishing to review their test in more detail may make an appointment with the theory instructor. Test review timeframes may also be limited at the instructors' discretion.
5. Testing material may be available to students at the instructor's discretion.

Approved: 5/09
Approved 4/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

GRIEVANCE PROCEDURE

The Health Science Division faculty and staff recommend that students first address issues of concern related to their nursing education by using the following process:

1. Most problems can be addressed at its origin and it is suggested that the student meet with his/her instructor, as often as needed, for satisfaction/solution when any problem or concern arises.

2. If problem is unresolved through communication with the instructor, the student may make an appointment to discuss the issue with the Dean of Health Science.

3. If the student finds no satisfaction through the above avenues, the student may discuss the issues with the Executive Vice President of the college.

The Health Science Division follows Rio Hondo College Board Policy, as reflected in the Rio Hondo College Catalog.

A student with concerns about the educational program that are not resolved by the grievance procedure may contact/communicate with the Board of Vocational Nursing and Psychiatric Technicians or the Board of Registered Nursing.

Student Grievance Procedure
Students who have a grievance against any faculty or staff member may request a hearing by the College Review Board. A grievance is an alleged wrongful act by a Rio Hondo College staff or faculty member, which has an adverse effect upon a student's academic or personal status at Rio Hondo College.

The Review Board is composed of three members of the full-time faculty, three members of the student body and one member of the administrative staff. Students may petition for a hearing before the College Review Board by filing a "request for hearing" form. Forms are located in the office of the Dean of Student Support Services. Inquiries regarding the filing of grievances, questions about the process, or receipt of a copy of the College grievance procedure may be directed to the Dean of Student Support Services. The recommendation of the College Review Board is advisory to the Superintendent/President of the College.

Approved: 5/09

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

UNAUTHORIZED VISITORS

Consistent with the Rio Hondo College Auditing Policy, students are not permitted to audit courses and may not attend a class in which they are not officially enrolled. In adhering to the intent of the policy, Health Science classes, Simulation Center and Skills Lab are open to enrolled students only. This prohibits children or other unauthorized visitors.

Approved 11/09
Revised 3/11

Rio Hondo College Health Science and Nursing Division

SOCIAL/ELECTRONIC MEDIA PROFESSIONAL CONDUCT PROCEDURE

Many students use various forms of social/electronic media, including but not limited to; wikis, blog, list serves, websites, Face book, MySpace and Twitter. There are benefits to using the social/electronic media in the nursing profession; however it must be used correctly. Regardless of where or when they use these forms of social/electronic media, students are fully responsible for the content they post or promote.

Guidelines for use of social/electronic media:

Students are not to use the Rio Hondo College images (logo, roadrunner, etc) as they are trademarked and can only be used for official or authorized purposes.

1) Students may record lectures for personal use only with the permission of the faculty. Everyone present must understand and agree that they are being recorded/filmed/photographed. It is understood if he/she does not want to be recorded, they must request to have recordings turned off.
2) No course content may be placed or distributed on any form of electronic media. No tape recording, videotaping or camera/cell phone photos are allowed in the clinical lab.
3) Student records at Rio Hondo College are protected under the FERPA law. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Rio Hondo Health Science Division protects student rights under FERPA and protects patient rights under HIPPA.
4) Any material posted must have permission from the Dean and reflect positively on the students, the Health Science Division, the college, faculty or staff.
5) The student must be aware that to send to a small group any items through any kind of social/electronic media, a larger group may have access to your content.
6) The student must be aware for any postings and any consequences that follow.
7) Potential employers may use social/electronic media to evaluate potential applicants. Offensive, distasteful or immature postings may limit your job opportunities.
8) Any use of social/electronic media must be consistent with the Standards of Nursing Practice, ethical, legal and confidential guidelines.

Print name _____

Sign name _____

Approved 3/13

Rio Hondo College

STUDENT SERVICES DIVISION OVERVIEW

Admissions and Records (SS120) The Office of Admissions and Records is responsible for the maintenance of the educational records at RHC. This includes transcripts, academic records and grade reports. This office is also responsible for processing requests for transcripts, enrollment/degree verifications, graduation, name changes, address changes, residency, admission and registration. For more information call (562)-908-3415 or go to *www.riohondo.edu/admissions/*

Assessment (LR141) By taking the Assessment test the college can help you to identify the appropriate English, reading, and math class placement level to enhance your success in college. The test is basic skill class placement test, not a pass or fail test. The scores of these tests will be used to help place you in appropriate classes. There is also an English-as-a-second language (ESL) version of the test for students whose primary language is not English. For more information go to *www.riohondo.edu/admissions/assessment*

CalWORKs Program (SS220) assists (TANF) students with employment training and skills, California Work Opportunity and Responsibility for Kids is the State of California's welfare-to-work program for families and children. It provides student/ parents who are receiving cash/aid/temporary aid for needy families (TANF) with education, training, and employment skills to become successfully employed. CALWORKs offers counseling, temporary Child Care assistance, Work-Study and Job Search Assistance. Call (562) 463-7311 for more information or go to *http://www.riohondo.edu/calworks/*

CARE (SS240) assists single parents. The Cooperative Agencies Resources for Education (CARE) is a program for single parents who are head of household, receive TANF Assistance, and have at least one child under the age of 13. Eligible students can receive assistance with purchasing books, buying college supplies, special counseling and the support of a single parent club. Call (562) 908-3423 for more information or go to *http://www.riohondo.edu/students/eops/care.htm*

Career Development Center (SS250) The Career Development Center provides career-life planning programs, internships and job placement information. The purpose of the career development center is to help students clarify life and educational goals, choose a major, decide on a career goal, and improve career decision-making skills. The services in the center include career related workshops, career counseling, and career interest testing and interpretation. Internet research and a career library are also available to students in the Career Development Center. Call (562) 908-3407 for more information or go to *http://www.riohondo.edu/students/careercenter/*

Counseling (SS160) Assists students with their academic and career goals by offering counseling classes, orientations, assistance with educational plans, choosing a major, graduation requirements and transfer requirements. Our counselors are dedicated professionals who are more than willing to address concerns either online or on-campus. Students who regularly meet with a counselor are far more successful in college than those who do not. Call (562) 908-3410 for more information or go to *http://www.riohondo.edu/students/counseling/*

Disabled Students Program & Services (SS330) The College offers support services for students who have disabilities through the DSP & S department. Resource rooms and specialized staff are available to assist students who have Americans with Disabilities Act (ADA) verifiable disabilities. Program components include services for people who have learning disabilities or who are physically, psychologically, visually or hearing impaired. The program also serves individuals who have acquired brain injuries, developmental delays and other types of disabilities that cause educational limitations requiring academic accommodations. For more information, please call (562) 908-3420 or go to *http://www.riohondo.edu/dsps/index.htm*

Educational Partnerships (SS307) The Office of Educational Partnerships at Rio Hondo College through collaboration with local K-12, University, and Community Partners creates college access and ensures preparation for all students while fostering a sustainable college-going culture within schools, families, and the community as a whole. For more information, please call (562) 463-4693 or go to *http://www.riohondo.edu/edpartnerships/*

EOPS (SS240) The Extended Opportunity Program & Services (EOPS) identifies and recruits economically and educationally disadvantaged students and assists them with academic support services in order to enhance college success, transfer to four-year colleges, and transition to the workplace. EOPS personnel

provide counseling/educational advisement, tutoring, transfer assistance, partial book vouchers and academic achievement grants. For more information, please call (562) 908-3423 or go to *http://www.riohondo.edu/students/eops/*

Financial Aid (SS130) Reaching every student by helping them achieve their educational goals and academic success is our priority by assisting you with your financial needs. All students are encouraged to apply for financial aid even if they don't think they qualify. Financial Aid is designed to be used as a supplemental income for educational expenses and may not cover total expenses. Rio Hondo College participates in most Federal and State financial aid programs. For more information, please call (562) 908-3411 or go to *http://www.riohondo.edu/students/financialaid/*

Outreach (SS140) is committed to raising educational awareness of Rio Hondo College's unique opportunities and high quality instruction to potential students, their families and the community. We facilitate the matriculation of students to the college. This is accomplished through deliberate programs and services that are designed to demystify and simplify the process by which a student enrolls and begins taking classes. For more information, please call (562) 463-4693 or go to http://www.riohondo.edu/students/highschool/

Puente Program (SS240) is a collaboration between the departments of Counseling and Communication and is designed to enhance student completion of transfer English and increase student transfer to four year colleges and universities. Students participate in special counseling, receive unique instruction and are assigned to work with a personal mentor. Contact Jose Rodriquez in the EOPS office at 562-463-7297.

Student Life & Leadership (SU204) Rio Hondo College has a rich tradition of establishing opportunities for students to become involved in activities on the college campus. Our college Student Life & Leadership program strives to facilitate student interaction and places a high value on multicultural student involvement. It includes the Associated Student Body and Interclub Council offices are housed in the 2nd floor of the Student Union. For further information on Student Life & Leadership please call (562) 908-3427.

Student Affairs (SS204) is responsible for addressing and resolving student conduct issues. They can be reached at (562) 908-3498.

Student Health Services (SS230) College students receive a variety of health services from the college supported by the health fee. Services include first aid and medical care due to illness or accidents, immunizations, women's' health clinic, limited laboratory testing, physical examinations, vision and hearing testing, and more. In addition, Psychological Services such as personal problem counseling, emergency referral, and stress management training are available. Most services are free and some have a minimal charge. Call (562) 908-3438 for more information or go to *http://www.riohondo.edu/students/health_services/*

Transfer Center (SS250) The Transfer Center assists students to identify 4 year universities they are interested in attending and help them make a smooth transition to that college or university. Some of the center's specific functions include transfer information workshops, annual transfer information days, college/university fairs, university tours, application workshops, sponsoring regular Rio Hondo College visits from university and four year college representatives, and going to college classrooms to discuss with students transfer services and options available to them. Call (562) 463-4619 for more information or go to *http://www.riohondo.edu/students/transfercenter/*

TRIO (Student Support Services and Upward Bound) (SS350) The Student Support Services (SSS) is a federally funded TRIO program designed to assist income eligible students to achieve college success by providing free tutoring, academic advising, economic stipend assistance and university transfer information and visitations. Upward Bound (UB) is a six week program is offered during July and August. Students may earn college credit, take enrichment classes, participate in field trips, receive tutoring, educational advisement, lunch, and may receive a cash stipend. During the academic year there are opportunities for after school tutoring, Saturday academy, field trips and college/career advising. For more information please, call (562) 463-3216 or go to *http://www.riohondo.edu/trio/*

Veterans Service Center (SS150) The Veterans Service Center acts as a liaison between veteran students (or dependents) and the Department of Veterans Affairs. The VSC assists with forms, claims processing and to ensure that VA regulations are complied with for educational benefits. The VSC is also an informational center to assist you with any questions you may have regarding your veterans educational benefits at Rio Hondo College. For more information please, call (562) 463-3370 or go to *http://www.riohondo.edu/vsc/*

Updated 1/24/12

SIMULATION

CENTER

PROCEDURES

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

SIMULATION CENTER PROCEDURE

The purpose of this procedure is to delineate the use of the Simulation Center for application of nursing theory. The Simulation Center allows the student to apply critical thinking skills in a simulated clinical experience. The Skills Lab is available for practicing basic skills and provides access to various media. Students are expected to prepare for a simulated clinical experience by reviewing relevant theory and skills in advance.

Simulation Center services available are:

- Implementation of course curriculum – in collaboration with faculty team leader(s) and Simulation Specialist.
- Augmentation of any course or clinical section - in collaboration with faculty and Simulation Specialist.
- Student access for the purposes of supplementation, remediation and/or make-up
    - **Supplementation** - Activity will be determined by student in collaboration with the Simulation Specialist.
    - **Remediation** - Faculty may refer a student to the Simulation Center as part of a remediation plan. Use the "Remediation/ Clinical Makeup Form" to communicate with the Simulation Specialist.
    - **Make-up** - As part of a plan to make up for clinical absence, a student may request a Simulation Center activity as part of their plan for clinical make up. Make up time in the Simulation Center is limited to a maximum of 2 hours per week and 8 hours per course. No make-up time in the Simulation Center during finals week. Use the "Remediation/ Clinical Makeup Form" to communicate with the Simulation Specialist.

Access to Simulation Center:

In determining use of resources, priority of scheduling Simulation Center will be in this order:
1) Course – All students enrolled in course participate in a Simulation
2) Section – An individual section of a course (i.e. clinical group) participates in a Simulation
3) Group of students with complementary needs
4) Individual student

The Simulation Specialist will maintain the Simulation Center schedule. Use of the Simulation Center will be by appointment only. Health Science faculty can schedule access to the center on open, available dates and times when it is not in use or in conflict with another clinical course.

Students may contact the Simulation Specialist by email or office voice mail to make an appointment. Availability will be first come, first served during designated hours and upon approval by Simulation Specialist for group/individual appointments.
Nothing in this procedure is intended to supersede procedures concerning grading, make-up, or other procedures.

Approved 2//11 Revised 10/11 Revised 9/13

RIO HONDO COLLEGE

REMEDIATION / CLINICAL MAKE-UP FORM

STUDENT NAME	DATE	TARGET COMPELTION DATE
INSTRUCTOR NAME	**COURSE**	**CLINICAL LOCATION**

☐ **REMEDIATION FORM**	☐ **CLINICAL MAKEUP _____ total hours**
☐ Anecdotal Note ☐ Remediation Plan ☐ Content area _____ _____ _____	☐ Skills _____hrs. ☐ Video _____hrs. ☐ Simulation _____hrs. ☐ Other _____hrs.

Plan:			Hours Completed	Staff Signature
1	**Review video/CD Programs:**	List all videos and/or CD programs student must review prior to the next step of plan.		
2	**Practice the following skills:**	List all videos student must practice in skills lab prior to the next step of plan.		
3	**Simulation Session:**	Attend session with Simulation Specialist for competency.		

Signature demotes that the notification from has been discussed and presented

_____

STUDENT INSTRUCTOR

White to student, yellow copy after completion placed in student file, pink copy instructor's file, goldenrod copy Simulation Specialist. Approved 3/2011

SKILLS

CENTER

PROCEDURES

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

SKILLS CENTER GUIDELINES

The Skills Center is provided as a service for students in the Health Science Division to supplement and promote student learning and success. The Skills Center is generally available during posted hours. The Skills Center may be reserved for class activities or other events.

Services available include:

- Computerized instruction
- Multimedia Library
- VCR
- Simulated Hospital Area
- Internet Access

Guidelines for use:

- No food or drinks allowed
- Conversation should be kept low
- Children are not allowed
- No material may be removed from the Skills Center without permission
- Priority for all services is Health Science coursework

USE OF TIMECLOCK INTERACTIVE SYSTEM

A computer system is used to document the number of hours each student utilizes the Skill Center. Each student will use his/her Rio Hondo College Student ID number to clock-in upon entering and clock-out upon leaving the Skills Center. The Skills Center should be utilized to complete assigned learning activities, as well as remediation and enrichment activities.

SKILL EVALUATION

Students have individual kits, purchased at the start of their first class. Students are responsible for practicing each skill before evaluation and are encouraged to practice with peers. Students requiring remedial assistance should make an appointment with a faculty member for guided learning.

INSTRUCTIONAL MEDIA

Students are required to use headphones when viewing video programs including on personal devices. A catalog of available media is located near the front desk. The catalog is organized according to category. Each listing includes the media call number, title, and category. Students are required to request media by the call number. The instructional assistant is available to help the student learn how to use the AV equipment. Students must use care in handling media and AV equipment and ask for assistance, if help is needed or a problem arises.

BED AREA

The bed area provides a place for practice/evaluation in a hospital-like setting. There are hospital beds, patient manikins, and various other simulators and hospital equipment. The manikins are very expensive and may be damaged by careless handling. Therefore, full-body manikins **should not** be removed from their beds unless directed by Health Science Division personnel.

Approved: 11/09
Revised 4/12

RIO HONDO COLLEGE
HEALTH SCIENCE DIVISION

CLINICAL MAKE-UP PROCEDURE

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PROCEDURE:

The student shall:

1. Develop a plan of objectives and a list of activities based on the clinical objectives, in collaboration with the clinical instructor. The plan shall be written on the Remediation/Clinical Make-Up Form
2. All hours of make-up must be completed prior to first day of finals week

3 The makeup time is verified by the instructional assistant, simulation specialist or designated observer. It is at the instructor's discretion whether the make-up plan has addressed the clinical objectives.

4. Students may not make up clinical hours at any other Class Registration Number (CRN).

The instructor shall:

1. Inform the student of the minutes in a 60 Minute hour needed to complete the make-up assignment.

2. Review the student's plan of objectives and if satisfactory, approve the plan prior to completion.

The instructional assistant, simulation specialist or designated observer shall:

1. Initial activities that have been completed.

2. Sign forms as the student completes number of hours completed in the skills center/Simulation center.

Approved: 4/11
Revision 11/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

POLICY and PROCEDURE for

ABSENCE and MAKEUP

I, _____ am currently in the ADN/VN program.
(print name)

I acknowledge to have received a copy, have read, and have understood the Policy and Procedure for Absence and Makeup in this Health Science Division program.

_____
Signature

_____
Date

Approved 3/13

RIO HONDO COLLEGE
HEALTH SCIENCE SKILLS CENTER

DISPOSAL/RECYCLING OF IV EQUIPMENT

IV kit purchased by students is available for practice and/or evaluation.

****

PROCEDURE:

The student shall:

1. Locate their own kit in the cabinet.
2. After each use, the student is required to:
    a. Drain all possible solution from tubing.
    b. Replace all equipment in the kit.
    c. Store the kit with all of its contents, neatly in the designated cabinet.
    d. Be responsible for the care of their kits.

The instructional assistant shall:

1. A Pharmacology kit is purchased in the 1st year of the ADN program. This kit includes I.V. equipment in addition to syringes, vials, ampules. Students entering as LVN-ADN will need to purchase I.V. kits only.
2. Store IV equipment in cabinets.
3. Instruct students on how to properly drain IV tubing.

Approved: 11/09
Reviewed 4/11

RIO HONDO COLLEGE
HEALTH SCIENCE SKILLS CENTER

STUDENT MEDIA CHECK-OUT PROCEDURE

Audio-visual media is checked-out from the Instructional Assistant.

****

PROCEDURE:

The student shall:
1. Locate the media call number by utilizing the Media Index located near the front desk.
2. Request media by call number from the Instructional Assistant.
3. View media in the audio-visual area, requesting assistance from the Instructional Assistant, as needed.
4. Use earphones while viewing media.
5. Report malfunctioning equipment and damaged media to the instructional assistant.
6. Rewind media and return to the front desk in the appropriate containers.

The instructional assistant shall:
1. Locate media requested.
2. Attach the media card to the student's Skill Center I.D. card and file on the front desk.
3. Demonstrate the proper use of the equipment, as required.
4. Inspect media upon return, replace the media card, and return it to its proper location.

Approved: 11/09

RIO HONDO COLLEGE
HEALTH SCIENCE SKILLS CENTER

NEEDLE DISPOSAL PROCEDURE

In order to minimize safety hazards and the spread of infectious diseases, students may not share pharmacology kits.

****

PROCEDURE:

The student shall:

1. Each purchase a pharmacology kit online from the designated vendor.
2. Not share kits
3. Be responsible for the maintenance of the kit. The kit must remain in the Skills Center at all times.
2. Report any injury to the instructor and/or instructional assistant. The student will be referred to the Student Health Services office for medical attention, if needed. A student Incident Report will be completed.
3. Apply the single handed scoop technique for recapping needles that are to be reused in the Skills Center for practice.
6. Dispose of needles in an OSHA approved “sharps” container.

The instructional assistant shall:

1. Provide replacement equipment to students as needed if available.
2. Cap and discard sharps containers as needed.
3. Refer student injuries to the Student Health Services office for medical attention and file a Student Incident Report.

Approved: 11/09
Revised 4/11

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

SKILLS VALIDATION PROCEDURE

ADN and VN students, who have not been enrolled in a clinical nursing course at Rio Hondo College for more than one semester or are transferring into a Rio Hondo College Health Science Program, must demonstrate satisfactory performance of selected skills before being admitted into a clinical course. The student must successfully demonstrate:

Head to toe assessment
Nasophayngeal suctioning
Foley catheter insertion, irrigation and removal
Nasogastric tube insertion, irrigation and removal
Sterile dressing change
*Intramuscular and subcutaneous injections
*Dosage calculation test at 100% pass rate
*Administration of medications via Nasogastric or gastrostomy tube

* These skills are added to the validation performance if the student enters the program and has completed pharmacology.

The skills check-off will be scheduled prior to the beginning of the course. The student is responsible for being prepared, without prompting, to demonstrate the skills at the scheduled time. Health Science Center resources are available for preparation. To successfully pass the skill you must be proficient and safe ie. no contamination the first time you are tested with no prompting. There will not be a second try; so please come well prepared.

Approved 5/11
Approved 3/13

SKILLS EVALUATION

STUDENT NAME: _____EVALUATOR: _____

INDICATE PROGRAM: _____ ADN _____VN SEMESTER/YEAR_____

SKILL	EVALUATOR SIGNATURE	DATE
FOLEY CATHETER INSERTION		
FOLEY CATHETER IRRIGATION		
NASOGASTRIC TUBE IINSERTION		
NASOGASTRIC TUBE IRRIGATION		
ABDOMINAL DRESSING CHANGE		
NASOPHARYNGEAL SUCTIONING		
HEAD-TO-TOE ASSESSMENT		
ADMIN. MED PER LEVINE TUBE*		
INSULIN INJECTION*		
INTRAMUSCULAR INJECTION*		

SKILLS EVALUATION DATE: _____

The skills check-off will be schedule prior to the beginning of the course. The student is responsible for being prepared, **without prompting**, to demonstrate the skills at the scheduled time. Health Science Center resources are available in the Skills lab for preparation. To successfully pass the skill you must be proficient and safe (no contamination) the **first time** you are tested with no prompting. There will not be a second try; so please come well prepared.

PHARMACOLOGY PROCEDURES NEED TO BE PREFORMED, ONLY IF YOU COMPLETED THE PHARAMCOLOGY CLASS WITH A PASSING GRADE

Health Science and Nursing Simulation Center Contact 562- 463-6604

Approved 3/13

ADN

NURSING

PROGRAM

RIO HONDO COLLEGE
HEALTH SCIENCE DIVISION

VALUES and GOALS

As a program within the Rio Hondo College teaching/learning community, we come together and strive to meet the needs, aspirations, and goals of our changing student population and health care needs of the community. Rio Hondo College nursing faculty values the following:

1. Quality teaching and learning
2. Caring and advocacy as the essence of nursing and the most central and unifying focus for nursing practice
3. Respect and care for others with gentleness and dignity
4. Intrinsic integrity, honesty, and personal responsibility
5. An appreciation of, and support for, equity and diversity among individuals
6. The pursuit of self-sensitivity and understanding
7. Efficient and effective use of resources
8. High quality care
9. Collaboration and teamwork
10. Professional development of the nurse through lifelong learning
11. Maintenance of legal/ethical standards of practice
12. Partnership with the community

GOALS

1. Provide quality teaching and learning
2. Support caring and advocacy as the essence of nursing
3. Provide an atmosphere that encourages respect and care for others with gentleness and dignity
4. Support integrity, honesty, and personal responsibility
5. Encourage and support equity and diversity among individuals
6. Provide an atmosphere that encourages the pursuit of self-sensitivity and understanding
7. Encourage the efficient and effective use of resources
8. Support high quality care
9. Cultivate collaboration and teamwork
10. Encourage effective communication
11. Support an appreciation of lifelong learning
12. Promote and maintain legal/ethical standards of practice

Approved 9/11

RIO HONDO COLLEGE
HEALTH SCIENCE DIVISION
ADN PROGRAM PHILOSOPHY

OVERVIEW

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

MAJOR CONCEPTS

This nursing program embraces three major concepts to provide an organizational framework for the curriculum. The major concepts are: The Systems Developmental Stress Model, The Nursing Process, and Erickson's Psycho-Social Theory of Human Development. In addition, the concept of an illness-wellness continuum provides opportunities for the nurse to intervene along this continuum for therapeutic purposes.

CORE COMPETENCIES

The conceptual threads that are interlaced throughout the program are the essential core components and competencies. These competencies include: professional behaviors, assessment, communication, clinical decision-making, caring interventions, teaching and learning, collaboration and managing care, critical thinking, safety, legalities, ethics, fiscal responsibility, diversity, evidence–based practice, self-reflection, informatics and mathematics.

ROLES OF THE NURSE

The curriculum is designed to prepare the graduate to carry out their roles as a nurse: planner of care; provider of safe and skilled care; communicator; client teacher; and member of the profession. The faculty believes it is essential for the new graduate to be able to carry out evidence-based care with efficient use of resources. The graduate will provide continuity of care as the client moves from acute hospital based care to care in transitional units and other health care settings in the community.

TEACHING/LEARNING

Theoretical concepts will be presented from simple to complex, building on learning acquisition. The faculty believes that students need to apply standards of critical thinking and competency-based learning in order to formulate sound clinical judgments. Students are offered a number of approaches to learning including technology and computer-assisted instruction in order to apply theory to a variety of clinical situations. Also, opportunities for learning are provided to students through clinical assignments in acute care, community facilities, the health science skill center, online, technology, and simulation. Learning may be facilitated by referral to support services provided by the college such as financial aid, remediation, tutoring, psychological counseling, and health services.

A student centered approach to learning will be supported by contemporary approaches to education which provide a variety of techniques to appeal to varied learning styles. Student learning outcomes and competencies will measure student achievements. Additionally the faculty believes that curriculum should be developed and implemented based on Knowles's Theory of Adult Learning, which holds that the adult is self-directed and a lifelong learner. Learning progress is based on the student's mastery of course competencies. Mastery results in graduates that have achieved success in meeting program outcomes and are able to successfully pass the national licensing exam. These graduates are now prepared to transition into the health care system ready for job placement. Reviewed 8/ 2011

RIO HONDO COLLEGE
ASSOCIATE DEGREE NURSING

PROGRAM OUTCOMES/TERMINAL OBJECTIVES

The following outcomes serve as terminal objectives of the nursing program. At the completion of the program, the graduate will meet the following outcomes and competencies.

I. CONCEPTUAL FRAMEWORK

A. SYSTEMS DEVELOPMENTAL STRESS MODEL

1. PHYSIOLOGICAL INTEGRITY
    a. Use the System's Developmental Stress Model as a framework to assess the individual's physiological integrity in the illness-wellness continuum.

B. NURSING PROCESS

1. SAFE AND EFFECTIVE CARE ENVIRONMENT
    a. Provide safe and effective care utilizing current industry safety practices, such as and not confined to National Patient Safety Goals.
    b. Collaborate with health care team members in managing safe care of the client.
2. HEALTH PROMOTION AND MAINTENANCE
    a. Assist the individual in the maintenance of optimal wellness and prevention of illness.
    b. Assist clients in maintaining functional patterns that contribute to their health, quality of life and achievement of human potential.

C. ERICKSON'S PSYCHOSOCIAL THEORY OF HUMAN DEVELOPMENT

1. PSYCHOSOCIAL INTEGRITY
    a. Use the Erickson's Psycho-Social Theory of Human Development as a framework for the evaluation of the individual in the growth and development continuum.

II. ROLE OF THE NURSE

A. PLANNER AND PROVIDER OF CARE

1. Incorporates the Systems Developmental Stress Model for practice and as a conceptual approach when applying the nursing process: assessment, diagnosis, planning, implementation and evaluation
2. Displays critical thinking and use of evidence based practice when applying the nursing process to the development and implementation of the plan of care.
3. Design and implement individualized care throughout the developmental stages.
4. Recognize and respect the value of cultural diversity of the client and health care team members.
5. Implement the nursing process to provide outcome based care with appropriate allocation of resources.
6. Provide and direct quality patient care using effective leadership and management skills.

B. PROVIDER OF SAFETY

1. Initiate and delegate others to provide a safe physical and emotional environment for a group of patients.
2. Develop, implement and evaluate care for a group of patients based on the biological, interpersonal, intrapersonal and developmental needs of the client
3. Plan and coordinate care using guidelines for standard precautions and transmission based precautions as well as the National Patient Safety Goals.

C. COMMUNICATOR

1. Utilize effective communication skills in collecting client data related to biological, intrapersonal, interpersonal and developmental strengths and weaknesses.
2. Collaborate effectively with the patient, patient's family and members of the health care team as the plan of care is developed and implemented.
3. Document accurately and in a timely manner, utilizing current technology.

D. CLIENT TEACHER

1. Assess, develop and implement a teaching plan, which is specific to the level of development, knowledge and culture of the client and their family.
2. Deliver formal and informal methods of teaching.
3. Assess client needs for referral and use of resource personnel in health care settings.

E. MEMBER OF THE PROFESSION

1. Approach his/her own nursing practice with integrity, moral, ethical and legal accountability.
2. Demonstrate a caring attitude and concern for the welfare and quality of life of the patient, while acting as the patient's advocate.
3. Adapt nursing practice to changes in health care delivery.

III. TEACHING AND LEARNING

A. STUDENT CENTERED LEARNING

1. Demonstrates use of Knowles's Theory of Adult learning by actively participating in class preparation and activities.
2. Integrates formal and informal learning in applying the nursing process.
3. Utilizes technology to acquire and apply nursing knowledge.

B. MASTERY OF CONTENT

1. Apply theoretical concepts to client care utilizing critical thinking methods.
2. Meet outcomes and terminal objectives of the nursing program.
3. Pass the national licensing exam.
4. Transition into the health care system at an entry level nursing position.

Approved 3/10
Reviewed 8/11

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

GUIDELINES FOR STUDENT SUCCESS

It is the goal of the Rio Hondo College Health Science and Nursing Programs, faculty to offer all students who enter the program the fullest opportunity for success. This success is dependent upon hard work, involvement, and a dedication to the development of behaviors that promote the highest quality of patient care within the present health care system.

The following student/faculty guidelines are made in an effort to assist the student to meet the objectives of the program, which are outlined in each course syllabus.

TO FUNCTION AS A PLANNER AND PROVIDER OF PATIENT CARE

1. The faculty will foster student growth in the development of nursing skills by:
    a. Encouraging initiative through demonstration of acceptance and belief in the potential of each student.
    b. Assisting with the development of new skills.
    c. Giving positive and constructive feedback in a timely manner. Providing an environment in which the student can experience challenges and be successful; an environment that facilitates an objective assessment of his or her strengths and weaknesses.
2. The student is advised to:
    a) Plan time to prepare for clinical assignment prior to each clinical day.
    b) Organize study time to include the application of theory to clinical situations.
    c) Actively participate in laboratory classes to improve skills.
    d) Consult with staff nurses in the delivery of care and become a participative member of the health care team.
    e) Meet clinical objectives on a daily basis.
    f) Become a patient advocate, utilizing appropriate mechanisms within each clinical agency.

TO FUNCTION AS A PROVIDER OF SAFTEY

1. The faculty will assist the student in developing skills as a clinical practitioner by:
    a) Making the student aware of the importance of a safe physical and emotional environment within the clinical setting.
    b) Providing instruction and guidance in developing techniques to maintain a safe environment for patients, families, and the health care team.
    c) Assisting the student to implement standard and transmission-based precautions.
2. The student is advised to:
    a) Assess the environment for safety.
    b) Identify needs for instruction and seek assistance, as needed, to maintain a safe physical and emotional environment for patients, family, and staff.
    c) Implement standard and transmission-based precautions in the health care setting.

TO FUNCTION AS A COMMUNICATOR

1. The faculty will encourage the student to actively communicate his/her needs and those of the patient by:
    a) Listening respectfully to the student's comments and opinions.
    b) Identifying channels of authority within each clinical facility.

c) Encouraging and supporting the student's efforts to interact directly with staff, patients, and peers.
d) Encouraging the development of knowledge of cultural diversity and communication skills that show respect and acceptance of all cultural groups.

2. The student is advised to:
a) Develop an open style of communication with peers and faculty.
b) Utilize effective communication skills in all interactions.
c) Improve the flow of communication by directing information through the appropriate levels of authority within the clinical setting.
d) Utilize staff members as resources and role models.
e) Evaluate the effectiveness of one's own communication with patients, peers, hospital staff members, and faculty.
f) Communicate respectfully with individuals of all cultural groups.

<u>THE FUNCTION AS A CLIENT TEACHER</u>

1. The faculty will assist the student in developing skills as a client teacher by:
a) Supporting and reinforcing teaching as a fundamental responsibility of nursing.
b) Encouraging the development of teaching plans, based upon short and long term goals for individual patient/clients.
c) Giving positive feedback and criticizing appropriately.

2. The student is advised to:
a) Assess areas of need for teaching the patient/client.
b) Recognize that teaching cannot be effective without sufficient preparation.
c) Implement teaching specific to the patient/client's level of development and knowledge.
d) Evaluate the effectiveness of the patient/client's learning.

<u>TO FUNCATION AS A MEMBER WITHIN THE PROFFESSION OF NURSING</u>

1. The faculty will assist the student to reach his/her potential for academic achievement and professionalism by:
a) Encouraging the student to identify personal learning needs and goals.
b) Recognizing knowledge and skills brought to the VN Program.
c) Encouraging moral, ethical, and legal decision making within the nursing practice.
d) Teaching and providing opportunities to implement critical thinking skills throughout the nursing practice.
e) Advising the student on the importance of a well-balanced schedule of work, study, and recreation.
f) Encouraging the student to objectively identify problem areas; e.g., preparing for tests, time management, etc.

2. The student is advised to:
a) Allow adequate study/preparation time for lab, clinical, and theory assignments.
b) Develop study skills to enhance learning.
c) Consult the appropriate faculty member for guidance and assistance, as needed.
d) Participate in student-led study groups for academic reinforcement, as indicated.
e) Seek out student tutors for assistance in meeting theory objectives when needed.
f) Actively participate in student council by attending monthly student meetings when scheduling permits.

g) Join student organizations and actively participate in student functions whenever possible.
h) Seek needed financial support using college resources.

TO ATTAIN THESE GOALS, it is essential that each student and faculty member view the student as a respected member of the Nursing Program and vital member of the health care team.

Approved 10/09
Approved 04/13

RIO HONDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

THE SYSTEMS DEVELOPMENTAL STRESS MODEL

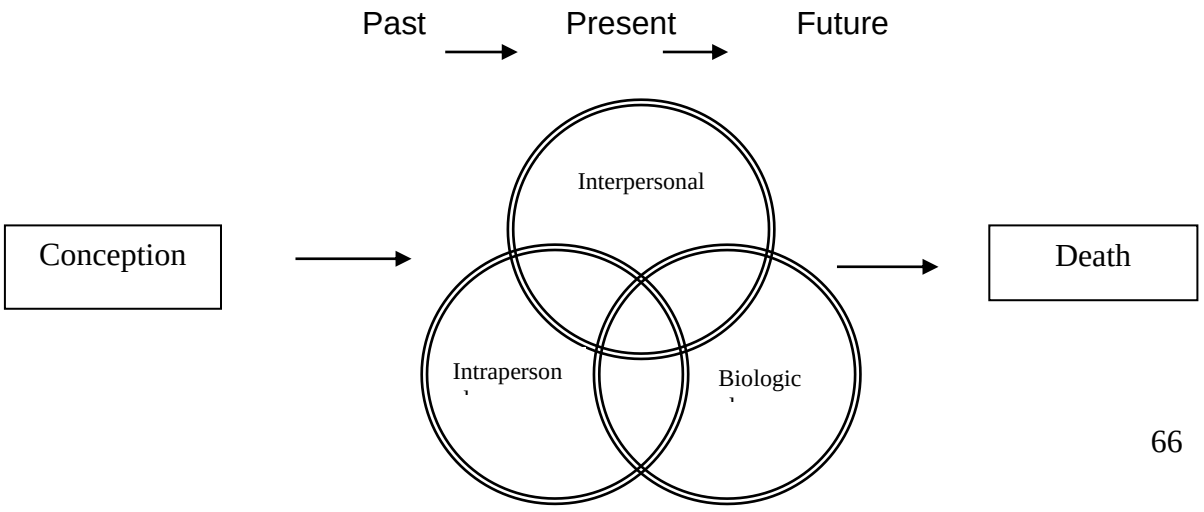
Roy, Sr. Callista, Conceptual Models for Nursing Practice, Publisher: Appleton, Century and Crofts, 2 Ed 1980.

PURPOSE
This model is a template for analyzing human response to illness and injury. It provides a framework for practice and a conceptual approach which can be operationalized through the nursing process. Both structure and process are emphasized.

PROCESS
Concepts of stress and adaptation are central concepts in the model. They offer an interpretive code to the person's illness response and a nursing approach to human problems. Furthermore, adaptation is the crux of the stress process as it guides and directs resulting change.

STRUCTURE
The structure of the model refers to systems-development and incorporates assumptions and values pertinent to nursing. It conceptualizes a schematic description of how the person and health can be viewed by the nurse. The model incorporates two major aspects of life that may impact stress: 1. The person exists through a framework of change. He/she progresses through the developmental stages: birth, growth and development, maturation and death. 2. The person at any point in time can be viewed as a unit of interlocking biologic, interpersonal and intrapersonal systems (parts), which are influenced by the environment and subject to change.

THE HUMAN SYSTEM



THE THREE SUBSYSTEMS

1. The biological subsystem of the person can be analyzed according to the following categories across the lifespan:
   a. Cardiovascular
   b. Gastrointestinal
   c. Urinary
   d. Integumentary
   e. Motor-sensory
   f. Neurologic
   g. Respiratory
   h. Endocrinology
   i. Immunologic
   j. Reproductive
2. The interpersonal subsystem of the person can be analyzed according to the following categories:
   a. Cultural
   b. Socioeconomic
   c. Interactional
      1. Space-territoriality
      2. Patterns-play, dependency-independency
      3. Roles-sexual, occupational, familial, affiliated
3. The intrapersonal subsystem of the person can be analyzed according to the following categories:
   a World life view (Perception of reality)
   b. Self concept
      1. Body image
      2. Self-awareness
      3. Self-esteem
   c. Ego controls (ways of coping)
   d. Emotional pattern or personality type
   e. Spiritual views and religious beliefs
   f. Intelligence

ASSESSMENT PHASE OF THE NURSING PROCESS

The assessment phase of the nursing process can be utilized by examining these numerous factors that can affect the patient's needs and behaviors. Viewing the patient in such a multi-faceted way as a unique person will assist the professional nurse in the planning and intervention phase of patient care.

THE STRESS PROCESS

The stress response process has its own terminology. To utilize the model effectively, one must be familiar with the following definitions of concepts used the stress process.

1. Stressor: the precipitating or initial agent which activates the stress process.
2. Stress: the dynamic (changing) force which produces strain or tension within the organism.
3. Stress state: the reactive condition of an organism which occurs as a result of stress.
4. Adaptation: how the person responds to or copes with the stress or stress state.

PROFESSIONAL BELIEFS OF THE MODEL.

The following statements reflect the nursing attitudes of the model:

1. The professional nurse intervenes with a therapeutic purpose.
2. Underlying all nursing activity is a caring concern for the welfare of the individual.
3. The nurse is the patient advocate.
4. The nurse supports life and the quality of life.
5. Critical analysis of the patient/client and his conditions is accompanied by respect for him/ her as an individual.
6. The patient takes part in planning and decision making.

The nurse supports and promotes health. "Health is complete physical, mental and social well being, not just the absence of disease and infirmity." World Health Organization

Approved 10/09

ERIKSON'S STAGES OF DEVELOPMENT

Erikson's theory of psychosocial development describes the social factors involved in personality development. He describes the psychological challenge of each of the eight age groupings. The primary goal of development for all age groups is ego integrity with development of wisdom. When the challenges of each stage are successfully met, the individual develops a positive self-concept and a positive attitude toward life. Erikson felt issues of a particular stage might appear earlier or later than the identified age ranges described in the theory. For example, the older adult may experience issues related to identity and the adolescent may face questions related to integrity versus despair.

STAGE 1: INFANT (BIRTH- 18 MONTHS)
TRUST vs. MISTRUST

Tasks: Learn to trust himself, others, and the environment by being provided maximum comfort with minimal uncertainty

Favorable Outcome: Hope; trust in the environment and the future

Unfavorable Outcome: Fear of the future; suspicion

STAGE 2: TODDLER (18 MONTHS - 3 YEARS OLD)
AUTONOMY vs. SHAME and DOUBT

Tasks: Establish autonomy by mastering the physical environment, while maintaining self-esteem

Favorable Outcome: Will; ability to exercise choice, as well as self-restraint; a sense of self-control and self-esteem leading to good will and pride.

Unfavorable Outcome: Loss of self-control, or sense of external over-control; the result is a sense of shame and doubt about whether one willed what one did or did what one willed.

STAGE 3: PRESCHOOLER (3 YEARS OLD)
INITIATIVE vs. GUILT

Tasks: Begins to initiate, not imitate, activities; develops conscience and sexual identity

Favorable Outcome: Ability to initiate activities, to give them direction, and to enjoy accomplishments.

Unfavorable Outcome: Fear of punishment, self-restriction of over-compensatory showing off.

STAGE 4: SCHOOL-AGE CHILD (6-12 YEARS OLD)
INDUSTRY vs. INFERIOR

Tasks: Tries to develop a sense of self-worth by refining skills

Favorable Outcome: Competence; ability to relate to the world of skills and tools to exercise dexterity and intelligence in order to make things and make them well.

Unfavorable Outcome: A sense of inadequacy and inferiority

STAGE 5: ADOLESCENT (12-20 YEARS OLD)
IDENTITY vs. ROLE CONFUSION

Tasks: Tries to integrate many roles (child, sibling, student, worker) into a self-image under role model and peer pressure.

Favorable Outcome: Fidelity; ability to see oneself as a unique and integrated person and to sustain loyalties.

Unfavorable Outcome: Confusion over who one is.

STAGE 6: YOUNG ADULT (20-35 YEARS OLD)
INTIMACY vs. ISOLATION

Tasks: Learns to make a personal commitment to another as a spouse, parent, or partner.

Favorable Outcome: Love; ability to commit oneself to others

Unfavorable Outcome: Avoidance of commitments and of love; distancing oneself from others.

STAGE 7: MIDDLE-AGED ADULT (35-65 YEARS OLD)
GENERATIVITY vs. STAGNATION

Tasks: Seeks satisfaction through productivity in career, family, and civic interests. Cares for self, children, significant others, and aging parents. Deals with the changes of aging.

Favorable Outcome: Care; widening concern for what has been generated by love, necessity, or accident; care for one's children, work, or ideas.

Unfavorable Outcome: Self-indulgence, boredom, and interpersonal impoverishment

STAGE 8: ADULT (65 YEARS AND OLDER)
INTEGRITY vs. DESPAIR

Tasks: Reviews life accomplishments, deals with loss and preparation for death.

Favorable Outcome: Wisdom; detached concern for life itself ; assurance of the meaning of life and of the dignity of one's own life; acceptance that one will die.

Unfavorable Outcome: Disgust with life; despair over death.

Approved 10/09

RIO HONDO COLLEGE

HEALTH SCIENCE & NURSING DIVISION

SKILLS FOR THE ASSOCIATE DEGREE NURSING

SKILL	ADN 151	ADN 150	ADN 154	ADN 155	ADN 156	ADN 251	ADN 252	ADN 253
LIFTING & MOVING PT	☑					☑		
RESTRAINTS	☑					☑		
ROM	☑					☑		
BODY POSITIONS	☑				☑	☑		
UNIVERSAL PRECAUTIONS	☑				☑			
HANDWASHING	☑				☑			
BEDMAKING UNOCCUPIED BED	☑				☑			
BEDMAKING OCCUPIED BED	☑				☑			
BEDBATH	☑				☑			
ORAL CARE	☑				☑			
VITAL SIGNS	☑				☑			
WARM & COLD APPLICATION	☑					☑		
ISOLATION PROCEDURES	☑				☑			
FEEDING THE PATIENT	☑				☑	☑		
ENTERAL FEEDING	☑							
GAVAGE FEEDING	☑							
ENEMA	☑							
SPECIMEN COLLECTION	☑							

SKILLS	ADN 151	ADN 150	ADN 154	ADN 155	ADN 156	ADN 251	ADN 252	ADN 253
STERILE GLOVING	☑							
BANDAGES & BINDERS	☑							
HEAD-TO-TOE ASSESSMENT	☑				☑	☑		
OXYGEN ADMINISTRATION	☑							
FOLEY CATHETER INSERTION	☑							
FOLEY CATHETER IRRIGATION	☑							
NASOGASTRIC TUBE INSERTION	☑							
NASOGASTRIC TUBE IRRIGATION	☑							
ABDOMINAL DRESSING CHANGE	☑							
NASOPHARYNGEAL SUCTIONING	☑	☑						
PO, OTIC, RECTAL & OPTHALMIC ADMIN			☑					
IM ADMINISTRATION			☑					
BLOOD GLUCOSE MONITORING		☑	☑					
INSULIN PREPARATION & ADMINISTRATION			☑					
HEPARIN INJECTION			☑					
SUBCUTANEOUS INJECTIONS			☑		☑			

MDI ADMINISTRATION SPACER & NEBULIZER			☑					
MONITORING BLOOD ADMINISTRATION								☑
IV THERAPY		☑	☑	☑	☑			
IV TUBING CHANGE		☑	☑	☑	☑			
IV SALINE LOCK CARE		☑	☑	☑	☑			
ADMIN IVPB MEDS				☑	☑	☑	☑	☑
INTRODUCTION TO BASIC FETAL MONITORING				☑				
LABOR SUPPORT				☑				
PERINEAL PREP				☑				
ASSIST WITH STERILE GLOVE EXAM	☑	☑						

SKILLS EVALUATION

SKILLS	ADN 151	ADN 150	ADN 154	ADN 155	ADN 156	ADN 251	ADN 252	ADN 253
3 MINUTE SCRUB				☑				
APGAR SCORING				☑				
NEWBORN ASSESSMENT				☑				
GESTATIONAL AGE ASSESSMENT				☑				
BULB SYRINGE				☑	☑			
NEWBORN WEIGHT & MEASUREMENTS				☑	☑			
AXILLARY TEMPERATURE				☑	☑			
EYE MEDICATION ADMINISTRATION				☑				
VITAMIN K INJECTION				☑				
FIRST BATH				☑				
CORD CARE				☑				
DIAPERING				☑	☑			
DRESSING				☑				
BLANKET WRAP				☑	☑			
CORD CLAMP REMOVAL				☑				
FUNDAL CHECK				☑				

SKILLS EVALUATION

SKILLS	ADN 151	ADN 150	ADN 154	ADN 155	ADN 156	ADN 251	ADN 252	ADN 253
HARRIS FLUSH	☑			☑				
SITZ BATH				☑				
BREASTFEEDING SKILLS				☑				
PROPER POSITIONING				☑				
LATCH-ON				☑				
BREAST PUMP USE				☑				
BREAST SELF-EXAM				☑				
CALCULATING SAFE PEDIATRIC DOSES			☑		☑			
USE OF METRISET TO GIVE MEDICATIONS AND FLUSH					☑			
FAMILY ASSESSMENT					☑			
PHYSICAL ASSESSMENT OF THE CHILD					☑			
GIVING MEDS TO CHILDREN					☑			
IV PIGGYBACK (PEDS)					☑			
USE OF MINI-INFUSER					☑			
INJECTIONS FOR PEDIATRIC PT					☑			
RESPIRATORY CARE OF PEDIATRIC PT					☑			

SKILLS EVALUATION

SKILLS	ADN 151	ADN 150	ADN 154	ADN 155	ADN 156	ADN 251	ADN 252	ADN 253
MIST TENT					☑			
TRACH CARE OF PEDIATRIC PT					☑			
NASOPHARYNGEAL, TRACHEAL & ENDOTRACHEAL SUCTIONING PEDS PT					☑			
O2 & VENTILATOR PEDIATRIC PT					☑			
PULSE OXIMETER	☑	☑			☑			
ISOLATION TECHNIQUE PEDIATRIC PT					☑			
HEAD CIRCUMFERENCE PEDIATRIC PT					☑			

VOCATIONAL

NURSING

PROGRAM

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
VOCATIONAL NURSING PROGRAM

PHILOSOPHY

The philosophy of the Vocational Nursing Program is in harmony with the shared philosophy of Rio Hondo College. The faculty recognizes the individual worth and potential of all students. Students come from a variety of backgrounds, ages, sexes, cultures, lives, and educational experiences. The application of theoretical concepts occurs in the Health Science Skills Center and the community clinical facilities. College support services include financial aid, remediation, tutoring, psychological counseling, and health services.

The conceptual framework of the Vocational Nursing curriculum focuses on the Medical Model, utilizing all aspects of the nursing process. The faculty believes that nursing is concerned with the promotion of health and wellness, and strives to provide a maximum quality of life. The curriculum incorporates the current health care delivery system; safety; therapeutic communication; patient teaching; nutrition; pharmacology; cultural diversity; gerontology; human sexuality; mental health; growth and development; reproduction; legal and ethical issues; and professional development, as applied to the Vocational Nurse.

Nursing is a broad occupational field involving a multiplicity of functions performed by individuals, with varying degrees of preparation. It is essential that students be assisted to recognize and accept their responsibility, and scope of practice.

The nursing faculty believes education is a continuing process and students should be provided with attitudes, skills, and knowledge to qualify for licensure, as well as an upward mobility to the Vocational Nursing Program.

Approved 2/10
Reviewed 8/11

RIO HONDO COLLEGE
VOCATIONAL NURSING

PROGRAM OUTCOMES
TERMINAL OBJECTIVES

At the completion of the program, the graduate will meet the following outcomes, while carrying out the roles of the nurse:

PLANNER AND PROVIDER OF CARE

1. Use the Systems Developmental Stress Model as a framework for practice and as a conceptual approach when applying the nursing process.
2. Use critical thinking when applying the nursing process to the development and implementation of care plans.
3. Plan and implement care throughout the developmental stages.
4. Plan and implement care based on the individual needs of clients from our culturally diverse society.
5. Recognize and appreciate the value of cultural diversity of the client and health care team members.
6. Use the nursing process to provide outcome based care with judicious use of time and resources.
7. Provide and direct quality patient care using effective leadership and management skills.
8. Assess the need for client referral and use of resource personnel in health care settings.
9. Assist the individual in maintenance of optimal wellness and prevention of illness.

PROVIDER OF SAFETY

1. Initiate and direct others to provide a safe physical and emotional environment for a group of patients.
2. Plan and implement safe care for a group of patients based on the biological, interpersonal, intrapersonal, and developmental needs of the client.
3. Plan and implement care using guidelines for standard and transmission-based precautions.

COMMUNICATOR

1. Use effective communication skills in collecting data related to biological; intrapersonal; interpersonal; and developmental strengths and weaknesses.
2. Communicate effectively with the patient and members of the health care team as the care plan is developed and implemented.
3. Document outcomes accurately and in a timely manner, using current technology.

CLIENT TEACHER

1. Assess, develop, and implement a teaching plan, which is specific to the level of development and knowledge of the clients and their families.
2. Effectively implement formal and informal methods of teaching.

MEMBER OF THE PROFESSION

1. Accountable for his/her own nursing practice, including moral, ethical and legal concerns.
2. Demonstrate a caring attitude and concern for the welfare and quality of life of the patient, while acting as the patient's advocate.
3. Able to adapt to changes in health care delivery.

Approved 2/10
Approved 8/13

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

VN PROGRAM CURRICULUM OBJECTIVES

It is the goal of the Rio Hondo College Vocational Nursing Program, faculty to offer all students who enter the program the fullest opportunity for success. This success is dependent upon hard work, involvement, and a dedication to the development of behaviors that promote the highest quality of patient care within the present health care system.

The following student/faculty guidelines are made in an effort to assist the student to meet the objectives of the program, which are outlined in each course syllabus.

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    b. Assisting with the development of new skills.
    c. Giving positive and constructive feedback in a timely manner.
    d. Providing an environment in which the student can experience challenges and be successful; an environment that facilitates an objective assessment of his or her strengths and weaknesses.
2. The student is advised to:
    a. Plan time to prepare for clinical assignment prior to each clinical day.
    b. Organize study time to include the application of theory to clinical situations.
    c. Actively participate in laboratory classes to improve skills.
    d. Consult with staff nurses in the delivery of care and become a participative member of the health care team.
    e. Meet clinical objectives on a daily basis.
    f. Become a patient advocate, utilizing appropriate mechanisms within each clinical agency.

TO FUNCTION AS A PROVIDER OF SAFTEY

1. The faculty will assist the student in developing skills as a clinical practitioner by:
    a. Making the student aware of the importance of a safe physical and emotional environment within the clinical setting.
    b. Providing instruction and guidance in developing techniques to maintain a safe environment for patients, families, and the health care team.
    c. Assisting the student to implement standard and transmission-based precautions.
2. The student is advised to:
    a. Assess the environment for safety.
    b. Identify needs for instruction and seek assistance, as needed, to maintain a safe physical and emotional environment for patients, family, and staff.
    c. Implement standard and transmission-based precautions in the health care setting.

TO FUNCTION AS A COMMUNICATOR

1. The faculty will encourage the student to actively communicate his/her needs and those of the patient by:

a. Listening respectfully to the student's comments and opinions.
b. Identifying channels of authority within each clinical facility.
c. Encouraging and supporting the student's efforts to interact directly with staff, patients, and peers.
d. Encouraging the development of knowledge of cultural diversity and communication skills that show respect and acceptance of all cultural groups.

2. The student is advised to:
   a. Develop an open style of communication with peers and faculty.
   b. Utilize effective communication skills in all interactions.
   c. Improve the flow of communication by directing information through the appropriate levels of authority within the clinical setting.
   d. Utilize staff members as resources and role models.
   e. Evaluate the effectiveness of one's own communication with patients, peers, hospital staff members, and faculty.
   f. Communicate respectfully with individuals of all cultural groups.

<u>THE FUNCTION AS A CLIENT TEACHER</u>

1. The faculty will assist the student in developing skills as a client teacher by:
   a. Supporting and reinforcing teaching as a fundamental responsibility of nursing.
   b. Encouraging the development of teaching plans, based upon short and long term goals for individual patient/clients.
   c. Giving positive feedback and criticizing appropriately.
2. The student is advised to:
   a. Assess areas of need for teaching the patient/client.
   b. Recognize that teaching cannot be effective without sufficient preparation.
   c. Implement teaching specific to the patient/client's level of development and knowledge.
   d. Evaluate the effectiveness of the patient/client's learning.

<u>TO FUNCATION AS A MEMBER WITHIN THE PROFFESSION OF NURSING</u>

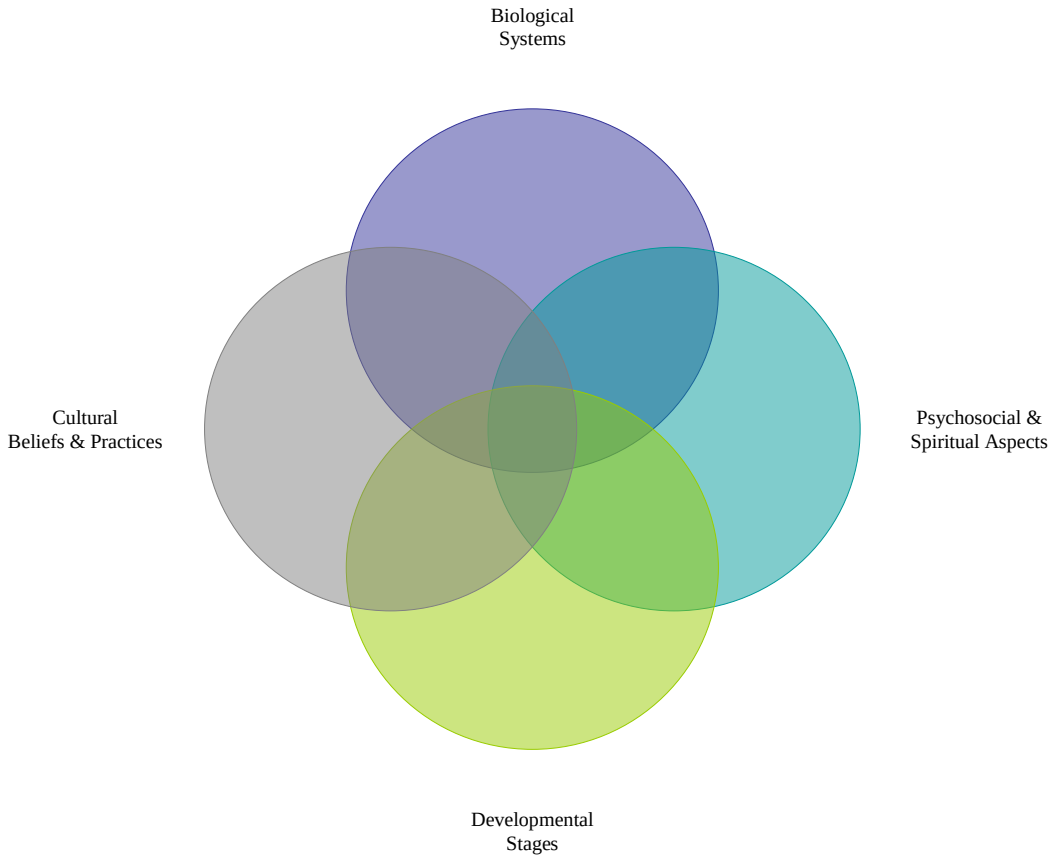
1. The faculty will assist the student to reach his/her potential for academic achievement and professionalism by:
   a. Encouraging the student to identify personal learning needs and goals.
   b. Recognizing knowledge and skills brought to the VN Program.
   c. Encouraging moral, ethical, and legal decision making within the nursing practice.
   d. Teaching and providing opportunities to implement critical thinking skills throughout the nursing practice.
   e. Advising the student on the importance of a well-balanced schedule of work, study, and recreation.
   f. Encouraging the student to objectively identify problem areas; e.g., preparing for tests, time management, etc.
2. The student is advised to:
   a. Allow adequate study/preparation time for lab, clinical, and theory assignments.
   b. Develop study skills to enhance learning.
   c. Consult the appropriate faculty member for guidance and assistance, as needed.
   d. Participate in student-led study groups for academic reinforcement, as indicated.
   e. Seek out student tutors for assistance in meeting theory objectives when needed.
   f. Actively participate in student council by attending monthly student meetings when scheduling permits.

g. Join NSNA and actively participate in student functions whenever possible.
h. Seek needed financial support using college resources.

TO ATTAIN THESE GOALS, it is essential that each student and faculty member view the student as a respected member of the VN Program and vital member of the health care team.

Approved 2/10

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM
CONCEPTUAL FRAMEWORK – NURSING MEDICAL MODEL AND THE NURSING PROCESS



Elements of the Conceptual Framework
Person (Patient/Client)
Nurse
Health
Environment

Subsystems of the Person
Biological – Gastrointestinal, Renal, Endocrine, Respiratory, Cardiovascular, Musculoskeletal,
Integumentary, Neurological, Reproductive
Psychosocial & Spiritual – Communication, Mental Health
Cultural – Health Care Beliefs and Practices
Developmental – Erikson's 8 Stages

Nursing Process Utilized When Caring for Patients
Assessment & Problem Identification
Planning
Implementation
Evaluation
Environment – Acted upon by the nurse, to promote and support health
Approved 2/10

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
VOCATIONAL NURSING PROGRAM

STUDENT REPRESENTATION

1. **Clinical Representatives**
   a. Each clinical group shall select one clinical representative during each clinical rotation.
   b. The selection process shall be under the supervision of the clinical instructor.
   c. The representative shall serve for the duration of the clinical rotation.
   d. The clinical representative shall:
      1) Represent the clinical group at Health Science faculty meetings.
      2) Represent the clinical group at Health Science committee meetings.
      3) Meet with the Health Science Dean, or designee, to discuss issues affecting the Vocational Nursing Program.
      4) Report back to the clinical group.

2. **Class Committee**
   a. The vocational nursing students may organize a committee of interested students for the purpose of planning activities related to the pinning ceremony.
   b. The class committee will be composed of the clinical representative and additional members, as decided by the students under the supervision of a faculty advisor.
   c. All activities of the committee shall be under the supervision of a faculty advisor.
   d. Should the class committee decide to raise and spend any money for their activities, the money shall pass through the established VN ASO account.

3. **Class Representative**
   a. The vocational nursing students will select a class representative.
   b. The selection process shall be under the supervision of the Dean of Health Science, or designee.
   c. The class representative will communicate with the Dean of Health Science, or designee, regarding pinning activities, expenditures, etc.
   d. The class representative will:
      1) Address the attendees at the pinning ceremony on behalf of the VN class.
      2) Represent the VN class at the advisory committee meeting and at other Times, as identified by the Dean of Health Science, or designee.
      3) Chair the class committee if it is convened.

Approved 2/10

Student Name: _____

Rio Hondo College-Vocational Nursing Program

CARE PLAN

Patient's Initials: _____ Room #: _____ **Dates of Care:**_____

Patient's Medical Diagnosis: _____

Describe pathophysiology of patient's medical condition or disease process:

_____
_____
_____
_____
_____

Nursing Diagnoses (PRS Statements – NANDA Problem, Related to, Symptoms):

1._____
_____
2._____
_____
3._____
_____

Goal: *Patient centered, measurable, time-limited*	**Interventions:** *Ongoing assessment, therapeutic, education; with rationales*	**Outcome:** *Result of intervention, status of goal, revision of plan*
1.	1.	1.
Goal: *Patient centered, measurable, time-limited*	**Interventions:** *Ongoing assessment, therapeutic, education; with rationales*	**Outcome:** *Result of intervention, status of goal, revision of plan*
2.	2.	2.
3.	3.	3.

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
VOCATIONAL NURSING PROGRAM

SKILLS EVALUATION

SKILLS	VN 61L	VN 71L	VN 72L	VN 81L	VN 82L
COMMUNICATION TECHNIQUES	☑			☑	
HANDWASHING	☑			☑	
STANDARD UNIVERSAL PRECAUTIONS	☑			☑	
ADVANCE DIRECTIVES	☑			☑	
HOSPITAL SAFETY	☑			☑	
BEDMAKING	☑			☑	
LIFTING & MOVING PATIENTS	☑			☑	
BED POSITIONS	☑			☑	
ROM	☑			☑	
RESTRAINTS	☑			☑	
BED BATH	☑			☑	
ORAL CARE	☑			☑	
FEEDING THE PATIENT	☑			☑	
INTAKE & OUTPUT	☑			☑	
PAIN ASSESSMENT	☑			☑	
PULSE ASSESSMENT	☑			☑	
BLOOD PRESSURE	☑			☑	
IV SITE ASSESSMENT	☑			☑	
DATA COLLECTION	☑			☑	
ISOLATION PROCEDURES	☑			☑	
OXYGEN ADMINISTRATION	☑			☑	
INCENTIVE SPIROMETER	☑			☑	
PULSE OXIMETER	☑			☑	
SPUTUM SPECIMEN	☑				
HEART SOUNDS	☑			☑	
HEAD-TO-TOE ASSESSMENT	☑			☑	
APPLY STERILE GLOVES	☑			☑	
PRESSURE ULCER CARE	☑				
WARM & COLD APPLICATION	☑				
ACE WRAPS & BINDERS	☑				
SURGICAL ASEPSIS	☑			☑	
CLOSED WOUND DRAINAGE	☑				
WOUND IRRIGATION	☑			☑	
WOUND SPECIMENS	☑			☑	

SKILLS	VN 61L	VN 71L	VN 72L	VN 81L	VN 82L
OROTRACHEAL SUCTIONING	☑			☑	
ENDOTRANCHEAL SUCTIONING	☑				
TRACHEOSTOMY CARE	☑				
CATHETERIZATION	☑				
FOLEY IRRIGATION	☑				
STERILE URINE SPECIMEN COLLECTION	☑				
NASOGASTRIC INTUBATION	☑				
INSERTION ENTERAL FEEDING	☑				
IRRIGATION & REMOVAL ENTERAL FEEDING	☑				
FEEDING PUMP	☑				
ENEMAS	☑				
OSTOMY CARE	☑				
MEASURE IN A 1 ML SYRINGE		☑		☑	
MEASURE IN A 3 ML SYRINGE		☑		☑	
MEASURE IN AN INSULIN SYRINGE		☑		☑	
DRAW UP MEDICATION FROM A VIAL		☑		☑	
DRAW UP MEDICATION FROM A N AMPULE		☑		☑	
DRAW UP 2 MEDICATIONS (2FORMS OF INSULIN INTO A SYRINGE)		☑		☑	
IDENTIFY 3 SUBCUTANEOUS INJECTION SITES		☑		☑	
IDENTIFY 3 INTRAMUSCULAR INJECTION SITES (MUST INCLUDE VENTROGLUTEAL SITE)		☑		☑	
ADMINISTER INTRAMUSCULAR INJECTION		☑		☑	
BLOOD GLUCOSE MONITORING		☑			
ASSESSMENT OF THE PREGNANT WOMAN				☑	

SKILLS	VN 61L	VN 71L	VN 72L	VN 81L	VN 82L
ASSESSMENT OF THE PROGRESS OF LABOR				☑	
ASSESSMENT OF THE POSTPARTUM WOMAN				☑	
ASSESSMENT OF THE NORMAL NEWBORN				☑	
CARE DIRECTED TOWARD STABILIZATION OF THE NEWBORN				☑	
ADMINISTRATIONOF IM AND OPHITHALMIC MEDS TO NEWBORN				☑	
PATIENT TEACHING PREGNANCY				☑	
PATIENT TEACHING DELIVERY				☑	
PATIENT TEACHING POSTPARTUM SELF-CARE				☑	
CARE OF THE NORMAL NEWBORN				☑	
PROMOTIONOF BREASTFEEDING				☑	
				☑	

Approvd 10/12

ERIKSON'S STAGES OF DEVELOPMENT

Erikson's theory of psychosocial development describes the social factors involved in personality development. He describes the psychological challenge of each of the eight age groupings. The primary goal of development for all age groups is ego integrity with development of wisdom. When the challenges of each stage are successfully met, the individual develops a positive self-concept and a positive attitude toward life. Erikson felt issues of a particular stage might appear earlier or later than the identified age ranges described in the theory. For example, the older adult may experience issues related to identity and the adolescent may face questions related to integrity versus despair.

STAGE 1: INFANT (BIRTH- 18 MONTHS) ***TRUST vs. MISTRUST***

Tasks: Learn to trust himself, others, and the environment by being provided maximum comfort with minimal uncertainty

Favorable Outcome: Hope; trust in the environment and the future

Unfavorable Outcome: Fear of the future; suspicion

STAGE 2: TODDLER (18 MONTHS - 3 YEARS OLD) ***AUTONOMY vs. SHAME and DOUBT***

Tasks: Establish autonomy by mastering the physical environment, while maintaining self-esteem

Favorable Outcome: Will; ability to exercise choice, as well as self-restraint; a sense of self-control and self-esteem leading to good will and pride.

Unfavorable Outcome: Loss of self-control, or sense of external over-control; the result is a sense of shame and doubt about whether one willed what one did or did what one willed.

STAGE 3: PRESCHOOLER (3 YEARS OLD) ***INITIATIVE vs. GUILT***

Tasks: Begins to initiate, not imitate, activities; develops conscience and sexual identity

Favorable Outcome: Ability to initiate activities, to give them direction, and to enjoy accomplishments.

Unfavorable Outcome: Fear of punishment, self-restriction of over-compensatory showing off.

STAGE 4: SCHOOL-AGE CHILD (6-12 YEARS OLD) ***INDUSTRY vs. INFERIOR***

Tasks: Tries to develop a sense of self-worth by refining skills

Favorable Outcome: Competence; ability to relate to the world of skills and tools to exercise dexterity and intelligence in order to make things and make them well.

Unfavorable Outcome: A sense of inadequacy and inferiority

STAGE 5: ADOLESCENT (12-20 YEARS OLD) ***IDENTITY vs. ROLE CONFUSION***

Tasks: Tries to integrate many roles (child, sibling, student, worker) into a self-image under role model and peer pressure.

Favorable Outcome: Fidelity; ability to see oneself as a unique and integrated person and to sustain loyalties.

Unfavorable Outcome: Confusion over who one is.

STAGE 6: YOUNG ADULT (20-35 YEARS OLD) ***INTIMACY vs. ISOLATION***

Tasks: Learns to make a personal commitment to another as a spouse, parent, or partner.

Favorable Outcome: Love; ability to commit oneself to others

Unfavorable Outcome: Avoidance of commitments and of love; distancing oneself from others.

STAGE 7: MIDDLE-AGED ADULT (35-65 YEARS OLD) ***GENERATIVITY vs. STAGNATION***

Tasks: Seeks satisfaction through productivity in career, family, and civic interests. Cares for self, children, significant others, and aging parents. Deals with the changes of aging.

Favorable Outcome: Care; widening concern for what has been generated by love, necessity, or accident; care for one's children, work, or ideas.

Unfavorable Outcome: Self-indulgence, boredom, and interpersonal impoverishment

STAGE 8: ADULT (65 YEARS AND OLDER) ***INTEGRITY vs. DESPAIR***

Tasks: Reviews life accomplishments, deals with loss and preparation for death.

Favorable Outcome: Wisdom; detached concern for life itself; assurance of the meaning of life and of the dignity of one's own life; acceptance that one will die.

Unfavorable Outcome: Disgust with life; despair over death.

VOCATIONAL NURSING PROGRAM

CLINICAL EVALUATION TOOL
VN 061L

1. Under the direct guidance of the instructor, the student will use the Nursing Process at a beginning level, with emphasis on planning and implementing safe care for individuals experiencing an interruption in homeostasis.
2. The student applies critical thinking standards in meeting clinical objectives.
3. Upon completion of VN 61L/VN52, the student will satisfactorily meet the following clinical objectives.
4. At weekly and final evaluations, students are to write a brief self-evaluation for attainment of clinical objectives.

Name: _____ Week (Date) & Clinical Focus: _____

	S	NI	U	Comments
I. Utilizing the Nursing Process:				
A. Data Collection:				
1.Collects appropriate biological, interpersonal, intrapersonal, and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately				
b. Maintains accurate intake/output record.				
2. Recognizes deviations from normal when assessing the patient and on an on-going basis				
3. Correlates expected findings with patient assessment.				
4. Data Collection Tool:				
a. Accurately completes data collections.				
b. Accurately describes clinical implications for laboratory data.				
c. Accurately identifies developmental stage.				
d. Accurately identifies discharge and teaching needs.				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes, in a timely manner.				
C. Implementation:				
1. Initiates appropriate nursing interventions, in an organized and timely manner, assuring patient privacy.				
2. Completes interventions in a timely manner				
D. Evaluation:				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
E. Care Plan Development:				
1. PES statement(s): accurate, complete, & individualized.				
2. Expected outcomes, measurable and relevant.				

3. Relevant assessment, therapeutic, and teaching interventions.				
4. Rationales for interventions are included.				
5. Evaluation of outcomes & alternate actions listed, if necessary.				
II. Provider of Safe, Skilled Care:				
A. Implements Care Utilizing Standard Precautions				
B. Focuses on the biological, intrapersonal, cultural, and development needs of the patient, while providing a safe environment.				
1. Maintains patient comfort through utilization of positioning and range of motion.				
2. Initiates personal hygiene appropriate to the patient's physical and development level.				
3. Provides for patent airway and effective ventilation.				
4. Promotes tissue perfusion.				
5. Identifies nutritional needs and assists the patient with appropriate diet.				
6. Uses appropriate techniques for preventing and treating alterations in patterns of elimination				
7. Recognize and implements safety precautions appropriate to the patient's developmental stage and physical and mental ability.				
8. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation				
C. Implement Skill(s):				
1. Prepares for skill(s) per standards of care.				
2. Implements skill(s) per standards of care.				
3. Satisfactorily performs all skill(s) per standards of care.				
III. Communicates and Teaches Effectively:				
1. Utilizes principles of therapeutic communication and patient advocacy in interactions with people of various cultural backgrounds.				
2. Demonstrates effective beginning interview skills that facilitate data collection from the patient and patient's significant others.				
3. Effective communication with peers, staff, patients, family, and instructor that inspires confidence and trust				
4. Documents and reports significant data in a timely and appropriate manner per institutional and RHC VN procedures.				
5. Provides accurate health teaching for the client, appropriate to the client's developmental and educational levels, and cultural practices.				
IV. Member of the Profession:				
1. Functions in an ethical manner and within legal boundaries of the scope of nursing practice.				
2. Accurately identifies own strengths and weaknesses				

when completing self evaluations.				
3. Accepts responsibility and accountability for own behavior and learning.				
4. Written assignments are completed and submitted on time, in a neat and legible form.				
5. Demonstrates increasing progress in quality, depth and breadth of all assignments.				
6. Adheres to professional practice for punctuality, attendance, sick call, dress codes and demeanor.				

Self-Evaluation (student):

_____

_____

_____

Instructor Evaluation:

_____

_____

_____

_____

Clinical weekly/final grade: S_____ NI_____ U_____

Date:_____

Student signature: _____

Instructor Signature: _____

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
VOCATIONAL NURSING PROGRAM

VN 61L
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS- the student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection
1. Collects appropriate biological information in a timely and systematic manner.
   a. Performs head-to-toe assessment before beginning patient care.
   b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data, at a beginning level.
3. Recognizes deviations from normal when assessing the patient, on an on going basis.
4. In collecting data, students will utilize:
   a. patient
   b. health team members
   c. Kardex, chart
   d. team report
   e. family, and/or significant others
   f. observation and assessment skills
   g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns/nursing diagnosis.

B. Planning
1. Verbalizes organization of interventions based on assessment.
2. Sets priorities among the nursing diagnoses according to Maslow's Hierarchy of Needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.

C. Implementation
1. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
2. States rationale for each nursing intervention.

D. Evaluation
1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.
B. Maintains Universal Precautions.
   1. Handwashing: washes hands before and after patient contact.
   2. Barrier Technique
   3. Disposes of wastes/equipment appropriately.
C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.
D. Uses sterile, or clean technique, appropriately.
E. Provides appropriate skin and wound care to include dressing changes and personal hygiene.
F. Performs treatment and procedures safely.
   1. Utilizes principles of body mechanics.
   2. Maintains optimal body functioning.
   3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
   1. Demonstrates use of positioning to facilitate correct body alignment.
   2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
   3. Performs rehabilitation measures:
      a. Passive and active range of motion to prevent deformities.
      b. Appropriate use of mobility devices and techniques.
      c. Assists with transfer and ambulation.
B. Thermal Regulation
   1.Takes temperature by appropriate means and reports deviations from normal.
   2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.
C. Nutrition, Fluid, and Electrolyte Balance.
   1. Determines nutritional needs and hydration status:
      a. Measuring I & O accurately
      b. Records on appropriate record
      c. Validates correct diet
D. Ventilation – Provides for patent airway and effective ventilation.
   1. Nasopharyngeal suctioning
   2. Tracheostomy suctioning
   3. Tracheostomy care
   4. "TCDB"
   5. Oxygen therapy
E. Circulation and Perfusion.
   1. Assesses and maintains optimal tissue perfusion.
   2. Assesses vital signs accurately and reports deviations from normal.
   3. Assesses apical, radial, and pedal pulses.

F. Elimination
   1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
   2. Maintains accurate intake and output records.
   3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
      a. Bladder catheterization
      b. Cleaning enemas
      c. Harris flush
      d. Colostomy care
4. Appropriately collects urine and stool specimens.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.
B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.
C. Communicates and interacts effectively with:
   1. Patient and Family
   2. Instructor
   3. Peers
   4. Health Care Team
D. Interacts with the patient on an appropriate level.
   1. Based on physical, psychosocial, spiritual, and cultural needs.
   2. Utilizes alternative methods of communication for patients with special needs.
E. Communicates significant data to appropriate health care team member, in a timely manner.
   1. Reports accurate and appropriate information to team members and instructors.
   2. Explains procedures and treatments to assigned patient.
F. Documents in an accurate and timely manner, appropriate to the clinical facility.
   1. Uses correct medical/nursing terminology.
   2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
   3. Written communication is concise and follows agency guidelines.
   4. Completes written assignments, as required
G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Seeks further clarification of problem area when uncertain.
J. Seeks out learning experiences to meet course objectives.

Rio Hondo College
Vocational Nursing Program

CLINICAL EVALUATION TOOL
VN 071L

1. Under the direct guidance of the instructor, the student will use the Nursing Process at a beginning level with emphasis on planning and implementing safe care for individuals experiencing an interruption in homeostasis.
2. The student applies critical thinking standards in meeting clinical objectives.
3. Upon completion of VN 71L, the student will satisfactorily meet the following clinical objectives.
4. At weekly and final evaluations, students are to write a brief self-evaluation of attainment of clinical objectives.

Name:_____ Week (Date) & Clinical Focus_____

	S	NI	U	Comments
I. **Utilizing the Nursing Process**:				
A. Data Collection:				
1. Collects appropriate biological, interpersonal, intrapersonal and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately.				
b. Maintains accurate intake/output record.				
2. Recognizes deviations from normal when assessing the patient and on an on-going basis.				
3. Correlates expected findings with patient assessment.				
4. Accurately completes data collection tool:				
a. Formulates a PES statement for actual and high risk problems.				
b. Describes clinical implications for laboratory data.				
c. Describes rationale for medications.				
d. Describes developmental stage.				
e. Describes discharge and teaching needs.				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes in a timely manner.				
C. Implementation:				
1. Implements plan of care in an organized and timely manner assuring patient privacy.				
D. Evaluation				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
2. Revises plan of care as needed.				
E. Care Plan Development:				
1. PES statement(s); accurate, complete & individualized.				
2. Expected outcomes, measurable and relevant.				

3. Relevant and detailed assessment, therapeutic, and teaching interventions.				
4. Rationales for interventions are included.				
5. Evaluation of outcomes & alternate actions listed if necessary.				
II. **Provider of Safe, Skilled Care**:				
A. Implements Care Utilizing Standard Precautions				
B. Focuses on the biological, intrapersonal, cultural and developmental needs of the patient, while providing a safe environment.				
1. Maintains patient comfort.				
2. Provides personal hygiene appropriate to the patient's needs.				
3. Provides for patent airway and effective ventilation.				
4. Promotes tissue perfusion.				
5. Identifies nutritional needs and assists the patient with appropriate diet.				
6. Performs rehabilitative measures including positioning and range of motion.				
7. Uses appropriate techniques for preventing and treating alterations in elimination.				
8. Recognizes and implements appropriate safety precautions.				
9. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation.				
C. Implement Skill(s):				
1. Satisfactorily prepares for procedure(s) per standards of care and institutional policy.				
2. Satisfactorily carries out procedure(s) per standards of care and institutional policy.				
III. **Communicates and Teaches Effectively**:				
1. Utilizes principles of therapeutic communication and patient advocacy in interactions with people of diverse backgrounds.				
2. Demonstrates effective beginning interview skills that facilitates data collection and implementation of care.				
3. Communicates and interacts effectively with peers, staff, patients, family and instructor.				
4. Accurately documents and reports significant data in a timely and appropriate manner per institutional and RHC VN procedures.				
5. Provides accurate health teaching for the client appropriate to the client's developmental, educational levels and cultural practices.				
IV. **Member of the Profession**:				
Functions in an ethical manner and within the legal boundaries of the Vocational Nursing scope of practice.				
1. Accurately identifies own strengths and limitations and seeks assistance when needed..				
2. Accepts responsibility and accountability for own behaviors and learning.				
3. Written assignments are completed and submitted on time in a neat and legible form.				

4. Demonstrates increasing progress in quality, depth and breadth of all assignments.				
5. Adheres to professional standards and RHC procedures for punctuality, attendance, sick call, dress codes and demeanor.				

Self-Evaluation (student):

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Instructor Evaluation:

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Medication Skills Competency: S_____ U_____

Date_____

Clinical weekly / final grade: S_____ NI_____ U _____

Date:_____

Student signature:_____

Instructor Signature:_____

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

VN 71L
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS

The student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection
1. Collects appropriate biological information in a timely and systematic manner.
    a. Performs head-to-toe assessment before beginning patient care.
    b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data, at a beginning level.
3. Recognizes deviations from normal when assessing the patient, on an on-going basis.
4. In collecting data, students will utilize:
    a. patient
    b. health team members
    c. Kardex, chart
    d. team report
    e. family, and/or significant others
    f. observation and assessment skills
    g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns/nursing diagnosis.

B. Planning
1. Verbalizes organization of interventions based on assessment.
2. Sets priorities among the nursing diagnoses according to Maslow's Hierarchy of Needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.
4. Identifies appropriate nursing interventions to achieve stated goals.

C. Implementation
1. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
2. States rationale for each nursing intervention.

D. Evaluation
1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.

B. Maintains Universal Precautions.
   1. Handwashing: washes hands before and after patient contact.
   2. Barrier Technique.
   3. Disposes of wastes/equipment appropriately.

C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.

D. Uses sterile, or clean technique, appropriately.

E. Provides appropriate skin and wound care to include dressing changes and personal hygiene.

F. Performs treatment and procedures safely.
   1. Utilizes principles of body mechanics.
   2. Maintains optimal body functioning.
   3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
   1. Demonstrates use of positioning to facilitate correct body alignment.
   2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
   3. Performs rehabilitation measures:
      a. Passive and active range of motion to prevent deformities.
      b. Appropriate use of mobility devices and techniques.
      c. Assists with transfer and ambulation.

B. Thermal Regulation
   1. Takes temperature by appropriate means and reports deviations from normal.
   2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.

C. Nutrition, Fluid, and Electrolyte Balance.
   1. Determines nutritional needs and hydration status:
      a. Measuring I & O accurately
      b. Records on appropriate record
      c. Validates correct diet
   2. Assists the patient with appropriate diet, as needed.
   3. Performs alternate feeding procedures (e.g. gavage, NG, gastrostomy), in a safe manner.

D. Ventilation – Provides for patent airway and effective ventilation.
   1. Nasopharyngeal suctioning
   2. Tracheostomy suctioning
   3. Tracheostomy care
   4. "TCDB"
   5. Oxygen therapy

E. Circulation and Perfusion.
   1. Assesses and maintains optimal tissue perfusion.
   2. Assesses vital signs accurately and reports deviations from normal.
   3. Assesses apical, radial, and pedal pulses.
   4. Repositions patient to alleviate pressure areas every two hours and PRN.

F. Elimination
1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
2. Maintains accurate intake and output records.
3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
   a. Bladder catheterization
   b. Cleaning enemas
   c. Harris flush
   d. Colostomy care
4. Appropriately collects urine and stool specimens.

G. Medication
1. Demonstrates proficiency in the preparation of IMs, SQs, and Z Track.
2. Able to draw medication from a vial/ampule.
3. Demonstrates the ability to prepare two types of insulin in one syringe.
4. Identifies accurately IM and SQ site selection.
5. Demonstrates the simulation of IM and SQ injections accurately.
6. Demonstrates ability to prepare medications using the agency MAR.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.
B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.
C. Communicates and interacts effectively with:
1. Patient and Family
2. Instructor
3. Peers
4. Health Care Team

D. Interacts with the patient on an appropriate level.
1. Based on physical, psychosocial, spiritual, and cultural needs
2. Utilizes alternative methods of communication for patients with special needs.

E. Communicates significant data to appropriate health care team member, in a timely manner.
1. Reports accurate and appropriate information to team members and instructors.
2. Explains procedures and treatments to assigned patient.

F. Documents in an accurate and timely manner, appropriate to the clinical facility.
1. Uses correct medical/nursing terminology
2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
3. Written communication is concise and follows agency guidelines.
4. Completes written assignments, as required

G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level
appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Seeks further clarification of problem area when uncertain.
J. Seeks out learning experiences to meet course objectives.

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

CLINICAL EVALUATION TOOL
VN 072L

1. Under the direct guidance of the instructor, the student will use the Nursing Process at an intermediate level, with emphasis on planning and implementing safe care for individuals experiencing an interruption in homeostasis.
2. The student applies critical thinking standards in meeting clinical objectives.
3. Upon completion of VN 72L, the student will satisfactorily meet the following clinical objectives.
4. At weekly and final evaluations, students are to write a brief self-evaluation for attainment of clinical objectives.

Name: _____ Week (Date) & Clinical Focus: _____

	S	NI	U	Comments
I. Utilizing the Nursing Process:				
A. Data Collection:				
1.Collects appropriate biological, interpersonal, intrapersonal and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately.				
b. Maintains accurate intake/output record.				
2.Recognizes deviations from normal when assessing the patient on an on-going basis.				
3. Correlates expected findings with patient assessment.				
4. Accurately completes data collection tool:				
a. Formulates a PES statement for actual and high risk problems.				
b. Describes clinical implications for laboratory data.				
c. Describes rationale for medication.				
d. Describes developmental stages.				
e. Describes discharge and teaching needs				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes, in a timely manner.				
C. Implementation:				
1. Implements plan of care in an organized and timely manner, assuring patient privacy.				
D. Evaluation:				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
2. Revises plan of care, as needed.				
E. Care Plan Development:				
1. PES statement(s): accurate, complete, & individualized.				

2. Expected outcomes, measurable and relevant.				
3. Relevant assessment, therapeutic, and teaching interventions.				
4. Rationales for interventions are included.				
5. Evaluation of outcomes & alternate actions, listed if necessary.				
II. Provider of Safe, Skilled Care:				
A. Implements Care Utilizing Standard Precautions.				
1.Focuses on the biological, intrapersonal, cultural, and development needs of the patient, while providing a safe environment.				
2. Maintains patient comfort.				
3. Provides personal hygiene appropriate to the patient's needs.				
4. Provides for patent airway and effective ventilation.				
5. Promotes tissue perfusion.				
6. Identifies nutritional needs and assists the patient with appropriate diet.				
7. Performs rehabilitative measures, including positioning and range of motion.				
8. Uses appropriate techniques for preventing and treating alterations in elimination.				
9. Recognizes and implements appropriate safety precautions.				
10. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation				
C. Implement Skill(s):				
1. Satisfactorily prepares for procedure(s), per standards of care and institutional policy.				
2. Satisfactorily carries out procedure(s), per standards of care and institutional policy.				
D. Medication Administration:				
1. Administers medications utilizing the "Five Rights."				
2. Addresses action, indications, dosage, route, side effects, contraindications, and nursing implications for each medication a patient is receiving.				
3. Calculates, prepares, and administers medication per institutional and RHC procedures.				
III. Communicates and Teaches Effectively:				
1.Utilizes principles of therapeutic communication and patient advocacy in interactions with people of various cultural backgrounds.				
2. Demonstrates effective beginning interview skills that facilitate data collection from the patient and patient's significant others.				
3. Communicates and interacts effectively with peers, staff, patients, family, and instructors.				
4. Accurately documents and reports significant data in a timely and appropriate manner, per institutional and RHC				

VN procedures.				
5. Provides accurate health teaching for the client, appropriate to the client's developmental and educational levels, and cultural practices.				
IV. Member of the Profession:				
1. Functions in an ethical manner and within the legal boundaries of the Vocational Nursing scope of practice				
2. Accurately identifies own strengths and limitations and seeks assistance when needed.				
3. Accepts responsibility and accountability for own behavior and learning.				
4. Written assignments are completed and submitted on time, in a neat and legible form.				
5. Demonstrates increasing progress in quality, depth, and breadth of all assignments.				
6. Adheres to professional standards and RHC procedures for punctuality, attendance, sick call, dress codes, and demeanor.				

Self Evaluation (student):

_____

_____

_____

_____

Instructor Evaluation:

_____

_____

_____

_____

Clinical weekly/final grade: S_____ NI_____ U_____

Date:_____

Student signature: _____

Instructor Signature: _____

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

VN 72L
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS- the student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection
1. Collects appropriate biological information in a timely and systematic manner.
   a. Performs head-to-toe assessment before beginning patient care.
   b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data.
3. Recognizes deviations from normal when assessing the patient, on an on-going basis.
4. In collecting data, students will utilize:
   a. patient
   b. health team members
   c. Kardex, chart
   d. team report
   e. family, and/or significant others
   f. observation and assessment skills
   g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns/nursing diagnosis.

B. Planning
1. Verbalizes organization of interventions based on assessment.
2. Sets priorities among the nursing diagnoses according to Maslow's Hierarchy of Needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.
4. Identifies appropriate nursing interventions to achieve stated goals.

C. Implementation
1. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
2. States rationale for each nursing intervention.

D. Evaluation
1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.
B. Maintains Universal Precautions.
   1. Handwashing: washes hands before and after patient contact.
   2. Barrier Technique.
   3. Disposes of wastes/equipment appropriately.
C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.
D. Uses sterile, or clean technique, appropriately.
E. Provides appropriate skin and wound care to include dressing changes and personal hygiene.
F. Performs treatment and procedures safely.
   1. Utilizes principles of body mechanics.
   2. Maintains optimal body functioning.
   3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
   1. Demonstrates use of positioning to facilitate correct body alignment.
   2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
   3. Performs rehabilitation measures:
      a. Passive and active range of motion to prevent deformities.
      b. Appropriate use of mobility devices and techniques.
      c. Assists with transfer and ambulation.
B. Thermal Regulation
   1. Takes temperature by appropriate means and reports deviations from normal.
   2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.
C. Nutrition, Fluid, and Electrolyte Balance.
   1. Determines nutritional needs and hydration status:
      a. Measuring I & O accurately
      b. Records on appropriate record
      c. Validates correct diet
   2. Assists the patient with appropriate diet, as needed.
   3. Performs alternate feeding procedures (e.g. gavage, NG, gastrostomy), in a safe manner.
   4. Assesses and maintains placement and patency of tubes.
D. Ventilation – Provides for patent airway and effective ventilation.
   1. Nasopharyngeal suctioning
   2. Tracheostomy suctioning
   3. Tracheostomy care
   4. "TCDB"
   5. Oxygen therapy

E. Circulation and Perfusion.
   1. Assesses and maintains optimal tissue perfusion.
   2. Assesses vital signs accurately and reports deviations from normal.
   3. Assesses apical, radial, and pedal pulses.
   4. Repositions patient to alleviate pressure areas every two hours and PRN.

F. Elimination
   1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
   2. Maintains accurate intake and output records.
   3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
      a. Bladder catheterization
      b. Cleaning enemas
      c. Harris flush
      d. Colostomy care
   4. Appropriately collects urine and stool specimens.

G. Medication Administration:
   1. Utilizes the five rights: right patient, right medication, right does, right route, and right time.
   2. Is knowledgeable about medication prior to administration.
   3. Computes dosage accurately.
   4. Demonstrates proficiency in the preparation of IMs, SQs, and Z Track.
   5. Able to draw medication from a vial/ampule.
   6. Demonstrates the ability to prepare two types of insulin.
   7. Demonstrates the ability to prepare medications using the MAR.
   8. Checks appropriate labs/tests prior to administrating and communicating data, as directed.
   9. Recognizes nursing implications & performs appropriate actions.
   10. Administers medication in a timely manner.
      a. Identifies patient.
      b. Records appropriately, according to agency policy.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.
B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.
C. Communicates and interacts effectively with:
   1. Patient and Family
   2. Instructor
   3. Peers
   4. Health Care Team
D. Interacts with the patient on an appropriate level.
   1. Based on physical, psychosocial, spiritual, and cultural needs.
   2. Utilizes alternative methods of communication for patients with special needs.

E. Communicates significant data to appropriate health care team member, in a timely manner.
   1. Reports accurate and appropriate information to team members and instructors.
   2. Explains procedures and treatments to assigned patient.

F. Documents in an accurate and timely manner, appropriate to the clinical facility.
   1. Uses correct medical/nursing terminology.
   2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
   3. Written communication is concise and follows agency guidelines.
   4. Completes written assignments, as required

G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Seeks further clarification of problem area when uncertain.
J. Seeks out learning experiences to meet course objectives.

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

CLINICAL EVALUATION TOOL
VN 081L

1. Under the direct guidance of the instructor, the student will use the Nursing Process at an intermediate level, with emphasis on planning and implementing safe care for individuals safely caring for those bearing children, children, and with family/women's health issues.
2. The student applies critical thinking standards in meeting clinical objectives.
3. Upon completion of VN 81L, the student will satisfactorily meet the following clinical objectives.
4. At weekly and final evaluations, students are to write a brief self-evaluation for attainment of clinical objectives.

Name: _____ Week (Date) & Clinical Focus: _____

	S	NI	U	Comments
I. Utilizing the Nursing Process:				
A. Data Collection:				
1.Collects appropriate biological, interpersonal, intrapersonal and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately.				
b. Maintains accurate intake/output record.				
2.Recognizes deviations from normal when assessing the patient on an on-going basis.				
3. Correlates expected findings with patient assessment.				
4. Accurately completes data collection tool:				
a. Formulates a PES statement for actual and high risk problems.				
b. Describes clinical implications for laboratory data.				
c. Describes rationale for medication.				
d. Describes developmental stages.				
e. Describes discharge and teaching needs				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes, in a timely manner.				
C. Implementation:				
1. Implements plan of care in an organized and timely manner, assuring patient privacy.				
D. Evaluation:				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
2. Revises plan of care, as needed.				
E. Care Plan Development:				

1. PES statement(s): accurate, complete, & individualized.				
2. Expected outcomes, measurable and relevant.				
3. Relevant assessment, therapeutic, and teaching interventions.				
4. Rationales for interventions are included.				
5. Evaluation of outcomes & alternate actions, listed if necessary.				
II. Provider of Safe, Skilled Care:				
A. Implements Care Utilizing Standard Precautions.				
1.Focuses on the biological, intrapersonal, cultural, and development needs of the patient, while providing a safe environment.				
1. Maintains patient comfort.				
2. Provides personal hygiene appropriate to the patient's needs.				
3. Provides for patent airway and effective ventilation.				
4. Promotes tissue perfusion.				
5. Identifies nutritional needs and assists the patient with appropriate diet.				
6. Performs rehabilitative measures, including positioning and range of motion.				
7. Uses appropriate techniques for preventing and treating alterations in elimination.				
8. Recognizes and implements appropriate safety precautions.				
9. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation				
C. Implement Skill(s):				
1. Satisfactorily prepares for procedure(s), per standards of care and institutional policy.				
2. Satisfactorily carries out procedure(s), per standards of care and institutional policy.				
D. Medication Administration:				
1. Administers medications utilizing the "Five Rights."				
2. Addresses action, indications, dosage, route, side effects, contraindications, and nursing implications for each medication a patient is receiving.				
3. Calculates, prepares, and administers medication per institutional and RHC procedures.				
III. Communicates and Teaches Effectively:				
1. Utilizes principles of therapeutic communication and patient advocacy in interactions with people of various cultural backgrounds.				
2. Demonstrates effective beginning interview skills that facilitate data collection from the patient and patient's significant others.				
3. Communicates and interacts effectively with peers, staff, patients, family, and instructors.				
4. Accurately documents and reports significant data in a				

timely and appropriate manner, per institutional and RHC VN procedures.				
5. Provides accurate health teaching for the client, appropriate to the client's developmental and educational levels, and cultural practices.				
IV. Member of the Profession:				
1. Functions in an ethical manner and within the legal boundaries of the Vocational Nursing scope of practice				
2. Accurately identifies own strengths and limitations and seeks assistance when needed.				
3. Accepts responsibility and accountability for own behavior and learning.				
4. Written assignments are completed and submitted on time, in a neat and legible form.				
5. Demonstrates increasing progress in quality, depth, and breadth of all assignments.				
6. Adheres to professional standards and RHC procedures for punctuality, attendance, sick call, dress codes, and demeanor.				

Self Evaluation (student):

_____

_____

_____

Instructor Evaluation:

_____

_____

_____

Clinical weekly/final grade: S_____ NI_____ U_____

Date:_____

Student signature: _____

Instructor Signature: _____

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

VN 81 L
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS- the student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection
1. Collects appropriate biological information in a timely and systematic manner.
   a. Performs head-to-toe assessment before beginning patient care.
   b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data.
3. Recognizes deviations from normal when assessing the patient, on an on-going basis.
4. In collecting data, students will utilize:
   a. patient
   b. health team members
   c. Kardex, chart
   d. team report
   e. family, and/or significant others
   f. observation and assessment skills
   g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns/nursing diagnosis

B. Planning
1. Verbalizes organization of interventions based on assessment.
2. Sets priorities among the nursing diagnoses according to Maslow's Hierarchy of needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.
4. Identifies appropriate nursing interventions to achieve stated goals.

C. Implementation
1. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
2. States rationale for each nursing intervention.

D. Evaluation
1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.
B. Maintains Universal Precautions.
   1. Handwashing: washes hands before and after patient contact.
   2. Barrier Technique.
   3. Disposes of wastes/equipment appropriately.
C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.
D. Uses sterile, or clean technique, appropriately.
E. Provides appropriate skin and wound care to include dressing changes and personal hygiene.
F. Performs treatment and procedures safely.
   1. Utilizes principles of body mechanics.
   2. Maintains optimal body functioning.
   3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
   1. Demonstrates use of positioning to facilitate correct body alignment.
   2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
   3. Performs rehabilitation measures:
      a. Passive and active range of motion to prevent deformities.
      b. Appropriate use of mobility devices and techniques.
      c. Assists with transfer and ambulation.

B. Thermal Regulation
   1. Takes temperature by appropriate means and reports deviations from normal.
   2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.

C. Nutrition, Fluid, and Electrolyte Balance.
   1. Determines nutritional needs and hydration status:
      a. Measuring I & O accurately
      b. Records on appropriate record
      c. Validates correct diet
   2. Assists the patient with appropriate diet, as needed.
   3. Performs alternate feeding procedures (e.g. gavage, NG, gastrostomy), in a safe manner.
   4. Assesses and maintains placement and patency of tubes.

D. Ventilation – Provides for patent airway and effective ventilation.
   1. Nasopharyngeal suctioning
   2. Tracheostomy suctioning
   3. Tracheostomy care
   4. "TCDB"
   5. Oxygen therapy

E. Circulation and Perfusion.
   1. Assesses and maintains optimal tissue perfusion.
   2. Assesses vital signs accurately and reports deviations from normal.
   3. Assesses apical, radial, and pedal pulses.
   4. Repositions patient to alleviate pressure areas every two hours and PRN.

F. Elimination
   1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
   2. Maintains accurate intake and output records.
   3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
      a. Bladder catheterization
      b. Cleaning enemas
      c. Harris flush
      d. Colostomy care
   4. Appropriately collects urine and stool specimens.

G. Medication Administration
   1. Utilizes the five rights: right patient, right medication, right does, right route, and right time.
   2. Is knowledgeable about medication prior to administration.
   3. Computes dosage accurately.
   4. Demonstrates proficiency in the preparation of IMs, SQs, and Z Track.
   5. Able to draw medication from a vial/ampule.
   6. Demonstrates the ability to prepare two types of insulin.
   7. Demonstrates the ability to prepare medications using the MAR.
   8. Checks appropriate labs/tests prior to administrating and communicating data, as directed.
   9. Recognizes nursing implications & performs appropriate actions.
   10. Administers medication in a timely manner.
      a. Identifies patient.
      b. Records appropriately, according to agency policy.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.

B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.

C. Communicates and interacts effectively with:
   1. Patient and Family
   2. Instructor
   3. Peers
   4. Health Care Team

D. Interacts with the patient on an appropriate level.
   1. Based on physical, psychosocial, spiritual, and cultural needs.
   2. Utilizes alternative methods of communication for patients with special needs.

E. Communicates significant data to appropriate health care team member, in a timely manner.

1. Reports accurate and appropriate information to team members and instructors.
2. Explains procedures and treatments to assigned patient.

F. Documents in an accurate and timely manner, appropriate to the clinical facility.
1. Uses correct medical/nursing terminology.
2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
3. Written communication is concise and follows agency guidelines.
4. Completes written assignments, as required

G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Seeks further clarification of problem area when uncertain.
J. Seeks out learning experiences to meet course objectives.

RIO HONDO COLLEGE
VOCATIONAL NURSING PROGRAM

CLINICAL EVALUATION TOOL
VN 082L

1. Under the direct guidance of the instructor, the student will use the Nursing Process at an intermediate level, with emphasis on planning and implementing safe care for individuals safely caring for those bearing children, children, and with family/women's health issues.
2. The student applies critical thinking standards in meeting clinical objectives.
3. Upon completion of VN 81L, the student will satisfactorily meet the following clinical objectives.
4. At weekly and final evaluations, students are to write a brief self-evaluation for attainment of clinical objectives.

Name: _____ Week (Date) & Clinical Focus: _____

	S	NI	U	Comments
I. Utilizing the Nursing Process:				
A. Data Collection:				
1.Collects appropriate biological, interpersonal, intrapersonal and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately.				
b. Maintains accurate intake/output record.				
2.Recognizes deviations from normal when assessing the patient on an on-going basis.				
3. Correlates expected findings with patient assessment.				
4. Accurately completes data collection tool:				
a. Formulates a PES statement for actual and high risk problems.				
b. Describes clinical implications for laboratory data.				
c. Describes rationale for medication.				
d. Describes developmental stages.				
e. Describes discharge and teaching needs				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes, in a timely manner.				
C. Implementation:				
1. Implements plan of care in an organized and timely manner, assuring patient privacy.				
D. Evaluation:				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
2. Revises plan of care, as needed.				
E. Care Plan Development:				
1. PES statement(s): accurate, complete, & individualized.				

2. Expected outcomes, measurable and relevant.				
3. Relevant assessment, therapeutic, and teaching interventions.				
4. Rationales for interventions are included.				
5. Evaluation of outcomes & alternate actions, listed if necessary.				
II. Provider of Safe, Skilled Care:				
A. Implements Care Utilizing Standard Precautions.				
1.Focuses on the biological, intrapersonal, cultural, and development needs of the patient, while providing a safe environment.				
2. Maintains patient comfort.				
3. Provides personal hygiene appropriate to the patient's needs.				
4. Provides for patent airway and effective ventilation.				
5. Promotes tissue perfusion.				
6. Identifies nutritional needs and assists the patient with appropriate diet.				
7. Performs rehabilitative measures, including positioning and range of motion.				
8. Uses appropriate techniques for preventing and treating alterations in elimination.				
9. Recognizes and implements appropriate safety precautions.				
10. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation				
C. Implement Skill(s):				
1. Satisfactorily prepares for procedure(s), per standards of care and institutional policy.				
2. Satisfactorily carries out procedure(s), per standards of care and institutional policy.				
D. Medication Administration:				
1. Administers medications utilizing the "Five Rights."				
2. Addresses action, indications, dosage, route, side effects, contraindications, and nursing implications for each medication a patient is receiving.				
3. Calculates, prepares, and administers medication per institutional and RHC procedures.				
III. Communicates and Teaches Effectively:				
1. Utilizes principles of therapeutic communication and patient advocacy in interactions with people of various cultural backgrounds.				
2. Demonstrates effective beginning interview skills that facilitate data collection from the patient and patient's significant others.				
3. Communicates and interacts effectively with peers, staff, patients, family, and instructors.				
4. Accurately documents and reports significant data in a timely and appropriate manner, per institutional and RHC				

VN procedures.				
5. Provides accurate health teaching for the client, appropriate to the client's developmental and educational levels, and cultural practices.				
6. Uses an effective style of leadership when performing delegation and supervision.				
7. Promotes building and resolution of conflict among team members.				
8. Monitors performance aof team members to promote safe practice.				
9. Provides accurate feedback in evaluating team members.				
IV. Member of the Profession:				
1. Functions in an ethical manner and within the legal boundaries of the Vocational Nursing scope of practice				
2. Accurately identifies own strengths and limitations and seeks assistance when needed.				
3. Accepts responsibility and accountability for own behavior and learning.				
4. Written assignments are completed and submitted on time, in a neat and legible form.				
5. Demonstrates increasing progress in quality, depth, and breadth of all assignments.				
6. Adheres to professional standards and RHC procedures for punctuality, attendance, sick call, dress codes, and demeanor.				

Self Evaluation (student):

_____

_____

Instructor Evaluation:

_____

_____

Clinical weekly/final grade: S_____ NI_____ U_____

Date:_____

Student signature: _____

Instructor Signature: _____

RIO HONDO COLLEGE

VOCATIONAL NURSING PROGRAM

VN 82L
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS- the student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection

1. Collects appropriate biological information in a timely and systematic manner.
   a. Performs head-to-toe assessment before beginning patient care.
   b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data.
3. Recognizes deviations from normal when assessing the patient, on an on-going basis.
4. In collecting data, students will utilize:
   a. patient
   b. health team members
   c. Kardex, chart
   d. team report
   e. family, and/or significant others
   f. observation and assessment skills
   g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns/nursing diagnosis.

B. Planning

1. Verbalizes organization of interventions based on assessment.
2. Sets priorities among the nursing diagnoses according to Maslow's Hierarchy of needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.
4. Identifies appropriate nursing interventions to achieve stated goals.

C. Implementation

1. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
2. States rationale for each nursing intervention.

D. Evaluation

1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.
B. Maintains Universal Precautions.
   1. Handwashing: washes hands before and after patient contact.
   2. Barrier Technique.
   3. Disposes of wastes/equipment appropriately.
C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.
D. Uses sterile, or clean technique, appropriately.
E. Provides appropriate skin and wound care to include dressing changes and personal hygiene.
F. Performs treatment and procedures safely.
   1. Utilizes principles of body mechanics.
   2. Maintains optimal body functioning.
   3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
   1. Demonstrates use of positioning to facilitate correct body alignment.
   2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
   3. Performs rehabilitation measures:
      a. Passive and active range of motion to prevent deformities.
      b. Appropriate use of mobility devices and techniques.
      c. Assists with transfer and ambulation.
B. Thermal Regulation
   1. Takes temperature by appropriate means and reports deviations from normal.
   2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.
C. Nutrition, Fluid, and Electrolyte Balance.
   1. Determines nutritional needs and hydration status:
      a. Measuring I & O accurately
      b. Records on appropriate record
      c. Validates correct diet
   2. Assists the patient with appropriate diet, as needed.
   3. Performs alternate feeding procedures (e.g. gavage, NG, gastrostomy), in a safe manner.
   4. Assesses and maintains placement and patency of tubes.
D. Ventilation – Provides for patent airway and effective ventilation.
   1. Nasopharyngeal suctioning
   2. Tracheostomy suctioning
   3. Tracheostomy care
   4. "TCDB"

5. Oxygen therapy

E. Circulation and Perfusion.
   1. Assesses and maintains optimal tissue perfusion.
   2. Assesses vital signs accurately and reports deviations from normal.
   3. Assesses apical, radial, and pedal pulses.
   4. Repositions patient to alleviate pressure areas every two hours and PRN.

F. Elimination
   1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
   2. Maintains accurate intake and output records.
   3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
      a. Bladder catheterization
      b. Cleaning enemas
      c. Harris flush
      d. Colostomy care
   4. Appropriately collects urine and stool specimens.

G. Medication Administration:
   1. Utilizes the five rights: right patient, right medication, right does, right route, and right time.
   2. Is knowledgeable about medication prior to administration.
   3. Computes dosage accurately.
   4. Demonstrates proficiency in the preparation of IMs, SQs, and Z Track.
   5. Able to draw medication from a vial/ampule.
   6. Demonstrates the ability to prepare two types of insulin.
   7. Demonstrates the ability to prepare medications using the MAR.
   8. Checks appropriate labs/tests prior to administrating and communicating data, as directed.
   9. Recognizes nursing implications & performs appropriate actions.
   10. Administers medication in a timely manner.
      a. Identifies patient.
      b. Records appropriately, according to agency policy.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.

B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.

C. Communicates and interacts effectively with:
   1. Patient and Family
   2. Instructor
   3. Peers
   4. Health Care Team

D. Interacts with the patient on an appropriate level.
   1. Based on physical, psychosocial, spiritual, and cultural needs.
   2. Utilizes alternative methods of communication for patients with special needs.

E. Communicates significant data to appropriate health care team member, in a

timely manner.

1. Reports accurate and appropriate information to team members and instructors.
2. Explains procedures and treatments to assigned patient.

F. Documents in an accurate and timely manner, appropriate to the clinical facility.
   1. Uses correct medical/nursing terminology.
   2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
   3. Written communication is concise and follows agency guidelines.
   4. Completes written assignments, as required

G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Applies the principles of effective leadership:
   1. Follows legal guidelines in delegation and supervision.
   2. Uses a democratic style of leadership when performing delegation and supervision.
   3. Encourages members to work as a team.
   4. Promotes resolution of interpersonal conflict among team members.
   5. Promotes independence of team members within the scope of Vocational Nursing practice.
   6. Monitors performance of team members to promote safe practice.
   7. Facilitates positive interaction among the group.
   8. Seeks further clarification of problem area when uncertain.
   9. Seeks out learning experiences to meet course

CNA/HHA/Acute

CARE CNA

TRAINING

PROGRAMS

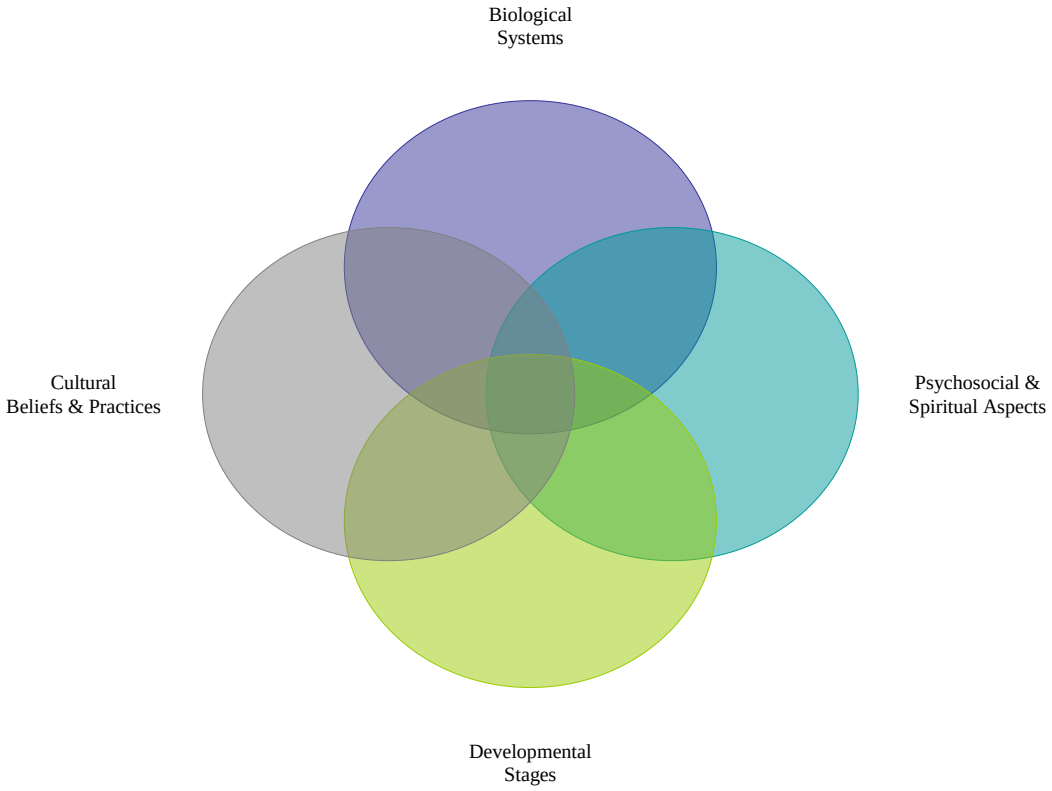
RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

PHILOSOPHY

The philosophy of the nursing program is in harmony with mission, vision, and goals of Rio Hondo College. The Certified Nursing Assistant Courses strive to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for certification in each separate course of Certified Nursing Assistant, Acute Care Certified Nursing Assistant and Home Health Assistant. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the courses have established quality improvement measures to assure that educational competencies have been met.

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

CONCEPTUAL FRAMEWORK – NURSING MEDICAL MODEL AND THE NURSING PROCESS



Elements of the Conceptual Framework

Person (Patient/Client)
Nurse
Health
Environment

Subsystems of the Person

Biological – Gastrointestinal, Renal, Endocrine, Respiratory, Cardiovascular, Musculoskeletal, Integumentary, Neurological, Reproductive
Psychosocial & Spiritual – Communication, Mental Health
Cultural – Health Care Beliefs and Practices
Developmental – Erikson's 8 Stages

Nursing Process Utilized When Caring for Patients

Assessment & Problem Identification
Planning
Implementation
Evaluation
Environment – Acted upon by the nurse, to promote and support health

ERIKSON'S STAGES OF DEVELOPMENT

Erikson's theory of psychosocial development describes the social factors involved in personality development. He describes the psychological challenge of each of the eight age groupings. The primary goal of development for all age groups is ego integrity with development of wisdom. When the challenges of each stage are successfully met, the individual develops a positive self-concept and a positive attitude toward life. Erikson felt issues of a particular stage might appear earlier or later than the identified age ranges described in the theory. For example, the older adult may experience issues related to identity and the adolescent may face questions related to integrity versus despair.

STAGE 1: INFANT (BIRTH- 18 MONTHS) ***TRUST vs. MISTRUST***

Tasks: Learn to trust himself, others, and the environment by being provided maximum comfort with minimal uncertainty

Favorable Outcome: Hope; trust in the environment and the future

Unfavorable Outcome: Fear of the future; suspicion

STAGE 2: TODDLER (18 MONTHS - 3 YEARS OLD) ***AUTONOMY vs. SHAME and DOUBT***

Tasks: Establish autonomy by mastering the physical environment, while maintaining self-esteem

Favorable Outcome: Will; ability to exercise choice, as well as self-restraint; a sense of self-control and self-esteem leading to good will and pride.

Unfavorable Outcome: Loss of self-control, or sense of external over-control; the result is a sense of shame and doubt about whether one willed what one did or did what one willed.

STAGE 3: PRESCHOOLER (3 YEARS OLD) ***INITIATIVE vs. GUILT***

Tasks: Begins to initiate, not imitate, activities; develops conscience and sexual identity

Favorable Outcome: Ability to initiate activities, to give them direction, and to enjoy accomplishments.

Unfavorable Outcome: Fear of punishment, self-restriction of over-compensatory showing off.

STAGE 4: SCHOOL-AGE CHILD (6-12 YEARS OLD) ***INDUSTRY vs. INFERIOR***

Tasks: Tries to develop a sense of self-worth by refining skills

Favorable Outcome: Competence; ability to relate to the world of skills and tools to exercise dexterity and intelligence in order to make things and make them well.

Unfavorable Outcome: A sense of inadequacy and inferiority

STAGE 5: ADOLESCENT (12-20 YEARS OLD) ***IDENTITY vs. ROLE CONFUSION***

Tasks: Tries to integrate many roles (child, sibling, student, worker) into a self-image under role model and peer pressure.

Favorable Outcome: Fidelity; ability to see oneself as a unique and integrated person and to sustain loyalties.

Unfavorable Outcome: Confusion over who one is.

STAGE 6: YOUNG ADULT (20-35 YEARS OLD) ***INTIMACY vs. ISOLATION***

Tasks: Learns to make a personal commitment to another as a spouse, parent, or partner.

Favorable Outcome: Love; ability to commit oneself to others

Unfavorable Outcome: Avoidance of commitments and of love; distancing oneself from others.

STAGE 7: MIDDLE-AGED ADULT (35-65 YEARS OLD) ***GENERATIVITY vs. STAGNATION***

Tasks: Seeks satisfaction through productivity in career, family, and civic interests. Cares for self, children, significant others, and aging parents. Deals with the changes of aging.

Favorable Outcome: Care; widening concern for what has been generated by love, necessity, or accident; care for one's children, work, or ideas.

Unfavorable Outcome: Self-indulgence, boredom, and interpersonal impoverishment

STAGE 8: ADULT (65 YEARS AND OLDER) ***INTEGRITY vs. DESPAIR***

Tasks: Reviews life accomplishments, deals with loss and preparation for death.

Favorable Outcome: Wisdom; detached concern for life itself ; assurance of the meaning of life and of the dignity of one's own life; acceptance that one will die.

Unfavorable Outcome: Disgust with life; despair over death.

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM
CRITICAL ELEMENTS EVALUATION GUIDE

I. NURSING PROCESS- the student, with direct guidance of the instructor, utilizes the nursing process, with emphasis on planning and implementing care of individuals experiencing an interruption in homeostasis.

A. Data Collection
1. Collects appropriate biological information in a timely and systematic manner.
a. Performs basic head-to-toe assessment before beginning patient care.
b. Assessment will continue on an on-going basis.
2. Collects appropriate interpersonal and developmental data, at a beginning level.
3. Recognizes deviations from normal when assessing the patient, on an on-going basis.
4. In collecting data, students will utilize:
a. patient
b. health team members
c. careplan, chart
d. team report
e. family, and/or significant others
f. observation and assessment skills
g. text books/resource materials
5. Based on data collected, identifies patient problems/concerns.

B. Planning
1. Verbalizes organization of interventions based on assessment.
2. Sets priorities with care according to Maslow's Hierarchy of Needs.
3. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes.

C. Implementation
1. Reports to appropriate nursing staff in an organized and timely manner
2. Initiates appropriate nursing interventions, in an organized and timely manner for one patient.
3. States rationale for each nursing intervention.

D. Evaluation
1. Recognizes effectiveness of plan in achieving patient outcomes.
2. Completes plan of care in a timely manner.
3. Assists in evaluating the patient's response to nursing care and in making appropriate alterations.
4. Suggests modification of care based on evaluation of goals.

II. SAFETY

The student maintains a safe biological and interpersonal environment in the clinical setting.

A. Identifies patient prior to care/treatment.

B. Maintains Universal Precautions.
1. Handwashing: washes hands before and after patient contact.
2. Barrier Technique.
3. Disposes of wastes/equipment appropriately.

C. Focuses on the biological, cultural, and developmental needs of the patient, while providing a safe environment.

D. Uses clean technique, appropriately.

E. Provides appropriate skin and wound care to include non-sterile dressing changes and personal hygiene.

F. Performs treatment and procedures safely.
1. Utilizes principles of body mechanics.
2. Maintains optimal body functioning.
3. Performs care to prevent complications/injury.

III. PROVIDES SKILLED CARE

The student safely performs nursing measures and medically delegated functions, under direct supervision.

A. Patient Comfort.
1. Demonstrates use of positioning to facilitate correct body alignment.
2. Initiates personal hygiene and grooming appropriate to patient's physical status and developmental level.
3. Performs rehabilitation measures:
a. Passive and active range of motion to prevent deformities.
b. Appropriate use of mobility devices and techniques.
c. Assists with transfer and ambulation.

B. Thermal Regulation
1. Takes temperature by appropriate means and reports deviations from normal.
2. Able to initiate and reduce patient's temperature using appropriate techniques, such as bathing and cooling measures.

C. Nutrition, Fluid, and Electrolyte Balance.
1. Determines nutritional needs and hydration status:
a. Measuring I & O accurately
b. Records on appropriate record
c. Validates correct diet

D. Ventilation – Provides for patent airway and effective ventilation.
1. "TCDB"
2. Proper postioning
3. Oxygen therapy

E. Circulation and Perfusion.
1. Assesses and maintains optimal tissue perfusion.
2. Assesses vital signs accurately and reports deviations from normal.
3. Assesses apical, and radial pulses.

F. Elimination
1. Uses appropriate techniques for preventing and treating alterations in patterns of elimination.
2. Maintains accurate intake and output records.
3. Able to demonstrate proficiency in performing procedures and records according to agency policy.
4. Appropriately collects urine and stool specimens.

IV. COMMUNICATION

The student will utilize effective communication skills with patients, agency staff, peers, and instructors.

A. Presents self to others in a kind and friendly manner that inspires confidence and trust.
B. Demonstrates effective beginning interview skills that facilitate collection of appropriate data, from the patient and the patient's significant other.
C. Communicates and interacts effectively with:
   1. Patient and Family
   2. Instructor
   3. Peers
   4. Health Care Team
D. Interacts with the patient on an appropriate level.
   1. Based on physical, psychosocial, spiritual, and cultural needs.
   2. Utilizes alternative methods of communication for patients with special needs.
E. Communicates significant data to appropriate health care team member, in a timely manner.
   1. Reports accurate and appropriate information to team members and instructors.
   2. Explains procedures and treatments to assigned patient.
F. Documents in an accurate and timely manner, appropriate to the clinical facility.
   1. Uses correct medical/nursing terminology.
   2. Records information legibly; utilizing correct spelling, grammar, and punctuation.
   3. Written communication is concise and follows agency guidelines.
   4. Completes written assignments, as required
G. Maintains Confidentiality

V. TEACHES EFFECTIVELY

The student provides health information for individuals experiencing interruption in wellness.

A. Provides accurate information at the bedside, regarding the plan of care, at a level appropriate to the patient's understanding.
B. Shares knowledge, formally and informally, within the clinical group.

VI. DEMONSTRATES PROFESSIONALISM

A. Arrives on time and prepared for assignment. (Includes pre and post conferences and all labs)
B. Appropriate notification of absences and tardiness.
C. Is properly attired and groomed according to the VN Dress Code Policy.
D. Functional as a patient advocate.
E. Maintains a professional demeanor.
F. Accepts responsibility for own learning.
G. Maintains patient confidentiality.
H. Treats all patients equally regardless of color, race, creed, culture, or spiritual diversity.
I. Seeks further clarification of problem area when uncertain.
J. Seeks out learning experiences to meet course objectives.

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

STUDENT REPRESENTATION

Student Representatives

a. Each course shall select one student representative.
b. The selection process shall be under the supervision of the course instructor.
c. The representative shall serve for the duration of the course.
d. The student representative shall:
    1) Represent the course group at Health Science faculty meetings.
    2) Represent the course group at Health Science committee meetings.
    3) Meet with the Health Science Dean, or designee, to discuss issues affecting the Nursing Assistant Programs.
    4) Report back to the course group.

Class Committee

a. The Nurse Assistant students may organize a committee of interested students for the
b. purpose of planning activities related to the pinning ceremony.
c. The class committee will be composed of the clinical representative and additional
d. members, as decided by the students under the supervision of a faculty advisor.
e. All activities of the committee shall be under the supervision of a faculty advisor.
f. Should the class committee decide to raise and spend any money for their activities, the money shall pass through the established CNA ASO account.

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

ATTENDANCE AND ABSENCE PROCEDURE

HS 050: As per the Department of Public Health and Safety (DPHS); Title 22, Chapter 2.5, Article 3, Section 71835 (m):
One hundred (100) hours of clinical training, and minimum of fifty (50) hours of classroom Instruction verified
by Instructor or the Director of Staff Development.

HS 051: Students are expected to attend all classes (theory and clinical). A student missing hours is at risk of not qualifying to sit for the final exam.

HS 052: As per Barclays California Code of Regulations; Title 22, Article 5, Section 74747 (b): There shall be a minimum of 20 hours of clinical experience of which 15 hours are in personal services. 2hours in cleaning and care tasks and 3 hours in nutrition.

1. Attendance
    1. Daily record of attendance will be kept.
    2. Tardiness will be noted for all classes.
    3. A student is expected to have meet state standards and follow division policies. Excessive absences are grounds for removal from the class.
    4. It is the responsibility of every student to contact the instructor before class if he/she is going to be late or absent.
    5. Absence will be deemed excessive anytime being absent interferes with a student's ability to meet course objectives, theory or clinical. After an absence, it is the student's responsibility to contact the instructor about the completion of assignment.
    6. If a student must leave class early he or she must notify the instructor immediately before leaving. Failure to do so may result in an absence for that day or dismissal from the course.
    7. Unless prior permission by course Director a maximum of 2 clinical days will be allowed before dismissal from program.
    8. Students must meet all the competencies for the course. Competencies due to absences may be met in the following ways as determined by the instructor/student:
        a. Theory makeup (minimum theory hours for each module recommended by the state of California will be made up).
        b. Makeup Exam (refer to nursing division policy)
        c. Reports
        d. Practicing skills in lab/evaluation of performance

I HAVE READ AND UNDERSTAND THE ATTENDANCE AND MAKE-UP POLICY FOR THE CNA TRAINING PROGRAM.

Student Signature*:*_____Date:_____

Updated & approved 12/10

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

GRADING PROCEDURE

I. All students must pass the CNA Courses class with a "C" or better. The grade scale is as follows:

A = 91-100
B = 81-90
C = 75-80
No Pass = Below 75

II. The final grade consists of (1/2) exams, (1/4) clinical performance, and (1/4) class participation, attitude, homework, projects and quizzes.

III. The clinical grade is determined by a satisfactory for all skills and the following components:

1. Nursing skills competencies (quality of work)
2. Professional Appearance
3. Attendance and Punctuality
4. Team Work
5. Dependability

IV. Each clinical component is graded on a scale of 1-3. The clinical grade is the average of all five components. The clinical grade scale is as follows:

2.8 – 3 (280-300pts) = A
2.7 – 2.3 (230-270pts) = B
2.2 – 1.8 (180-220pts = C

V. All written work must be neat. All work must have the student's name and the date.

VI. All assignments must be submitted on time to receive full credit.

I HAVE READ AND UNDERSTAND THE GRADING POLICY FOR THE NURSING ASSISTANT TRAINING PROGRAMS.

_____ _____
Signature of Student Date

Updated and approved 12/10

RIO HONDO COLLEGE
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

WEEKLY CLINICAL EVALUATION TOOL

1. Under the direct guidance of the instructor, the student will use the Nursing Process at a beginning level, with emphasis on planning and implementing safe care for individuals experiencing an interruption in homeostasis.
2. The student applies critical thinking standards in meeting clinical objectives.
3. At weekly evaluations, students are to write a brief self-evaluation for attainment of clinical objectives.

Name: _____ Week (Date) & Clinical Focus: _____

	S	NI	U	Comments
I. Utilizing the Nursing Process:				
A. Data Collection:				
1.Collects appropriate biological, interpersonal, intrapersonal, and developmental data in a timely and systematic manner.				
a. Assesses vital signs accurately				
b. Maintains accurate intake/output record.				
2. Recognizes deviations from normal when assessing the patient and an on-going basis				
3. Correlates expected findings with patient assessment.				
4. Data Collection Tool:				
a. Accurately completes data collections.				
b. Accurately describes clinical implications for data.				
c. Accurately identifies developmental stage.				
d. Accurately identifies discharge and teaching needs.				
B. Plan of Care:				
1. Verbalizes organization of interventions based on data collection and expected patient outcomes.				
2. Demonstrates ability to collaborate with health team members regarding proposed plan of care and expected patient outcomes, in a timely manner.				
C. Implementation:				
1. Initiates appropriate nursing interventions, in an organized and timely manner, assuring patient privacy.				
2. Completes interventions in a timely manner				
D. Evaluation:				
1. Recognizes effectiveness of plan in achieving patient outcomes.				
II. Provider of Safe, Skilled Care:				
A. Implements Care Utilizing Standard Precautions				
B. Focuses on the biological, intrapersonal, cultural, and development needs of the patient, while providing a safe environment.				
1. Maintains patient comfort through utilization of				

positioning and range of motion.				
2. Initiates personal hygiene appropriate to the patient's physical and development level.				
3. Provides for patent airway and effective ventilation.				
4. Promotes tissue perfusion.				
5. Identifies nutritional needs and assists the patient with appropriate diet.				
6. Uses appropriate techniques for preventing and treating alterations in patterns of elimination				
7. Recognize and implements safety precautions appropriate to the patient's developmental stage and physical and mental ability.				
8. Demonstrates appropriate use of mobility devices and techniques for patient transfer and ambulation				
C. Implement Skill(s):				
1. Prepares for skill(s) per standards of care.				
2. Implements skill(s) per standards of care.				
3. Satisfactorily performs all skill(s) per standards of care.				
III. Communicates and Teaches Effectively:				
1. Utilizes principles of therapeutic communication and patient advocacy in interactions with people of various cultural backgrounds.				
2. Demonstrates effective beginning interview skills that facilitate data collection from the patient and patient's significant others.				
3. Effective communication with peers, staff, patients, family, and instructor that inspires confidence and trust				
4. Documents and reports significant data in a timely and appropriate manner per institutional and RHC CNA procedures.				
5. Provides accurate health teaching for the client, appropriate to the client's developmental and educational levels, and cultural practices.				
IV. Member of the Profession:				
1. Functions in an ethical manner and within legal boundaries of the scope of nursing practice.				
2. Accurately identifies own strengths and weaknesses when completing self evaluations.				
3. Accepts responsibility and accountability for own behavior and learning.				
4. Written assignments are completed and submitted on time, in a neat and legible form.				
5. Demonstrates increasing progress in quality, depth and breadth of all assignments.				
6. Adheres to professional practice for punctuality, attendance, sick call, dress codes and demeanor.				

Self Evaluation (student):

_____

_____

_____

_____

_____

Instructor Evaluation:

_____

_____

_____

_____

_____

_____

_____

Clinical weekly/final grade: S_____ NI_____ U_____

Date:_____

Student signature: _____

Instructor Signature: _____

RIO HONDO COLLEGE
Whittier, California
CNA COURSES HS 050, 051, 052
TRAINING PROGRAM

CLINICAL FINAL EVALUATION

Professional Appearance:

1. Frequently careless about uniform dress code
2. Generally neat; hair, uniform dress code
3. Always neat and well groomed _____

Team Work:

1. Makes little effort to work with others
2. Helps others; pleasant with all
3. Cooperative, thoughtful, well liked by all _____

Dependability:

1. Needs constant supervision
2. Capable, willing; little supervision required
3. Outstanding; performs with little supervision _____

Attendance, Punctuality:

1. Late fairly frequently, more than one absence
2. Usually punctual; one absence
3. Reliable; no absences _____

Quality of Work,
Accuracy, Effectiveness:

1. Passable work with close supervision
2. Usually good quality with few errors
3. Consistently good quality; errors rare _____

TOTAL _____

Divided by 5x100= _____ (pts)

COMMENTS: _____

_____
_____
_____
_____
_____

_____ _____
Signature of Instructor Date

_____ _____
Signature of Student Date

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION
NURSING ASSISTANT PRE-CERTIFICATION

PRE-ADMISSION REQUIREMENTS

Please complete all of the following and return COPIES to the Health Science Division S-206 Office phone number is 562-908-3421 with office hours from 8:00 – 4:30 M-F

1. **Register as a Rio Hondo Student** – all students must first apply to Rio Hondo College

2. **Payment of lab fee ($95)** – This fee covers all medical equipment to be sused during the semester plus CPR class. Each student will receive a bag withpersonal supplies for class.

3. **Completed Physical** – Must use CDPH approved form with MD signatures, coies of all vaccinations. Please begin this process as soon as possible to allow ample time for completion.

4. **Purchase of book/workbook** – ISBN #032305367X, Sorrentino: Moabys Textbook and Workbook for Nursing Assistants 7th edition. (Maybe purchased at Rio Hondo's book store.

5. **Permit and Registration** – Nursing students need a permit to register for all nursing courses. Students will be given a permit to register after all pre-admission requirements have been documented. The student must register for the ticket numbers written on the permit. Make sure you register for **all** of the tickert numbers on the permit. If you have difficulty registering, call the Health Scie ce Division office for assistance.

RIO HONDO COMMUNITY COLLEGE
NURSE ASSISTANT PRE-CERTIFICATION
TRAINING PROGRAM
CNA SKILLS CHECK LIST

Student Name: _____ Start Date: _____

SS#: _____RHC ID#: _____ Completion Date: _____

Clinical Site Name: _____

Instructor's Name & Title: _____ Initials: _____

Signature: _____

Course Title: **Nurse Assistant Pre-Certification Training Program**

Upon successful completion of this course, students will be able to demonstrate and /or understand the following state standards necessary for taking the California State Certification test.

Clinical Date Hours																							
Clinical Date Hours																							

Certified Nurse Assistant Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
Module 6, Medical and Surgical Asepsis (8 Hours Clinical)				
1. Hand washing				
2. Proper handling of linen				
3. Universal precautions				
• Gloving				
• Gowning				
• Apply mask				
4. Double bagging trash/waste				
Module 5, Body Mechanics (4 Hours Clinical)				
1. Use of gait belt				
2. Helping the helpless resident up to the head of the bed with two assistants				
3. Turning and positioning the resident				

• Supine				
• Side-lying				
• Use of lift sheet				
4. Assisting transfer from bed to chair or wheelchair				
5. Assisting transfer from chair or wheelchair to bed				
6. Mechanical lift				
Module 2, Resident's Rights (1 Hour Clinical)				
1. Knocks on door before entering				
2. Pulls privacy curtains during personal care				
Certified Nurse Assistant Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
3. Keeps resident information confidential				
4. Treats resident with respect and dignity				
5. Encourages resident to make choices				
6. Explains procedure to resident				
Module 14, Rehabilitative/Restorative Care (4 Hours Clinical)				
1. Range of motion exercises				
2. Assisted ambulation of resident with gait belt				
3. Assisting the resident to ambulate with walker				
4. Assisting the resident to ambulate with cane				
5. Rehabilitative devices		Type:		
Module 4/12, Emergency Procedures and Prevention of Catastrophe (2 Hours Clinical)				
1. Applying postural supports (safety devices)				
2. Applying soft wrist/ankle restraint as safety device				
3. Heimlich maneuver for the conscious resident				
4. Heimlich maneuver for the Unconscious Resident				
5. Positioning of Call Light				
6. Demonstrates Fire/Disaster Procedures				
7. Handles O2 Safely				
8. Use of Fire Extinguisher				
Module 8, Patient Care Skills (44 Hours Clinical)				
1. Back Rub				
2. Bed Bath/Partial Bath				
3. Tub Bath				
4. Shower				
5. Assisting with Oral Hygiene				
6. Mouth Care of the Unconscious Resident				
7. Denture Care				
8. Nail Care				
9. Combing the Resident's Hair				
10. Shampoo of Bedridden Resident				
11. Shampoo with Shower or Tub Bath				

12. Medicinal Shampoo				
13. Shaving-Electrical Shaver				
14. Shaving-Razor Blade				
15. Dressing and Undressing the resident				
16. Changing the Clothes of Resident With IV				
17. Assist in the Use of Urinal				
18. Assist in the Use of the Bedpan				
19. Assisting Resident to Commode/Toilet				
20. Bladder Retraining				
21. Bowel Retraining				
22. Perineal Care				
23. Artificial Limbs				
24. Splints				
25. Applying a Behind-the-Ear Hearing Aid				
26. Removing a Behind-the-Ear Hearing Aid				
27. Removing Cleaning and Reinserting an Artificial Eye				
Certified Nurse Assistant Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
Module 10, Vital Signs (6 Hours Clinical)				
* Temperature:				
• Oral				
• Axillary				
• Rectal				
• Electronic				
* Pulse:				
• Radial				
• Apical				
* Respiration				
* Blood Pressure				
Module 9, Resident Care Procedures (20) Hours Clinical)				
1. Collect and Identify Specimen:				
• Sputum Specimen				
• Urine Specimen: Clean Catch				
• Urine Specimen: Routine Catch				
• Stool Specimen				
2. Occupied Bed Making				
3. Unoccupied Bed Making				
4. Administering the Commercially prepared Cleansing Enema				
5. Administering Enemas-Tap Water, Soap Suds				
6. Administering Laxative Suppository				
7. Empty Urinary Bags				
8. Care of Resident With Tubing				
• Oxygen				
• IV				

• Gastrostomy				
• Nasogastric				
• Urinary Catheter				
9. Antiembolic Hose, Elastic Stockings (T.E.D. Hose)				
10. Admitting the Resident				
11. Transferring the Resident				
12. Discharging the Resident				
13. Application of Non-sterile Dressing				
14. Application of Non-legend Topical Ointments				
Module 7, Weights and Measures (1 Hour Clinical)				
1. Measuring Oral Intake				
2. Measuring Urinary Output				
3. Measuring the Height of Resident in Bed				
4. Weighing the Resident in Bed				
5. Measuring and Weighing the Resident Using an Upright Scale				
6. Documents in Military time				
Module 11, Nutrition (6 Hours Clinical)				
1. Feeding the Helpless Resident				
2. Assisting the Resident Who Can Feed Self				
3. Verifying that Resident Has been Given Correct Diet Tray				
<u>Certified Nurse Assistant Training Program</u> Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
4. Use of Feeding Assistance Devices				
Module 15, Observation and Charting (4 Hours Clinical)				
1. Reports Appropriate Information to Charge Nurse				
2. Documents V/S, ADL's timely/Correctly				
3. Documents Changes in Resident's Body Functions/Behavior				
4. Participates in resident Care Planning				

S = Satisfactory **U = Unsatisfactory**

RIO HONDO COMMUNITY COLLEGE

ACUTE CNA CARE SKILLS CHECK LIST

Student Name: _____ Start Date: _____

SS#: _____RHC ID#: _____ Completion Date: _____

Clinical Site Name: _____

Instructor's Name & Title: _____ Initials: _____

Signature: _____

Course Title: **CNA Acute Care Training Program**

Upon successful completion of this course, students will be able to demonstrate and /or understand the following state standards necessary for certification.

Date / Hours																					

CNA Acute Care Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
Medical and Surgical Asepsis				
1. Hand washing				
2. Proper handling of linen				
3. Universal precautions				
• Gloving				
• Gowning				
• Apply mask				
Body Mechanics				
1. Helping the helpless patient up to the head of the bed with two assistants				
2. Turning and positioning the patient				
• Supine				
• Side-lying				
• Use of lift sheet				
3. Assisting transfer from bed to chair or wheelchair				
4. Assisting transfer from chair or wheelchair to bed				
5. Mechanical lift				
Patients's Rights				
1. Knocks on door before entering				
2. Pulls privacy curtains during personal care				

3. Keeps patient information confidential				
4. Treats patient with respect and dignity				
5. Explains procedure to patient				
Emergency Procedures and Prevention of Catastrophe				
1. Applying safety devices				
2. Positioning of Call Light				
CNA Acute Care Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
3. Demonstrates Fire/Disaster Procedures				
4. Handles O2 Safely				
5. Use of Fire Extinguisher		Type:		
Patient Care Skills				
1. Back Rub				
2. Bed Bath/Partial Bath				
3. Oral Hygiene				
4. Shaving				
5. Changing the Gown of Patient With IV				
6. Assist in the Use of Urinal				
7 Assist in the Use of the Bedpan				
8. Assisting Patient to Commode/Toilet				
9. Perineal Care				
Vital Signs				
* Temperature:				
• Oral				
• Axillary				
• Electronic				
* Pulse:				
• Radial				
• Apical				
* Respiration				
* Blood Pressure				
Resident Care Procedures				
1. Collect and Identify Specimen:				
• Sputum Specimen				
• Urine Specimen				
• Stool Specimen				
2. Occupied Bed Making				
3. Unoccupied Bed Making				
4. Administering the Commercially prepared Cleansing Enema				
5. Administering Enemas-Tap Water, Soap Suds				
6. Demonstrates appropriate use of:				
• Ice Bags				
• Incenative Spirometer				
• ALPS				
• Glucometer				

• Pulse Ox				
7. Empty Urinary Bags				
8. Empty NG Drainage				
9. Care of Resident With Tubing				
• Oxygen				
• IV				
• Gastrostomy				
• Nasogastric				
• Urinary Catheter				
• Davol /Hemovac/Jackson Pratt				
CNA Acute Care Training Program **Skills Demonstrated**	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
• Chest Tube				
•				
10. Antiembolic Hose, Elastic Stockings (T.E.D. Hose)				
11. Admitting the Patient				
12. Transferring the Patient				
13. Discharging the Patient				
14. Application of Non-sterile Dressing				
15. Application of Non-Prescription Topical Ointments				
Weights and Measures				
1. Measuring Oral Intake				
2. Measuring Urinary Output				
3. Measuring the Height of Resident in Bed				
4. Weighing the Patient in Bed				
5. Measuring and Weighing the Patient Using an Upright Scale				
6. Documents in Military time				
Nutrition				
1. Feeding the Helpless Patient				
2. Assisting the Patient Who Can Feed Self				
3. Verifying that Patient Has been Given Correct Diet Tray				
4. Able to Calculate Accurate Percentage of Meal				
Observation and Charting				
1. Reports Appropriate Information to RN				
2. Documents V/S, ADL's timely/Correctly				
3. Documents Changes in Patient's Body Functions/Behavior				
4. Participates in Patient Care Planning				

S = Satisfactory **U = Unsatisfactory**

RIO HONDO COMMUNITY COLLEGE
HOME HEALTH CARE

HOME HEALTH AIDE - SKILLS CHECK LIST

Student Name: _____ Start Date: _____

SS#: _____RHC ID#: _____ Completion Date: _____

Clinical Site Name: _____

Instructor's Name & Title: _____ Initials: _____

Signature: _____

Course Title: **Home Health Aide Training Program**
Upon successful completion of this course, students will be able to demonstrate and /or understand the following state standards necessary for taking the California State Certification test.

| Date / Hours | | |

• Assisting transfer from bed to chair or wheelchair				
• Assisting transfer from chair or wheelchair to bed				
5. Ambulation techniques				
Clients's Rights				
1. Knocks on door before entering				
2. Pulls privacy curtains during personal care				
3. Keeps patient information confidential				
4. Treats patient with respect and dignity				
5. Explains procedure to patient				
HHA Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
Basic Home Care Medical Treatments				
1. Vital Signs				
***Temperature (electronic, non-mercury)				
• Axillary				
• Rectal				
• Oral				
• Tympanic				
*Pulse				
• Radial				
• Apical				
*Respiration				
• Assist client with pulse ox				
*Blood Pressure				
2. Assisting client with self-administration of medication				
*Oral				
• Tablet				
• Liquid				
*Optical				
• Drops				
• Ointment				
*Transdermal				
*Tympanic				
*Inhalers				
3. Special and preventative skin care				
4. Dry non-sterile dressing				
5. Deep breathing exercises				
6. Assist the client with glucose testing				
7. Ostomy care				
8. Care of client with oxygen				
9. Care of client with tubing				
• Hickman/Brovac/PICC				
• Saline lock				

• Nasogastric				
• PEG/Gastrostomy				
• Urinary Catheter				
• Davol/Hemovac/Jackson Pratt				
• Chest Tube				
Cleaning and Care of the Home				
1. Occupied bed making				
2. Unoccupied bed making				
3. Use and care of common home appliances				
4. Washing/drying/ironing laundry				
5. Waste disposal				
Client Nutrition				
1. Plan and prepare therapeutic diets				
2. Plan and purchase food based on client's needs				
3. Cooking methods				
4. Feeding techniques (oral, NG, gastric)				
5. Measure and record intake and output				
HHA Training Program Skills Demonstrated	**S/U**	**Comments**	**Date Performed**	**Licensed Nurse Initials**
Emergencies in the Home				
1. Use of fire extinguisher				
2. CPR				
3. Choking client				
4. Basic First Aid				
Observation / Reporting / Recording				
1. Collects objective and subjective data				
2. Reports appropriate information to agency				
3. Documents changes in client's body functions / behavior				
4. Participates in client care planning				

CURRICULUM

GUIDES

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

ASSOCIATE DEGREE NURSING PROGRAM (RN)

GENERIC

The Associate Degree Nursing Program is a two-year program designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The program is approved by the California State Board of Registered Nursing. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

CURRICULUM GUIDE FOR THE A.S. DEGREE IN NURSING

PREREQUISITES / COREQUISITES

***BIOL 125**	Human Anatomy	4
***BIOL 226**	Human Physiology**	4
***BIOL 222**	Microbiology **	5
***ENGL 101**	Approaches to Writing	3

UNITS 16

PREREQUISITES

***ADN 151** Clinical Nursing Concepts-Offered only Spring or Summer semesters 4

UNITS 4

OTHER REQUIRED COURSES

CHEM 110 is a prerequisite to BIOL 222 and BIOL 226 and meets the AS degree requirement for a natural science with lab

MATH 070	Intermediate Algebra or *(*appropriate assessment*)*	4
READ 023	Reading College Textbooks or (appropriate assessment reading proficiency required for graduation)	3
***SOC 101**	Introduction to Sociology	3
***SPCH 101**	Public Address or equivalent	3
***PSY 101**	Introductory Psychology	3
AMERICAN INSTITUTIONS	(One Course)	3
FINE ARTS	(One Course)	3
HUMANITIES	(One Course)	3
PE	(2 Activity Courses)	2

(The Health Sciences and Nursing Division recommend that students complete **as many general education** courses before admission to the ADN Program especially MATH 70 and Reading 23, or appropriate assessment)

UNITS 20-27

COURSES REQUIRED AFTER ENROLLMENT BY PERMIT ONLY		
FIRST YEAR-FALL SEMESTER		
***ADN 150**	Medical/Surgical Nursing I	8
***ADN 154**	Pharmacology	2
HS 045 Math for Health Professionals (optional) elective recommended		1
	UNITS	**10-11**
FIRST YEAR-SPRING SEMESTER		
***ADN 155**	Nursing Process: Childbearing Family/Women's Health	4
***ADN 156**	Nursing Process Applied to the Care of Children	4
	UNITS	**8**
SECOND YEAR-FALL SEMESTER		
***ADN 250**	Advance Pharmacology	1
***ADN 251**	Nursing Process Applied to Aging, Perception, Coordination & Mobility	4
***ADN 252**	Psychiatric/Mental Health Nursing	3
	UNITS	**8**
SECOND YEAR-SPRING SEMESTER		
***ADN 253**	Nursing Process Applied to Advanced Concepts	5
***ADN 254** Leadership and Management in Nursing		4
	UNITS	**9**
	TOTAL UNITS	**76 – 83**

***The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of "C" or better**
Updated 10/5/2012

Determination of Eligibility for Admission to the ADN Program

A. Admission Requirements

1. Educational requirements for program application

a. Proof of graduation from an accredited high school in the U.S.A. by diploma or official transcripts; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam. International student must have high school diploma or Associate or Baccalaureate degree review transcripts evaluated by a private international evaluation service. Students must meet the admission requirements for Rio Hondo College.

b. Overall GPA in the core science prerequisites of at least a 2.5 (anatomy, physiology, microbiology) with no grade less than "C" for each course. The student is limited to one repeat in any of the science courses to improve the grade.

c. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.

d. All science courses must be a minimum of four units with a lab component.

e. Students accepted into the RN program are required to take and pass the ATI TEAS (Test of Essential Academic Skills) test. If the applicant has taken the ATI TEAS at another college or test facility and failed, he or she is not eligible for admission into Rio Hondo's RN program. Students who take the ATI TEAS the first time, at Rio Hondo College and fail are eligible for remediation and retest.
f. The Board of Registered Nursing requires a **valid social security number** for admission.
g. Students who are applying for the ADN 151 course must have an application and documentation of coursework on file in the Health Science and Nursing Division Office by **October 1 for Spring admission and March 1 for Summer admission.**

B. Admission Procedure

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit an Associate Degree Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The Associate Degree Nursing Program has once a year entry each Fall semester.
4. Please bring one official copy of your high school transcripts, diploma, or GED; and transcripts for college coursework completed to date to the Health Science and Nursing Division (**see checklist)**. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Health Sciences and Nursing Division. The international evaluation of college coursework should be a detailed report.
5. All applicants will be notified in writing regarding acceptance following the selection process.

C. Admission Process

Acceptance to the Associate Degree Nursing Program will be based on selection criteria which includes the following;

1. Overall Cumulative GPA
2. Cumulative Science GPA
3. Other College Degrees
4. Current Health Care Work Experience
5. Current Medical/Nursing certificates/licenses
6. Life Experience
7. Other Language Spoken
8. ATI Results after acceptance
9. Copy of Social Security Card

Students will be chosen on the basis of the selection criteria. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses, with no grade less than "C" for each course, had no more than one repetition of any of the science core courses, and completed English 101, with a grade of "C" or better, will be considered eligible for admission.

Students who are accepted to the program will be admitted to ADN 151 by permission of the Health Science and Nursing Division. This course is a prerequisite for admission to ADN 1st semester course (ADN 150) and is offered in the Spring semester and Summer session. Students who complete ADN 151 with a grade of "C" or better will be admitted to the program in the fall semester.

Students accepted into the ADN program are required to submit all Health, Background check, Drug test and Immunization information

D. Health Requirements

a. The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

a. Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

b. The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Licensure

The Board of Registered Nursing requires a **valid social security number** for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1100.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may
be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens.

Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office. A letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

J. Nursing Division Philosophy

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of

settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been.

K. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

Approved 10/12

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program is a two-semester program, following the completion of prerequisite courses. It is designed to prepare students for employment as a Vocational Nurse, giving care to patients in a variety of settings, such as acute hospitals, extended care facilities, home health care, surgical centers, and medical offices. The program is accredited by the California State Board of Vocational Nursing and Psychiatric Technicians. Students who complete the curriculum, and achieve the career certificate, are qualified to apply for the examination leading to licensure as a Licensed Vocational Nurse.

CURRICULUM GUIDE FOR THE VOCATIONAL NURSING PROGRAM

ACADEMIC REQUIREMENTS		
Math 030	Pre- Algebra or (appropriate assessment)	4
English 035	Intermediate Composition for Developing Writers or (appropriate assessment)	3
Reading 023	Fundamental Reading Skills or (appropriate assessment)	3
		UNITS 10
PREREQUISITES		
HS 060	Health Science Core-See Nursing Counselor for permit	5
PSY 101	Introductory Psychology	3
		UNITS 8
PREREQUISITES		
*VN 061	Basic Fundamentals of Nursing	3.5
*VN 061L	Basic Fundamentals of Nursing Lab	5
HS 045	Math for Health Professionals (**optional**) elective recommended	1
		UNITS 8.5-9.5
COURSES REQUIRED AFTER PROGRAM ADMISSION-BY PERMIT ONLY		
FALL SEMESTER (I)		
VN 071L	Introduction to Medical-Surgical Nursing Lab	3.5
VN 073	Basic Pharmacology	2
VN 074	Older Adult & Integumentary / Ortho Nursing Problems	2.5
VN 075	Endocrine Nursing Problems	1
VN 076	Gastrointestinal & Renal Nursing Problems	3.5
VN 077	Cardiovascular & Respiratory Nursing Problems	3
VN 072L	Intermediate Medical-Surgical Nursing Lab	3.5
		UNITS 19
SPRING SEMESTER (II)		
VN 081L	Maternal/Child & Pediatric Nursing Lab	2.5
VN 083	Applied Pharmacology	2
VN 084	Maternal/Child & Pediatric Nursing Problems	4
VN 085	Leadership & Supervision for Vocational Nursing	0.5
VN 086	Mental Health & Neurological Nursing Problems	3
VN 087	Cancer Nursing Problems	1
VN 082L	Advanced Medical-Surgical Nursing Lab	3.5
		UNITS 16.5
RECOMMENDED COURSES		
ENGL 101	English	
READ 134	Effective Study Methods	

TOTAL UNITS 62-71.

VN 61 and 61L are offered in the Spring semester only by permit

Updated 10/5/2012

Determination of Eligibility for Admission to the LVN Program

A. Admission Requirements

1. Educational requirements for program application
    a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
    b. Students must meet the admission requirements for Rio Hondo College.
    c. GPA of 2.5 or above in Health Science Core 60, or equivalent, and Psychology 101.
    d. Completion of Reading 23, English 35, Math 30, or equivalent, with a grade "C" or better or exemption through assessment testing.
    e. Board of Vocational Nursing and Psychiatric Technicians require a **valid social security number**
    f. All prerequisite courses must have been completed within the last 10 years.
    g. Students who are applying for the LVN program must have an application and documentation of coursework on file in the Health Science and Nursing Division Office by **October 1** for consideration of admission.

B. Admission Procedure

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Vocational Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit a Vocational Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The Vocational Nursing Program has once a year entry each Spring semester.
4. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date, to the Health Sciences and Nursing Division Office. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Health Science and Nursing Division. The international evaluation of college course work should be a detailed report.
5. All applicants will be notified in writing regarding acceptance following the selection procedure.

C. Admission Process

The student's overall cumulative GPA for all college coursework taken, grades in the Health Science Core 60, or equivalent, and Psychology 101, completion of college English 35, Reading 23, and Math 20, or exemption through assessment testing, will be used to determine the student's eligibility. Students who have at least a GPA of 2.5 in the Health Science Core 60, or equivalent, and Psychology 101, with no grade less than "C" for each course, and completed English 35, Reading 23, and Math 20, or equivalent, with a grade of "C" or better, or exemption through assessment testing,

will be considered eligible for admission. Each class selection will be completed using the above process.

***Students accepted into the LVN program are required to submit <u>all</u> Health, Background**

Drug test and Immunization information*

D. Health Requirements

The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Licensed Vocational Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Sciences and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Sciences and Nursing with questions concerning this procedure.

The Board of Vocational Nursing and Psychiatric Technicians require the applicant for licensure as a Vocational Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Sciences and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Licensure

The Board of Vocational Nursing and Psychiatric Technicians require a **valid social security number** for licensure. The Board of Vocational Nursing and Psychiatric Technicians should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Vocational Nursing and Psychiatric Technicians can be reached at 916-263-7800.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1000.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may be used throughout the remainder of the Vocational Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Sciences and Nursing Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo’s LVN program.

K. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Sciences and Nursing within ten days.
2. If the Dean of Health Sciences and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION
ASSOCIATE DEGREE NURSING PROGRAM

LVN TO ADN

The Associate Degree Nursing Program may be completed by the Licensed Vocational Nurse in one year. It is designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The California State Board of Registered Nursing approved the program. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

CURRICULUM GUIDE FOR THE A.S. DEGREE IN NURSING

PREREQUISITES / COREQUISITES

***BIOL 125**	Human Anatomy	4
***BIOL 226**	Human Physiology**	4
***BIOL 222**	Microbiology **	5
***ENGL 101**	Approaches to Writing	3
	UNITS	**16**

PREREQUISITES

***ADN 75**	LVN Transition into the Associate Degree Nursing Program By permission of the program after admission – (Offered Summer session only)	2.5
HS045	Math for Health Professionals (**optional** elective for 1 Unit)	
	UNITS	**2.5-3.5**

OTHER REQUIRED COURSES

CHEM 110 is a prerequisite to BIOL 222 and BIOL 226 and meets the AS degree requirement for a natural science with lab

MATH 070	Intermediate Algebra or (appropriate assessment)	4
READ 023	Reading College Textbooks or (appropriate assessment; reading proficiency required for graduation)	3
***SOC 101**	Introduction to Sociology	3
***SPCH 101**	Public Address or equivalent	3
***PSY 101**	Introductory Psychology	3
AMERICAN INSTITUTIONS	(One Course)	3
FINE ARTS	(One Course)	3
HUMANITIES	(One Course)	3
PE	(2 Activity Courses)	2
	UNITS	**20-27**

COURSES REQUIRED AFTER PROGRAM ADMISSION-BY PERMIT ONLY
SECOND YEAR-FALL SEMESTER

***ADN 250**	Advance Pharmacology	1.0
***ADN 251**	Nursing Process Applied to Aging, Perception, Coordination & Mobility	4.5
***ADN 252**	Psychiatric/Mental Health Nursing	3.5
	UNITS	**4.5**

SECOND YEAR-SPRING SEMESTER

***ADN 253**	Nursing Process Applied to Advanced Concepts	5
***ADN 254**	Leadership and Management in Nursing	4
	UNITS	**9**
	TOTAL UNITS	**56.5 – 63.5**

Course required by BRN to sit for licensing exam. All of these courses must be completed with a grade of "C" or better

Updated 10/5/2012

Determination of Eligibility for Admission to the LVN-ADN Program

A. Admission Requirements

1. Educational requirements for program application:
   a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
   b. Students must meet the admission requirements for Rio Hondo College.
   c. Active California **Vocational Nurse License**.
   d. Overall GPA in the core science prerequisites of at least a 2.5 (anatomy, physiology, microbiology) with no grade less than "C" for each course. The student is limited to one repeat in any of the science courses to improve the grade.
   e. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
   f. All science courses must be a minimum of four units with a lab component.
   g. LVN- ADN 75 Transition into the Associate Degree Nursing Program with a minimum grade of "C".
   h. Students accepted into the RN program are required to take and pass the ATI TEAS (Test of Essential Academic Skills) test. If the applicant has taken the ATI TEAS test at another college or facility and failed, he or she is not eligible for admission into Rio Hondo's RN program. Students, who take the ATI TEAS test the first time at Rio Hondo College and fail are eligible for remediation and retest.
   i. Students who are applying for the LVN to RN Program must have an application, and documentation of course work on file in the Health Science and Nursing Division Office by **October 1.**

B. Admission Procedure

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree and basic skills testing. Applicants must complete and submit an application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The LVN to ADN Program has once a year entry each Fall semester.
4. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date to the Health Science and Nursing Division. (see checklist) If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Health Science and Nursing Division. The international evaluation of college course work should be a detailed report.
5. All applicants will be notified in writing regarding acceptance following the selection procedure.

C. Admission Process

Acceptance to the Associate Degree Nursing Program will be based on selection criteria which includes the following;

1. Overall Cumulative GPA
2. Cumulative Science GPA
3. Other College Degrees

4.Current Health Care Work Experience
5.Current Medical/Nursing certificates/licenses
6.Life Experience
7.Other Language Spoken
8.ATI Results after acceptance
9.Copy of Social Security Card

LVN – ADN 75 Transition into the Associate Degree Program is a prerequisite for admission to ADN 251, 252 in the fall semester and is offered in the **summer only**. Following admission, the student will be given a permit to register for this course. Following completion of this course, with a grade of "C" or better, the student will continue the program in the fall semester.

Students accepted into the LVN - ADN program are required to submit all Health, Background check, Drug test and Immunization information.

D. Health Requirements

a. The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

a. Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

b. The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Licensure

The Board of Registered Nursing requires a **valid social security number** for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1100.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may
be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens.

Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a "C" are ineligible for transfer into the Rio Hondo ADN Program.

K. Nursing Division Philosophy

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

L. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Sciences and Nursing within ten days.
2. If the Dean of Health Sciences and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

Approved 10/12

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

30 UNIT OPTION LVN TO RN

This one-year program is for the applicant with a valid California Vocational Nurse license. The Vocational Nurse who completes the additional units described below beyond the LVN curriculum qualifies to take the licensing examination as a Registered Nurse without completing the requirements for the Associate Degree Nursing Program.

The program is designed to prepare students for employment as a Registered Nurse, providing direct care to patients. The student should be aware that they may not change their status as a 30 unit option RN with the Board of Registered Nursing at any time after licensure. Individuals who become licensed as Registered Nurses using this option may not be eligible for licensure in states other than California. The program is approved by the California Board of Registered Nursing. The 30 unit option student will take the NCLEX-RN exam as a non-graduate. This status will not restrict their practice within California. They may have difficulty applying to a college/university for an advanced degree.

CURRICULUM GUIDE FOR THE 30 UNIT OPTION

PREREQUISITES / COREQUISITES
CHEM 110 is a prerequisite to BIOL 222 and BIOL 226 and meets the AS degree requirement for a natural science with lab

***BIOL 226**	Human Physiology	4
***BIOL 222**	Microbiology	5
	UNITS	**9.0**

PREREQUISITES

***ADN 075**	LVN Transition into the Associate Degree Nursing Program Admission by permission of the Health Science and Nursing Division-Spring session only	2.5
HS 045	Math for Health Professionals (**Optional elective for 1 Unit**)	
	UNITS	**2.5**

COURSES REQUIRED AFTER ADMISSION TO THE PROGRAM-BY PERMIT ONLY
SECOND YEAR-FALL SEMESTER

***ADN 250**	Advance Pharmacology	1.0
***ADN 251**	Nursing Process Applied to Aging, Perception, Coordination & Mobility	4.5
***ADN 252**	Psychiatric/Mental Health Nursing	3.5
	UNITS	**9.0**

SECOND YEAR-SPRING SEMESTER

***ADN 253**	Nursing Process Applied to Advanced Concepts	5
***ADN 254**	Leadership and Management in Nursing	4
	UNITS	**9.0**
	TOTAL UNITS	**29.5**

***The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of "C" or better.**

Updated 10/5/2012

Determination of Eligibility for Admission to the ADN 30 Unit Option Program

A. Admission Requirements

1. Educational requirements for program application
    a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam. International student must have high school diploma or Associate or Baccalaureate degree review transcripts evaluated by a private international evaluation service. Students must meet the admission requirements for Rio Hondo College.
    b. Active State of California Vocational Nurse License.
    c. Students must meet the admission requirements for Rio Hondo College.
    d. Overall GPA in the core science prerequisites of at least a 2.5 (physiology, microbiology), with no grade less than "C" for each course. The student is limited to one repeat in any of the science courses to improve the grade.
    e. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
    f. All science courses must be a minimum of four units with a lab component.
    g. Completion of LVN – ADN 75 Transition into the Associate Degree Program with a minimum grade of "C" or better is a prerequisite for admission to ADN 251, 252 in the fall semester and is offered in the **spring only**. Following admission, the student will be given a permit to register for this course. Following completion of this course, with a grade of "C" or better, the student will continue the program in the fall semester.
    h. Students accepted into the LVN - ADN program are required to take and pass the ATI TEAS (Test of Essential Academic Skills) test. If the applicant has taken the ATI TEAS at another college or test facility and failed, he or she is not eligible for admission into Rio Hondo's RN program. Students who take the ATI TEAS the first time, at Rio Hondo College and fail are eligible for remediation and retest.
    i. Students who are applying for the 30 Unit Option LVN to RN Program must have an application, and documentation of course work on file in the Health Science and Nursing Division Office by **October 1**.

B. Admission Procedure

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the 30 Unit Option LVN to RN Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree, and basic skills testing. Applicants must complete and submit an LVN to ADN application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The 30 Unit Option LVN to RN Program has once a year entry each Fall semester.
4. Please bring one official copy of your high school transcripts, diploma, or GED, and transcripts for college coursework completed to date, to the Health Science and Nursing Division. If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international

transcripts, to the Health Science and Nursing Division. The international evaluation of college coursework should be a detailed report.

5. All applicants will be notified in writing regarding acceptance following the selection procedure.

C. Admission Process. Acceptance to the 30 Unit Option LVN to ADN Program will be based on selection criteria which includes the following:

1. Overall Cumulative GPA
2. Cumulative Science GPA
3. Other College Degrees
4. Current Health Care Work Experience
5. Current Medical/Nursing certificates/licenses
6. Life Experience
7. Other Language Spoken
8. ATI Results after acceptance
9. Copy of Social Security Card

Students will be chosen on the basis of the selection criteria. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses, with no grade less than "C" for each course, had no more than one repetition of any of the science core courses will be considered eligible for admission.

LVN – ADN 75 Transition into the Associate Degree Program is a prerequisite for admission to ADN 251, 252 in the fall semester and is offered in the **spring only**. Following admission, the student will be given a permit to register for this course. Following completion of this course, with a grade of "C" or better, the student will continue the program in the fall semester.

Students accepted into the ADN 30 Unit Option Program are required to submit all Health, Background check, Drug test and Immunization information

D. Health Requirements

a. The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

a. Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

b. The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Licensure

The Board of Registered Nursing requires a **valid social security number** for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1100.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may
be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo

College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a "C" are ineligible for transfer into the Rio Hondo ADN Program.

K. Nursing Division Philosophy

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

L. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

Approved 10/12

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION
ASSOCIATE DEGREE NURSING PROGRAM (RN)

PSYCHIATRIC TECHNICIAN TO RN ASSOCIATE DEGREE NURSING

The Associate Degree Nursing Program is a two-year program designed to prepare students for employment as a Registered Nurse, providing direct care to patients. Graduates receive an Associate of Science Degree in Nursing. The program is approved by the California State Board of Registered Nursing. Students who complete the curriculum are qualified to take the examination leading to licensure as a Registered Nurse.

PREREQUIITES / COREQUISITES		
***BIOL 125**	Human Anatomy	4
***BIOL 226**	Human Physiology**	4
***BIOL 222**	Microbiology **	5
***ENGL 101**	Approaches to Writing	3
	UNITS	**16**
***ADN 151**	Clinical Nursing Concepts-Offered only Spring or Summer semester- Permit to register given only to students admitted to the program.	4
	UNITS	**4**
CHEM 110 is a prerequisite to BIOL 222 and BIOL 226 and meets the AS degree requirement for a natural science with lab		
MATH 70	Intermediate Algebra or (appropriate assessment)	4
READ 23	Reading College Textbooks or (appropriate assessment, Reading proficiency required for graduation)	3
***SOC 101**	Introduction to Sociology	3
***SPCH 101**	Public Address or equivalent	3
***PSY 101**	Introductory Psychology	3
AMERICAN INSTITUTIONS	(One Course)	3
FINE ARTS	(One Course)	3
HUMANITIES	(One Course)	3
PE	(2 Activity Courses)	2
	UNITS	**20- 27**
COURSES REQUIRED AFTER ENROLLMENT BY PERMIT ONLY		
FIRST YEAR-FALL SEMESTER		
***ADN 150**	Medical/Surgical Nursing I	8
***ADN 154**	Pharmacology	2
HS045	Math for Health Professionals **(optional** elective for 1 Unit**)**	
	UNITS	**10-11**
FIRST YEAR-SPRING SEMESTER		
***ADN 155**	Nursing Process: Childbearing Family/Women's Health	4
***ADN 156**	Nursing Process Applied to the Care of Children	4
	UNITS	**8**
SECOND YEAR-FALL SEMESTER		
***ADN 250**	Advanced Pharmacology	1.0
***ADN 251**	Nursing Process Applied to Aging, Perception, Coordination & Mobility	4.5
***ADN 252**	Psychiatric/Mental Health Nursing (**waived with active Psych tech license**)	3.5
	UNITS	**9**
SECOND YEAR-SPRING SEMESTER		
***ADN 253**	Nursing Process Applied to Advanced Concepts	5

***ADN 254** Leadership and Management in Nursing	4
UNITS	**9**
TOTAL UNITS	**79.5 – 83**

***The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the RN licensing examination. All of these courses must be completed with a grade of "C" or better ***
Updated 10/5/2012

Determination of Eligibility for Admission to the Psych Tech-ADN Program

A. Admission Requirements

1. Educational requirements for program application

a. Proof of graduation from an accredited high school in the U.S.A. by transcript, diploma, or official international evaluation; or Associate or Baccalaureate degree from an accredited institution of higher education in the U.S.A.; or documentation of passing score on the GED (General Education Development) exam.
b. Active California Psychiatric Technician License.
c. Students must meet the admission requirements for Rio Hondo College.
d. Overall GPA in the core science prerequisites of at least a 2.5 (anatomy, physiology, microbiology) with no grade less than 'C' for each course. The student is limited to one repeat in any of the science courses to improve the grade.
e. A cumulative grade point average (GPA) of 2.5 for all college coursework taken.
f. All science courses must be a minimum of four units with a lab component.
g. Students accepted into the RN program are required to take and pass the ATI TEAS (Test of Essential Academic Skills) test. If the applicant has taken the ATI TEAS at another college or test facility and failed, he or she is not eligible for admission into Rio Hondo's RN program. Students who take the ATI TEAS the first time, at Rio Hondo College and fail are eligible for remediation and retest.
h. Students who are applying for the ADN 151 course must have an application, a copy of their counseling card and documentation of course work on file in the Health Science and Nursing Division Office by **October 1 for Spring admission and March 1 for Summer admission**.

B. Admission Procedure

1. Application for admission to the College shall be submitted to the Admissions Office.
2. Applicants to the Associate Degree Nursing Program should attend a nursing information session to discuss prerequisites, general education requirements for the degree and basic skills testing. Applicants must complete and submit an Associate Degree Nursing Program application to the Health Science and Nursing Division for admission consideration, when all the educational requirements are met.
3. The Associate Degree Nursing Program has once a year entry each Fall semester.
4. Please bring one official copy of your high school transcripts, diploma or GED, and transcripts for college work completed to date to the Health Sciences and Nursing Division (see checklist). If you graduated from high school and/or college in another country, please have your transcripts evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the

Health Science and Nursing Division. The international evaluation of college course work should be a detailed report.

5. All applicants will be notified in writing regarding acceptance following the selection process.

C. Admission Process

Acceptance to the Associate Degree Nursing Program will be based on selection criteria which includes the following;

1. Overall Cumulative GPA
2. Cumulative Science GPA
3. Other College Degrees
4. Current Health Care Work Experience
5. Current Medical/Nursing certificates/licenses
6. Life Experience
7. Other Language Spoken
8. ATI Results after acceptance
9. Copy of Social Security Card

Students will be chosen on the basis of the selection criteria. Students who have at least an overall cumulative GPA of 2.5 for all college coursework taken, GPA of 2.5 in the science core courses with no grade less than "C" for each course, had no more than one repetition of any of the science core courses and completed English 101, with a grade of "C" or better, will be considered eligible for admission.

Students who are accepted to the program will be admitted to ADN 151 by permission of the Health Sciences and Nursing Division. This course is a prerequisite for admission to ADN 1st semester course (ADN 150) and is offered in the Spring semester and Summer session. Students who complete ADN 151 with a grade of "C" or better will be admitted to the program in the fall semester - Licensed Psychiatrics may challenge ADN 151.

Students accepted into the Psych Tech-ADN Program are required to submit all Health, Background check, Drug test and Immunization.

D. Health Requirements

a. The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Registered Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there

is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

a. Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and clinical facility policies, nursing students must have clear criminal background checks to participate in clinical courses. Specific procedures will be shared with the student upon admission. The student is responsible for the cost of the background check. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected. The Dean of Health Science and Nursing is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical sites. Student information will be held in strictest confidence. See the Dean of Health Science and Nursing with questions concerning this procedure.

b. The Board of Registered Nursing requires the applicant for licensure as a Registered Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Licensure

The Board of Registered Nursing requires a **valid social security number** for licensure. The Board of Registered Nursing should be consulted for qualifications for licensure for legal residents without social security cards. The Board of Registered Nursing can be reached at 916-322-3350.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $1100.00 the first semester, and approximately $600 every semester thereafter. Items purchased within the first semester may
be used throughout the remainder of the Associate Degree Nursing Program. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees,

books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a "C" are ineligible for transfer into the Rio Hondo ADN Program.

K. Nursing Division Philosophy

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Associate Degree Nursing Program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

L. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

Approved 10/12

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

NURSING ASSISTANT PRE-CERTIFICATION TRAINING COURSE

This course is designed for students who have expressed an interest in an entry level nursing course. This course meets Title 22 regulations for taking care of the geriatric population in a long term care setting utilizing skills in basic care, emergency care and communication. The Nurse Assistant Pre-Certification Training course consists of a combination of 64 hours classroom instruction and 128 hours supervised clinical practice in long term facilities. This course prepares the student to take the state certification exam to be a certified nurse (CNA). After obtaing the state certification, the student may find employment in the acute care, long term care or assisted living settings.

CURRICULUM GUIDE FOR THE NURSING ASSISTANT PRE-CERTIFICATION COURSE

RECOMMENDED COURSES

ENGL 035 or ESL 198	English
Math 020	Basic Math
READ 023 or appropriate assessment	

COURSE CONTENT
Introduce
Patient Rights
Interpersonal Skills
Prevention Management of Catastrophe and Unusual Occurrence
Body Mechanics
Medical and Surgical Asepsis
Weights and Measure
Patient Care Skills
Patient Care Procedures
Vital Signs
Nutrition
Emergency Procedures
Long Term Care Patient
Rehabilitative Nursing
Observation and Charting
Death and Dying

64 HOURS THEORY **TOTAL UNITS 5.5**
128 HOURS CLINICAL

The California Department of Public Health Licensing and Certification Program Aide and Technician Certification requires these courses be completed to be eligible to take the licensing examination. All of these courses must be completed with a grade of "C" or better.

Updated 10/5/2012

Determination of Eligibility for Admission to the Nursing Assistant Pre-Certification

Admission Requirements

A. Educational requirements for program application

a.Completion of Reading Assessment testing is recommended
b. Requires a **valid social security number**
c. Must be at least 16 years of age

B. Admission Procedure

1. Application to the CNA Program should attend a nursing information session to discuss requirements of the course.
2. Applicants must complete and submit a Nurse Assistant Pre-Certification application to the Health Science and Nursing Division for consideration **March 1** for fall and **October 1** for spring admission.
3. Application for admission to Rio Hondo College www.riohondo.edu
4. The Nurse Assistant Pre-Certification program has a once a year entry each fall semester.
5. The Dean of Health Science and Nursing and CNA program Director will evaluate each applicant for consideration.

C. Admission Process

Students accepted into the Assistant Pre-Certification Program will be notified in writing.

Students accepted into the Nursing Assistant Pre-Certification are required to submit <u>all</u> Health, Backgroundcheck, and Immunization information.

D. Health Requirements

The applicant must be free from communicable diseases, infections, psychological disorders, and other conditionsthat would prevent the successful performance of the responsibilities and tasks required in the education andtraining. Upon acceptance into the program, the student must satisfactorily pass a health examination by alicensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that wouldprevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursingmay require the student to be examined by a licensed physician. If the licensed physician verifies the condition,then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

E. Patient Safety and Background Checks

Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and California Department of Public Health (CDPH), and clinical facility policies, nursing students must have clear criminal background checks and be fingerprinted to participate in clinical courses. Specific procedures will be shared with the student upon admission. The Health science and Nursing Division requires that applicant to disclose prior misdemeanors and felony convictions. The applicant must explain the circumstance of the convictions and provide documentation of rehabilitation. The CDPH considers the nature and severity of the offense subsequent acts, recency of the acts of crime, compliance with court

sanctions, and evidence of rehabilitation in determining eligibility for certification. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Requirement for Certification

The California Department of Public Health (CDPH) requires a **valid social security number** for certification. The California Department of Public Health (CDPH) licensing and Certification Program Aide and Technician Certification can be reached at (916) 327-2445.

G. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $500.00. Students are responsible for providing their own transportation to clinical facilities.

H. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

I. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer to the Rio Hondo.

J. Nursing Division Philosophy

The philosophy of the entry level nursing programs is in harmony with the mission, vision, and goals of Rio Hondo College. The entry level nursing programs strive to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for certification in the area of Certified Nurse Assistant, Acute Care Nurse Assistant and Home Health Aide. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

K. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.

3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

Approved 10/12

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

CERTIFIED NURSE ASSISTANT ACUTE CARE TRAINING COURSE

This course is designed for students who are Certified Nurse Assistants that wish to learn the basic nursing skills and duties in the acute care setting with additional emphasis on the specialized acute care areas such as medical/surgical, orthopedics, pediatrics and obstetrics. The Certified Nurse Assistant Acute Care course consists of a combination of 24 hours classroom instruction and 48 hours supervised clinical practice in the acute care hospital. This course includes communication, patient assessment, observation and reporting training as well as reinforcement of Certified Nurse Assistant basic-care procedures.

CURRICULUM GUIDE FOR THE CERITFIED NURSE ASSISTANT ACUTE CARE TRAINING

PREREQUISITE:

Nurse Assistant Pre-Certification Training Course Certification

RECOMMENDED COURSES

ENGL 035 or ESL 198	English
Math 020	Basic Math
READ 023 or appropriate assessment	

COURSE CONTENT

Introduce
Roles/Responsibilities
Basic Patient Care Procedures
Care of the Orthopedic Patient
Care of the Surgical Patient
Care of the Pediatric Patient
Care of the Obstetrical and Gynecological Patient
Care of the Medical Patient
Final Exam

24 HOURS THEORY **TOTAL UNITS 2.0**
48 HOURS CLINICAL

*** All of these courses must be completed with a grade of "C" or better.***

Updated 10/5/2012

Determination of Eligibility for Certified Nurse Assistant Acute Care Training Course

A. Admission Requirements

1. Educational requirements for program application

    a. Proof of certification for CNA (must be active)
    b. Requires a valid **social security number**
    c. Completion of Reading Assessment testing is **recommended**
    d. Must be at least 16 years of age

B. Admission Procedure

1. Application to the Certified Nurse Assistant Acute Care Training Course should attend a nursing information session to discuss requirements of the course.
2. Applicants must complete and submit a Nurse Assistant Pre-Certification application to the Health Science and Nursing Division for consideration **October 1**.
3. Application for admission to Rio Hondo College www.riohondo.edu
4. The Certified Nurse Assistant Acute Care Training Course has a once a year entry each spring semester.
5. The Dean of Health Science and Nursing and CNA program Director will evaluate each applicant for consideration.

C. Admission Process

Students accepted into the Certified Nurse Assistant Acute Care Program will be notified in writing.

Students accepted into the Certified Nurse Assistant Acute Care Training Course are required to submit <u>all</u> Health, Background check, Drug test and Immunization information.

D. Health Requirements

The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training. Upon acceptance into the course, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the course has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission into the course.

E. Patient Safety and Background Checks

Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and Department of Public Health (CDPH), and clinical facility policies, nursing students must have clear criminal background checks

and be fingerprinted to participate in clinical courses. Specific procedures will be shared with the student upon admission. The Health science and Nursing Division requires that applicant to disclose prior misdemeanors and felony convictions. The applicant must explain the circumstance of the convictions and provide documentation of rehabilitation. The CDPH considers the nature and severity of the offense subsequent acts, recency of the acts of crime, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for certification. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

F. Drug Test

The student will be required to undergo **drug testing** at their expense before caring for patients in the clinical setting. Specific procedures will be shared with the student upon admission. Evidence of drug use would jeopardize the admission of the student to the clinical setting.

G. Requirement for Certification

Students must complete all required courses to receive a certificate in the Certified Nurse Assistant Acute Care Training Course.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $500.00. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area

are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

K. Nursing Division Philosophy

The philosophy of the entry level nursing programs is in harmony with the mission, vision, and goals of Rio Hondo College. The entry level nursing programs strive to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for certification in the area of Certified Nurse Assistant, Acute Care Nurse Assistant and Home Health Aide. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

L. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

RIO HONDO COLLEGE
HEALTH SCIENCE AND NURSING DIVISION

HOME HEALTH AIDE TRAINING COURSE

This course is designed for students who are Certified Nurse Assistants that wish to learn how to provide personal care in the home care setting for those who are unable to do it for themselves and/or promote the recovery, safety and comfort of the patient. Additional emphasis on rehabilitative nursing care, family relationship and the impact of long term illness on the family as well as the client with be included. The Home Health Aide training course consists of a combination of 24 hours classroom instruction and 48 hours supervised clinical practice in the Assisted Living setting. This course meets title 22 regulations for Home Health Aides training courses. This course may be taken once and repeated one time for credit.

CURRICULUM GUIDE FOR THE HOME HEALTH AIDE TRAINING COURSE

PREREQUISITE:

Nurse Assistant Pre-Certification Training State Certification

RECOMMENDED COURSES

ENGL 035 or ESL 198	English
Math 020	Basic Math
READ 023 or appropriate assessment	

COURSE CONTENT

Introduce
Roles/Responsibilities of Home Health Aide and Home Health Agency
Ethics/Legalities
Medical/Social Needs of Clients
Personal Care
Client Nutrition
Cleaning and Care of the Home

24 HOURS THEORY **TOTAL UNITS 2.0**
48 HOURS CLINICAL

*** All of these courses must be completed with a grade of "C" or better.***
Updated 10/5/2012

Determination of Eligibility for Home Health Aide Training course

A. Admission Requirements

B. Educational requirements for program application

a. Proof of certification for CNA (must be active)
b. Requires a valid **social security number**
c. Completion of Reading Assessment testing is recommended
d. Must be at least 16 years of age

C. Admission Procedure

1. Application to the Home Health Aide Training course should attend a nursing information session to discuss requirements of the courses.
2. Applicants must complete and submit a Home Health Aide Training course application to the Health Science and Nursing Division for consideration **October 1**.
3. Application for admission to Rio Hondo College go to www.riohondo.edu
4. The Home Health Aide Training course has a once a year entry each fall semester.
5. The Dean of Health Science and Nursing and CNA program Director will evaluate each applicant for consideration.

D. Admission Process

Students accepted into the Home Health Aide Training course will be notified in writing.

Students accepted into the Nursing Assistant Pre-Certification are required to submit <u>all</u> Health, Background check and Immunization information.

E. Health Requirements

The applicant must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Dean of Health Science and Nursing may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program pursuant to Board Policy. Information on specific health requirements will be provided to the student upon admission to the program.

F. Patient Safety and Background Checks

Based on national guidelines from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and California Department of Public Health (CDPH), and clinical facility policies, nursing students must have clear criminal background checks and be fingerprinted to participate in clinical courses. Specific procedures will be shared with the student upon admission. The Health science and Nursing Division requires that applicant to disclose prior misdemeanors and felony convictions. The applicant must explain the circumstance of the convictions and provide documentation of rehabilitation. The CDPH considers the nature and severity of the offense subsequent acts, recency of the acts of crime, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for certification. Questions concerning this requirement may be directed to the Dean of Health Science and Nursing.

G. Requirement for Certification

Students must complete all required courses to receive a Home Health Aide Training Course Certificate. The California Department of Public Health (CDPH) requires a **valid social security number** for certification. The California Department of Public Health (CDPH) licensing and Certification Program Aide and Technician Certification can be reached at (916) 327-2445.

H. Expenses

Uniforms, books, health and safety screenings, and miscellaneous expenses will total approximately $500.00. Students are responsible for providing their own transportation to clinical facilities.

I. Student Support-Scholarships and Financial Aid

Rio Hondo College participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books/supplies, transportation, and room and board. Eligibility is limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and information may be obtained from the Financial Aid Office. There are numerous scholarships available to Rio Hondo College nursing students. These scholarships are funded and sponsored by a variety of on and off campus resources, including community hospital partners of the nursing program. Scholarships are granted based on a variety of qualifications. Scholarship information is available in the College Scholarship Office located in the Financial Aid Office or in the Health Science and Division. Short-term loans are available in emergency situations for books and supplies through the Student Activities Office or the Scholarship Office.

J. Transfer Students

All transfer students who have taken coursework in nursing at another nursing program will be evaluated on an individual basis. Previous nursing coursework must be no older than three years. The student must present a letter from the director of the former nursing program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area

are not eligible for transfer to the Rio Hondo Associate Degree Nursing Program. Transfer students must demonstrate competence in clinical skills and pass a pharmacology math quiz with, a score of 100%, before admission to the program. Students who have completed two nursing courses with grades below a “C” are ineligible for transfer into the Rio Hondo ADN Program.

K. Nursing Division Philosophy

The philosophy of the nursing program is in harmony with the mission, vision, and goals of Rio Hondo College. The Health Science and Nursing program strives to be an exemplary nursing program that provides opportunities for students from diverse backgrounds, ethnicities and cultures to be educated, responsible and caring community members. Graduates are prepared for licensure as registered nurses. The faculty recognizes the importance of also preparing students to practice in a variety of settings as health care delivery evolves. Teaching/learning strategies will embrace student centered competency-based instruction. In addition, the program has established quality improvement measures to assure that educational competencies have been met.

L. Appeal Procedure

An applicant who is denied admission may:

1. Appeal in writing to the Dean of Health Science and Nursing within ten days.
2. If the Dean of Health Science and Nursing denies the appeal, the student may appeal to the Executive Vice President of Academic Affairs.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the grievance policy adopted by the Board of Trustees.

Above information subject to change

APA

Format

APA Formatting and Style Guide

Based on 5th Edition of the American Psychological Association Manual

General APA Guidelines

Essay should be typed, double-spaced on standard sized paper with 1 inch margins on all sides. You should use 12 point Times New Roman font.

- Include a page header in the upper right-hand page of every page.
- A header will include 2-3 words of the title of the paper
- After the header, insert five spaces and then give the page number

Major Paper Sections

- Title Page
  - Page header
  - Running head (first line of title page flush left in Caps)
  - Abbreviated title of 50 characters or less
  - Full name
  - Affiliation (Rio Hondo College)
  - Course Name
  - Professor's name and credentials
  - Date
- Abstract (instructor may not request this)
  - Begins on a new page
  - On the first line of the abstract page, center the work "Abstract"
  - Do not bold, underline italicize or change the font size
  - Beginning with the next line, write a concise summary of the key pints of your research. Do not indent. The abstract should be a single paragraph double-spaced of less than 120 words
- Main Body
  - Make sure to include page headers and page number on each page
- Reference
  - Starts on a new page with the word Reference centered in the top, middle or the page. If the reference takes up more than one page, do not repeat the work Reference on page two.
  - Place in alphabetical order.
  - The first line of the reference is flush left. Lines thereafter are indented five spaces.
  - Single space the reference itself and double space between references
  - Use italics for titles of books, newspapers, journals and magazines
  - Give in parentheses the year the work was published. For magazines or newspapers, give the year followed by the moth and date it any. If no date, write in n.d.)
  - Give volume numbers for magazines, journals and newsletters. Include the issue number for journals if and only if each issue begins on page 1.

- Electronic references:
  - Includes all information that the online host makes available including an issue number in parentheses)
  - Provide a retrieval date only if the information is likely to be updated or changed at a later date.
  - Provide a Digital Objective identifier (DOI) when it is available as opposed to the URL
  - e.g. Whittaker, J.M. (2000). Power through appointment (Electronic version). Social Science Research, 29, 535-555.
- Reference in text:
  - One author: Give the last name of the author and the date in parentheses e.g. Isaac (2004)
  - Two authors: Always cite both authors by last name and the date e.g. Isaac and Owens (2006)
  - When a work has more than two authors: 3 or more authors need to all by included in the first reference. Isaac, Owens, Brown and Stevens (2005) Other references can state; Isaac (2005) et al.
  - When a work has no authors: Cite in text the first few words of what appears first for the entry on the list (usually the title) and the date: Green Energy Alternatives (2008)

Running head: LEARNING TO FORMAT

Learning to Format Papers in APA Style

Jodi Wagner

Rio Hondo College

ADN 150

Professor Jenkins, MSN, RN

May 5, 2009

REFERENCE LIST EXAMPLES

Garner, H.J. (1997, July) Do babies have universal song? *Psychology Today*, 102 70-77.

Strunk, W., and White, E.B. (1979). The elements of style (3rd ed.) New York: Macmillan.

Electronic reference:

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Rio Hondo College

Associate Degree

Nursing

Student Council

Bylaws

ADNSC-RHC

RIO HONDO COLLEGE
ASSOCIATE DEGREE NURSING STUDENT COUNCIL
BY-LAWS

ARTICLE I Rio Hondo College Associate Degree Nursing Student Council of Rio Hondo College

The name of this organization shall be the Associate Degree Nursing Council of Rio Hondo College, and herein referred to as the ADNSC-RHC

ARTICLE II Purpose and Functions

A. The purpose and functions of the ADNSC-RHC:
   1. Facilitate communication between nursing student, faculty, and nursing administration.
   2. Represent department and students at the Associate Student Body level.
   3. Represent department and students at the local, community, state, and national level.
   4. Promote nurses as valuable contributors to the maintenance of the highest quality health care.

ARTICLE III Members

A. Membership shall consist of any individual currently enrolled in the first or second year of the Associate Degree Nursing Program.
B. Active members shall be individuals currently enrolled in the first or second year of the Associate Degree Nursing Program. They shall have all privileges of membership.
C. Associate membership shall be open to pre-nursing students enrolled in college courses designed as preparation for entrance into the Associate Degree Nursing Program. Associate members are non-voting members of Student Council.

ARTICLE IV Officers/Clinical Representatives

A. Section 1 - Board Membership
   1. The officers of the Student Council shall be the President, Executive Vice President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Historian.
B. Section 2 - Eligibility
   1. Members who shall be enrolled in the nursing program throughout the full term of office will be eligible for office and will maintain a G.P.A. of 2.0.
C. Section 3 - Terms of Office
   1. Term of office shall be for one year from the day of election. When applicable, duties of office shall be terminated upon graduation.
D. Section 4 – Vacancy
   1. Vacancy in the office of President shall be filled by the Executive Vice President.

2. Vacancy in any of the other offices shall be filled by an election run by the nominating committee.

E. Section 5 - Duties of Officers

1. The officers shall perform the duties prescribed by the parliamentary procedure, and more specifically:

a. The President shall:

1) Preside at all meetings of the ADNSC-RHC and prepare the agenda in a timely fashion.
2) Appoint special committees with the approval of the Board and faculty advisors.
3) Serve as ex-officio member of all committees except the Nominating Committee.
4) Represent ADNSC-RHC in matters relating to the association and perform all other duties pertaining to the office.
5) Act as President of the CSNA-RHC.
6) Represent the student body at the Health Science Division faculty meetings.
7) Appoint 1st or 2nd vice-presidents to each ADN Program Committee (Administrative and Curriculum).
8) Submit a year-end report to assist the next officer with carrying out duties and functions of the presidency. Report to include projected goals for the next school year.

b. The Executive Vice President shall:

1) Assume the duties of the President in their absence.
2) Assume the duties of the President in the event of a vacancy occurring in the Office of the President.
3) Be responsible for the review and recommendations for change in the by-laws.
4) Perform all other duties as assigned by the President.
5) Attend faculty meetings with the President.
6) Act as Vice President of CSNA-RHC.
7) Serve as parliamentarian at all meetings of the Board of Directors and the Student Council.
8) Submit a year-end report to assist the next Executive Vice President with carrying out the roles and responsibilities of the office. Report to include projected goals for the Executive Vice President for the next school year.

c. The Secretary shall:

1) Prepare the minutes of all meetings of the association and Board of Directors.
2) Inform the Associate Degree Nursing Students of all current issues and activities through the posting of minutes.
3) Review department policies relating to student affairs and be responsible for recommendations of policy changes in the Student Handbook.
4) Act as Secretary of the CSNA-RHC.
5) Post agenda for meetings one week in advance of each meeting.
6) Post minutes of meetings within one week after scheduled meetings.

7) Submit a year-end report to assist the next Secretary with carrying out the roles and responsibilities of the office. The report should include projected goals for the next school year.

d. The Treasurer shall:

1) Act as custodian of organizational funds.
2) Sign checks for monetary disbursements, as the college by-laws provide.
3) Submit monthly financial reports reflecting credits and debits in 1st year, 2nd year, and the Professional and General Funds for approval by the Board and council membership. These reports will be reflected in writing in ADNSC-RHC meetings
4) Act as Treasurer of CSNA-RHC
5) Serve as Chair of the Budget Committee.
6) Submit a year-end report to assist the next Treasurer with carrying out the roles and responsibilities of the office. The report should include projected goals for the next school year.

e. The Historian/Newsletter Editor shall:

1) Perform all duties as assigned by the President.
2) Initiate and carry out plans for the elections in the upcoming year.
3) Provide a yearly newsletter to all students.
4) Maintain a current student communication center.
5) Determine and submit a budget to the Board for approval of costs rendered in developing printing and distributing newsletters and flyers.
6) Submit a year end report to assist the next Historian with carrying out the roles and responsibilities of the office. The report should include projected goals for the next school year.

F. Section 6 - Clinical Representatives

1. Each clinical group shall elect one representative during the second week of clinic.
2. The term of office shall be the duration of the clinical rotation.
3. The clinical representative shall:
    a. Represent their clinical group at ADNSC-RHC.
    b. Meet with course faculty to give student input.
    c. Report back to the clinical group on current issues in a timely manner.

G. Section 7 -1st Vice President and 2nd Vice President shall:

(1st Vice President will represent the 2nd year ADN students and the 2nd Vice President will represent the 1st year ADN students)

1. Coordinate specific educational and social activities of interest for each individual class.
2. Communicate directly with the ADNSC-RHC Board of Directors regarding issues and activities specific to each class.
3. Perform all other duties as assigned by the President.
4. Represent their class at the ADNSC-RHC meetings and the Board meetings.
5. Submit a year-end report to assist the next Vice President with carrying out the roles and responsibilities of the office. The report should include projected goals for the next school year.

ARTICLE V Nominations and Elections

A. Section 1 – Nominations
   1. A nominating committee shall be appointed by faculty with representatives from the 1st and 2nd year nursing students.
   2. The Historian serves as the chairperson of the Nominating Committee. The Nominating Committee is responsible for soliciting nominations for candidates from each office.
   3. The Nominating Committee plans and carries out the election of officers or sets the date and time of the election; distributes slate of candidates to all students at least 1 week before the election; supervises the selection; calls and supervises special elections in the event of vacancy in offices other than President. .

B. Section 2 – Elections
   1. All members currently enrolled in the Associate Degree Nursing Program are eligible to vote.
   2. The officers shall be elected by the membership by ballot. A plurality shall elect.
   3. A tie vote shall be decided by a re-vote.

ARTICLE VI Meetings

A. Section 1 - Place and time
   1. Meetings shall be designated as to time and place by Board of Directors.

B. Section 2 - Voting
   1. The voting body at meetings of this association shall consist of the Board and student council members present.

C. Section 3 - Motions
   1. The privilege of making motions and voting shall be limited to the voting body.
   2. A voting member shall have but one vote in any election or any question.

D. Section 4 - Open Forum
   1. All meetings of the association shall be open.

E. Section 5 – Quorum
   1. A quorum shall consist of the President or Executive Vice President, and one other officer, and all those present and voting.

ARTICLE VII Student Council Board

A. Section 1 - The Student Council Board shall consist of the elected officers.

B. Section 2 - Meetings
   1. Student Council Board shall meet once a month at such times as deemed necessary by the President.
   2. Date and place of the meetings shall be determined by the majority of the Board.

ARTICLE VIII Funds

A. Section 1 - Funds
   1. Thirty percent of all monies raised by the Student Council shall be designated for professional and academic functions. This fund shall be

titled Professional Fund. The functions served by this fund shall include but not be limited to:

a. Scholarships
b. Professional enrichment activities (convention, speakers, scholarships)

B. Section 2 - Utilization of Funds
1. Other funds shall go to events and projects including pinning (but not limited to pinning) as deemed by the Student Council. These funds shall be titled General Fund.

ARTICLE IX Committees

A. Appointing Committees
1. The Student Council Board, at its discretion, shall establish committees deemed necessary to carry out the work of the association and determine the functions, terms,and membership of the committees.
2. A quorum for committee meetings shall be a majority of members.

ARTICLE X Conduct of Meetings

A. All meetings shall be conducted according to parliamentary procedure as listed in “Robert's Rules of Order, Newly Revised", where the rules apply and are not in conflict with these by-laws.

ARTICLE XI Amendments

A. Section 1
1. These by-laws may be amended by ¾ vote of the membership. Notice of theproposed amendment must be sent to all members at least two weeks prior to voting.

B. Section 2
1. Proposed amendment shall be submitted in writing, carrying the proponent's signature, to the Student Council Board for review at least two weeks prior to voting.

ARTICLE XII Faculty Consultants

A. Section 1 - Selection
1. There shall be two consultants; both shall be members of the faculty.
2. One shall come from the 1st year team and one from the 2nd year team.

B. Section 2 - Faculty Responsibilities
1. Be responsible for the interchange of information between the Board of Directors of ADNSC-RHC and the faculty.
2. Serve as a resource, consulting with the Board members and consultants.
3. Attend meetings as a non-voting attendee.
4. Act as ex-officio member of Student Council.

Rio Hondo College

California Student

Nursing Association

Rio Hondo College

Chapter

Bylaws

RIO HONDO COLLEGE
BY-LAWS
CALIFORNIA STUDENT NURSING ASSOCIATION
RIO HONDO COLLEGE CHAPTER

ARTICLE I Name and Auspices

A. The name of this organization shall be California Student Nurses' Association-Rio Hondo College Chapter, here-in after referred to as CSNA-RHC respectively.

ARTICLE II Location

A. Transaction of the organization's business will be established on the campus of Rio Hondo College.

ARTICLE III Purpose and Objectives

A. The purpose of the CSNA - RHC:
   1. To assume responsibility of contributing to nursing education, in order to provide for the highest quality health care.
   2. To provide program representatives of fundamental and current professional interest and concerns.
   3. To aid in the development of the whole person, and his or her responsibility for the health care of people in all walks of life.
   4. To have direct input in the standards of nursing education and influence the education process.
   5. To influence health care, nursing education, and practice through legislative activities, as appropriate.
   6. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
   7. To represent nursing students to the consumer, to institutions, and other organizations.
   8. To encourage and promote opportunities for underrepresented students in nursing and in the CSNA-Rio Hondo Chapter.

ARTICLE IV Membership

A. Voting Membership
   1. Section 1 - Individuals in good standing in CAN and NSNA shall constitute as voting members of CSNA-RHC.
   2. Section 2

a. Active Members
   1) Students enrolled in state approved programs leading to licensure as a registered nurse.
   2) Active member shall have all the privileges of membership.

b. Associate Members
   3) Pre-nursing students enrolled in a college or university program designed as preparation for entrance into an undergraduate program, leading to licensure as a registered nurse.
   4) Associate members shall have all of the privileges of active membership except the right to office as President and Vice President at the state and national level.

B. Non-voting Membership

1 . Sustaining Members.

a. Sustaining membership shall be open to CSNA-RHC and any individual or organization, upon approval of the Board of Directors interested in furthering the development and growth of CSNA –RHC

b. Sustaining members shall receive their information and other literature directly from CSNA-RHC.

2. Honorary members.

a. Honorary membership may be conferred by 213 vote of the Board of Directors, upon persons who have rendered distinguished services or valuable assistance to CSNA-RHC.

*Active and associate membership will be extended six months beyond completion of a student's program in nursing. Sustaining membership shall be renewable annually. Once given honorary membership, it shall be lifetime membership.

C. Dues

1. The annual dues shall be the sum total of current NSNA, CNA, and CSNA-RHC.
2. Payment of NSNA and CNA dues is a prerequisite for membership in CSNA, in accordance with NSNA membership enrollment procedure.
3. NSNA and CSNA-RHC dues shall be payable directly to NSNA. NSNA shall remit the state constituent its dues directly.
4. The annual dues for sustaining membership shall be established by the Board of Directors..

ARTICLE V Officers and Directors

A. Section 1 Officers

1. The officers of CSNA-RHC shall be the President, Vice President, Secretary, and Treasurer.
2. Each shall be an active member of CSNA and NSNA.

B. Section 2 - Eligibility

1. Only members who shall be enrolled in the nursing program, throughout the full term of office, shall be eligible for the office of President.
2. Only members who shall be enrolled in the nursing program throughout the full term of office shall be eligible for the office of Vice-President, Secretary, and Treasurer.

C. Section 3 - Term of Office

1. The term of office shall be one year from the adjournment of the annual meeting, at which officers are elected, to the adjournment of the annual meeting, at which their successors are elected.

D. Section 4 - Duties of Officers

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically:

1. The President shall:

a. Preside at all meetings of the association, the Board of Directors, and the Executive Committee, and represent students at the faculty meetings.
b. Appoint special committees with the approval of the Board of Directors.
c. Serve as ex-officio member of all committees, except the Nominating Committee.
d. Represent CSNA-RHC in matters relating to the association and perform all other duties pertaining to the office.

2. The Vice-President shall:
   a. Assume the duties of the President in the absence or disability of the president.
   b. In the event of a vacancy occurring in the office of President, the Vice President shall assume the duties of the president.
   c. The Vice-President shall be responsible for the agenda for meetings of the association.
   d. The Vice-President shall be responsible for review and recommendations for change in the by-laws.
   e. Perform all other duties as assigned by the President.
   f. Attend faculty meetings with CSNA-RHC President.
3. The Secretary shall:
   a. Prepare the minutes of all business meetings of the association and Board of Directors.
   b. Inform NSNA and the state association of all current programs and activities and provide up-to-date names and addresses of district officers.
   c. Review the policies and be responsible for recommendations of policy changes.
4. The Treasurer shall:
   a. Act as custodian of organizational funds.
   b. Sign checks for monetary disbursement, as the by-laws provide.

ARTICLE VI Nominations, Elections, and Meetings

A. Section 1 - Elections
   1. The officers and elected consultants shall be elected at each annual meeting by the members, after open nominations from the floor take place.
   2. The election shall be by ballot, a plurality shall elect, and a tie vote Shall be decided by a re-vote.
B. Section 2 - Meetings
   1. Meetings shall be designated as to time and place by the Board of Directors.
   2. All meetings shall be open to CSNA-RHC members.
   3. The voting body at meetings of this association shall consist of the elected members, and those members present and voting.
   4. This chapter is entitled to two voting delegates of CSNA-RHC, as stated in Article IX, House of Delegation of State By-laws.
   5. Representation to the NSNA annual meeting shall be in association with NSNA by-laws, Article VI, Section 3.

C. Section 3 - Notices and Voting
    1. The privilege of making notices and voting shall be limited to the voting body.
    2. A voting member shall have but one vote in any election or any question.
D. Section 4 - Open Forum
    1. All meetings of this association shall be open, unless voted otherwise by the voting members present at meetings.
E. Section 5 - Quorum
    1. A quorum shall consist of the President or Vice-President, and one other officer, and all those present and voting.

ARTICLE VII Constituent Chapter

A. Section 1 - Constituent Status
    1. School chapters, whose membership is composed of active members and who have submitted the Official Applications for NSNA Constituent Status containing the areas of conformity and upon meeting such other policies as the board of directors may determine, shall be recognized as constituents.
    2. Constituent chapters are required to submit the Application for CSNA Office by the date so designated.
B. Section 2 - School Chapters
    1. A school chapter shall be composed of at least 10 CNSA members from a school, or the total school enrollment if less than 10. There shall be only one chapter at each school campus.

ARTICLE VIII Board of Directors

1. Section 1 - The Board of Directors shall consist of the elected officers; the consultant shall serve as ex-officio member without a vote.
2. Section 2 - All of the powers of the association are vested in and shall be exercised by the Board of Directors in the interim between meetings of the association, except that the board shall not nullify, nor modify, any action taken by the association in quorum and subject to the provisions of these by-laws.
3. Section 3 - The Board of Directors shall not be responsible for any contract, claim, or obligating of any kind incurred or for any position taken by any officer or member of constituent, unless the same was duly authorized in writing by the Board of Directors.
4. Section 4 - Management by the Board of Directors shall include the following duties:
    a. Review and approve the terms of official relationships established with other organizations solely or in coalition.
    b. Approve any commitment in the form of action, statement of policy, or position, or financial obligations involved in the CSNA-RHC.
    c. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
    d. Have the power to fill vacancies for the unexpired term, unless otherwise specifically stated in these by-laws.
    e. Have the power by % vote to have an office declared vacant.

f. In the case of an emergency, votes by referendum may be taken by the Board of Directors, provided the material is sent on the same word context to each member.

E. Section 5 - Meetings
1. Regular meetings of the Board of Directors shall be held at such other times as deemed necessary by a majority of the board.
2. The President shall determine the date, time, and place of the meetings.
3. The quorum shall be a majority of the voting members of the board, including the President, or Vice-President, and one consultant.

ARTICLE IX Consultants

A. Section 1
1. There shall be two consultants; both consultants shall be members of the faculty.
2. One consultant shall be selected each year and one shall remain so as to facilitate continuity.

B. Section 2 - The Consultant shall:
1. Be responsible for the interchange of information between the Board of Directors of the CSNA-RHC and the faculty.
2. Serve as a resource, consulting with the Board of Directors, members, and staff.
3. Attend meetings of the CSNA-RHC.

ARTICLE X Committees

A. The Board of Directors, at its discretion, shall establish committees deemed necessary to carry out the work of the association and determine the functions, terms, and membership of the committees.

B. A quorum for committee meeting shall be a majority of the members.

ARTICLE XI Parliamentary Law

A. All meetings shall be conducted according to parliamentary law as listed in "Robert's Rules of Order, Newly Revised", where the rules apply and are not in conflict with these by-laws.

ARTICLE XII Amendments

A. Section 1 - These by-laws may be amended at the annual meeting by a ¾ vote of those present, provided that notice of the proposed amendment has been sent to all members at least two weeks prior to meeting.

B. Section 2 - State and national proposed amendments shall be submitted in writing, carrying the proponent's signature, to the appropriate State or National Board of Directors for review, at least 10 weeks prior to the annual meeting. Proposed amendments may be submitted only the CSNA-RHC Board of Directors, or a CSNA-RHC active member

RIO HONDO COLLEGE
HEALTH SCIENCE & NURSING DIVISION

SIGNATURE PAGE

Student name (print) _____

Student signature _____

	Accept	Initials	Date
1. Photography/Video/Film Release Form			
2. Mandatory background check (ADN, VN and Acute Care CNA only)			
3. Clinical health and safety clearance procedure			
4. Drug testing			
5. Random drug testing			
6. Health Insurance Portability and Accountability Act (HIPAA)			
7. Accountability for Student Handbook **Student responsible for all contents**			
Program: please **circle** Program ADN First Year ADN Second Year ADN Re-entry LVN LVN Re-entry CNA CNA-Acute Care Home Health Aide			

1. Photography/Video/Film Release Form – see page # 11 - Students may be included in photography, video or film which may be included, for College publications, electronic reproductions (web sites) and/or promotional materials or any other purpose and in any manner or medium. The student releases the photographer/camera operator and Rio Hondo College from all claims and liability relating to said photographs/video/film.

2. Mandatory background check – see page # 16 - In adherence with the Joint Commission and community standards for healthcare providers, nursing students must have a clear criminal background check to participate in clinical courses. The background check is not a requirement for admission to a nursing program but must be completed before placement in a clinical facility. The initial background check will satisfy this requirement for continuous enrollment in the nursing program. If the program enrollment is interrupted, a new background check will be required.

3. Clinical health and safety clearance procedure – see page # 17 - All Health Science students are required to comply with the Health Science and Nursing Division's health and safety procedure **prior** to the first day of clinical class in the health care facility. Students are responsible for providing photo copies of current records for the office. It is recommended

that students maintain personal copies of all records and update records at the beginning of each semester. Students will **NOT** be admitted to the clinical setting until compliance has been documented. If the student remains noncompliant with the health and safety procedure, the student may be dropped from the class for non-attendance. Faculty will not allow students who don't meet the health and safety criteria into the clinical setting. Re-entry students will be held accountable to the same standards prior to re-admission to the clinical areas.

4. Drug testing – see page # 20 - The Health Science and Nursing Division's hospital partners require students who care for patients in their agencies to undergo drug screening before they enter the program. The screening will be through a urine test performed at the Rio Hondo Student Health Services Office, within two weeks before beginning the first clinical experience.

5. Random drug testing at the clinical facility – see page # 21 - Per a hospital's request, any student may be requested to undergo a blood test, urinalysis, "Breathalyzer" test, or other diagnostic tests under the following circumstances: Where there is reason to believe, in the opinion of the hospital, that a student:

a. is under the influence of, or impaired by, alcohol or drugs (prescribed or non-prescribed) while on hospital property or during working hours.

b. has come to the hospital with a measurable quantity of drugs in blood or urine. Both situations described above include, but are not limited to, circumstances where a student is involved in a work related accident/incident involving an employee. Where there is any unusual occurrence, which in the opinion of the hospital indicates a student's use of alcohol or drugs.

6. Health Insurance Portability and Accountability Act (HIPAA): – see page # 24 - Confidentiality acknowledgment and agreement. In the course of the provision of care for clients in any health care setting, students will abide by the HIPPA rules for handling client data, or any other information related to a client.

Approved 10/13