Department of Nursing
2021 Student Handbook

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# Welcome

Congratulations on your acceptance into the Los Angeles Pierce College Nursing Program.

This Nursing Student Handbook contains important information for your successful completion of this program. By reading and understanding the handbook’s contents, you will become familiar with the department’s philosophy, structure, policies and procedures, professional regulations and guidelines, and general student information. The Department of Nursing adheres to these policies, rules, and regulations and to those of the Los Angeles Community College District (LACCD) and of Los Angeles Pierce College. Keep this handbook accessible so that you may refer to it as you progress through the Nursing Program.

The Nursing Department faculty is dedicated to promoting your success in your goal of entering the nursing profession.

Nursing Department faculty, Los Angeles Pierce College

Joan Schneider, EdD, MN, PHN, RN (Department Chair)

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# Description of the Program

## Mission Statement

The mission of the Department of Nursing at Los Angeles Pierce College (LAPC) is to educate students to provide safe and effective nursing care according to the California Nursing Practice Act and prepare them to obtain licensure and gain employment as Registered Nurses. *(9/2019)*

## Statement of Program Purposes

The purposes of the pre-licensure Nursing Program at Los Angeles Pierce College are to:

1. Serve the community by providing entry-level educational opportunities in nursing.
2. Provide an environment that:
	1. advises interested applicants about the process required for program admission;
	2. assists students to progress through the program successfully and in a timely manner;
	3. maintains high standards of academic achievement and clinical performance;
	4. provides students with assistance to be successful in the program; and,
	5. facilitates the students’ exposure and interaction with peers, clients, and staff from diverse cultures.
3. Produce graduates who are able to provide safe and effective nursing care consistent with the California Nursing Practice Act.
4. Maintain a curriculum that facilitates students’ abilities to seek and maintain communication with other students, faculty, patients, and health care providers.
5. Provide and maintain a cohesive, professionally current, and educationally sound curriculum that prepares students to become Registered Nurses.
6. Produce graduates who are successful in completing the [NCLEX-RN exam](https://www.ncsbn.org/nclex.htm) and in obtaining employment as Registered Nurses (RN).
7. Cultivate within a student’s desire for excellence in practice and a commitment to continued lifelong learning and involvement within the nursing profession.

*(12/2014, 9/2019)*

# Philosophy of the Department of Nursing

Introduction

The philosophy of the Los Angeles Pierce College (LAPC) Nursing Department represents the Faculty’s beliefs regarding the relationships among: (a) Person (Humanity), (b) Health; (c) Environment; (d) Art and Science of Nursing; and

(e) Nursing Education. This philosophy is based on the belief that the universal goal of Nursing is the promotion, maintenance, and restoration of health for patients, their families, and community.

Person (Humanity)

The faculty views humanity in a holistic way and recognizes that we serve a diverse community as educators and as Nurses. People are dynamic beings with unique physical, intellectual, emotional, spiritual, social, cultural, and developmental needs. Each person is affected by continuously changing and interacting internal and external environmental factors. All people share functional patterns that affect their health, quality of life, and achievement of potential.

Health

The faculty view *health* as a condition in which all functions of the body and mind are appropriately active in the realization of individual potential. It is a state that fluctuates, as part of the life process, according to a health-illness continuum. The nurse, through knowledge and skill, guides the patient and family towards achieving and maintaining an optimal level of health.

Environment

The faculty believe that the concept of environment in relation to the patient/family includes not only the physical environment but also that of the emotional. The role of the nurse involves collaborating with the patient/family to identify threats to health from both the tangible and intangible environments so that a ll l needs for care can be met through interventions.

Art and Science of Nursing

The faculty believe that the practice of Nursing melds both art and science and is informed by both. The faculty view the concept of nursing as an interpersonal process and a human service that is based on knowledge derived not only from nursing theory but also from the humanities and the biological, behavioral, physical, and social sciences. The faculty believe that nursing is an evidence-based practice with its goal being the promotion, maintenance, and restoration of health for patients, their families, and community. The domain of the nurse is the diagnosis and treatment of human responses to health deviations using the *Nursing Process*.

Nursing Education

The faculty realize the responsibility, as educators, to recognize and respond to the unique attributes of each student, such as cultural and ethnic response to the learning environment, individual learning style(s), support systems available to the student, and potential barriers to their success. The faculty believe that the steps of assessment, diagnosis, planning, intervention, and evaluation are as essential in the educational context as they are in the patient care context.

The faculty believe that nursing education at the associate degree level is essential to the profession of Nursing as it: a) provides a vital point of entry to nursing practice for many individuals, and, b) begins the path for learners to achieve advanced or specialized practice preparation. The faculty the responsibility, as educators, to recognize and respond to the unique attributes of each student such as cultural and ethnic response to the learning environment; individual learning style(s); support system available to them; and potential barriers to their success. The faculty believe that the associate degree nursing graduate requires a core of nursing knowledge, skills, and attitudes that is common to all levels and areas of Registered Nursing practice. Our purpose, as educators, is to prepare our graduates to serve as safe and effective entry-level Registered Nurses. With this in mind, the faculty has based our program curriculum on a conceptual framework integrating *Doenges’ and Morehouse’s Diagnostic Divisions (DMDD),* the *National League of Nursing (NLN) Educational Competencies Model*, the Nursing Process, and *Quality Safety Education for Nurses (QSEN).*

*(12/2014, 4/2017, 9/2019, 03/2021)*

# Unifying Theme

The program’s *Unifying Theme* melds four interrelated components: *Doenges’ and Moorhouse’s Diagnostic Divisions (DMDD)*; *National League of Nursing (NLN) Education Competencies Model*; *the Nursing Process*; and, *Quality and Safety Education for Nurses (QSEN)*. The purpose of the *Unifying Theme* is to guide the curriculum by integrating professional standards of nursing practice with a simple-to-complex methodology to prepare our graduates as entry level Registered Nurses. The *Unifying Theme* directly reflects the mission, philosophy, and objectives of the nursing program while preparing graduates to seek licensure and employment.

## Doenges’ and Moorhouse’s Diagnostic Divisions (DMDD)1

Doenges’ and Moorhouse’s model of 13 basic diagnostic divisions serves as the program’s model for defining a desirable state of health and to identify and define health alterations/deviations. According to Doenges and Moorhouse (2013), the model “provides a nursing focus that will facilitate planning client care” (p. 23). Students use DMDD as an assessment blueprint to cluster data and identify appropriate, NANDA-I-approved nursing diagnoses.

Doenges and Moorhouse define the divisions as:

1. Activity/Rest—ability to engage in necessary or desired activities of life and to obtain adequate sleep and rest;
2. Circulation—ability to transport oxygen and nutrients necessary to meet cellular needs;
3. Ego Integrity—ability to develop and use skills and behaviors to integrate and manage life experiences;
4. Elimination—ability to excrete waste products;
5. Food/Fluid—ability to maintain intake of and utilize nutrients and liquids to meet physiological needs;
6. Hygiene—ability to perform activities of daily living;
7. Neurosensory—ability to perceive, integrate, and respond to internal and external cues;
8. Pain/Discomfort—ability to control internal/external environments to maintain comfort;
9. Respiration—ability to provide and use oxygen to meet physiological needs;
10. Safety—ability to provide a safe, growth-promoting environment;
11. Sexuality—ability to meet requirements/characteristics of the male or female role;
12. Social Interaction—ability to establish and maintain relationships; and,
13. Teaching/Learning—ability to incorporate and use information to achieve a healthy lifestyle and optimum wellness.

## National League of Nursing Education Competencies Model

The *NLN Education Competencies Model* serves as an “academic model that is appropriate to all existing educational institutions that prepare graduates to work as nurses in the United States” (NLN, 2010, p.9). It defines essential components of professional nursing practice and articulates the relevance of these components to pre-licensure nursing curriculum. As such, it provides inspiration and curricular structure for the program’s instructional methodology. The model’s components (core values, integrating concepts, and program outcomes) are summarized below:

**Core Values**

**Caring**: promoting health, healing, and hope in response to the human

condition;

 **Diversity**: recognizing differences among persons, ideas, values, and

ethnicities while affirming the uniqueness of each;

**Excellence**: creating and implementing transformative strategies with

daring ingenuity;

**Integrity**: respecting the dignity and moral wholeness of every person

without conditions or limitations;

**Ethics**: involves reflective consideration of personal, societal, and

professional values, principles, and codes that shape nursing practice;

**Holism**: culture of human caring in nursing and health care that affirms the

human person as the synergy of unique and complex attributes, values, and

behaviors; and,

**Patient-centeredness**: orientation to care that incorporates and reflects

the uniqueness of an individual patient’s background, personal preferences,

culture, values, traditions, and family (Cronenwett et al., 2007).

**Integrating Concepts**

The NLN has identified six integrating concepts:

 **Context and Environment**

 **Knowledge and Science**

 **Personal and Professional Development**

 **Quality and Safety**

 **Relationship-centered Care**

 **Teamwork**

**Program Outcomes**

 **Human Flourishing**:

 **Associate Degree Graduate Competency**—Advocate for patients and

families in ways that promote their self-determination, integrity, and ongoing

growth as human beings.

**Nursing Judgment**:

**Associate Degree Graduate Competency**—Make judgments in practice,

substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

**Professional Identity**:

**Associate Degree Graduate Competency**—Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

**Spirit of Inquiry**:

**Associate Degree Graduate Competency**—Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

## Nursing Process

The *Nursing Process* is the third component of the *Unifying Theme*. According to Shore (1988), the *Nursing Process* “combines the most desirable elements of the art of nursing with the most relevant elements of systems theory, using the scientific method.” The *Nursing Process* consists of five distinct steps that provide an efficient method of aggregating observed findings and translating data effectively to create an individualized care plan. The resulting plan guides logical clinical reasoning to define and deliver safe and effective care. These steps are:

 **Assessment**—collection of comprehensive data pertinent to the healthcare

consumer/situation;

**Diagnosis**—analysis of assessment data to determine issues of healthcare

consumer’s needs;

**Planning**—two part process of identification of expected outcomes for a plan

individualized to the healthcare consumer/situation and development of a

plan that prescribes strategies and alternatives to attain expected outcomes;

**Implementation**—Implementation of the identified plan; and,

**Evaluation**—evaluation of the healthcare consumer’s progress toward the

attainment of identified outcomes and the effectiveness of the selected

nursing interventions for the purpose of altering the plan as needed.

## Quality and Safety Education for Nurses (QSEN) Competencies[[1]](#footnote-2)

The final component of the *Unifying Theme* is *Quality and Safety Education for Nurses* (QSEN). The model was developed using the *Institute of Medicine (2003) competencies for nursing* to “[address] the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work” (QSEN, 2018). In addition to driving the curricular responsibility of ensuring safe nursing practice and sound clinical reasoning, QSEN quality and safety competencies and proposed targets for KSAs serve as the program Terminal Objectives by evaluating students’ attainment of the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare system in which they will work. Furthermore, the program’s adoption of QSEN strategies promotes the use of effective teaching strategies to assure that graduates develop competencies in patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, informatics, and professionalism. (<https://qsen.org/>)

## Summary

The *Unifying Theme* integrates the four components described above to provide curriculum structure based on the concepts of: a) health vs health alteration/deviations; b) relevant professionally based nursing education; c) effective nursing care outcomes; and, d) safe and responsible nursing practice.

(06/2021)

## References

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P.,

Sullvan, D., Warren, J. (2007). Quality and safety education for nurses.

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*diagnosis manual: Planning, individualizing, and documenting client care* (4th

ed.). Philadelphia: F.A. Davis.

<http://qsen.org/about-qsen/>

Institute of Medicine. Health professions education: A bridge to quality.

Washington DC: National Academies Press; 2003.

National League for Nursing (2010). Outcomes and competencies for graduates of

practical/vocational, diploma, associate degree, baccalaureate, master’s,

practice doctorate and research doctorate programs in nursing. New York:

NLN.

Shore, L.S. (1988). Nursing Diagnosis: What Is It and How to Do It, a Programmed Text. Richmond, VA: Medical College of Virginia Hospitals.

## Program Terminal Objectives

The Program Terminal Objectives reflects the department’s philosophy, Unifying Theme, and Student Learning Objectives (SLO). The Terminal Objectives correspond to the role of the nurse in providing and managing patient care and to the role of the nurse as a member of the discipline of nursing.

## Role of the Nurse as Provider of Patient Care

These objectives are organized by the nursing process and acknowledge Doenges’ and Moorhouse’s Diagnostic Divisions (DMDD) as a tool for assessment.

Upon completion of the Los Angeles Pierce College Nursing Program, the graduate will be able to:

### Assessment and Diagnosis

1. Use DMDD in assessment of patient status.
2. Gather clinical data pertinent to the patient.
3. Verify all collected data.
4. Identify pertinent patient problems.
5. Determine appropriate nursing diagnoses for identified problems.

### Planning

1. Formulate individualized care plans that include all components of the nursing process: assessment, diagnosis, planning, implementation, and evaluation.
2. In collaboration with the patient and others, identify goals that restore, maintain, and promote health and well-being.
3. State realistic and measurable expected patient outcomes that are based on nursing diagnoses and desired goals.
4. Establish priorities in planning care.

### Implementation

1. Implement a care plan according to patient priorities.
2. Perform nursing skills safely.
3. Perform nursing care in a timely manner.
4. Adjust priorities for nursing interventions as patient situations change.
5. Use current technology to enhance patient care.
6. Select nursing actions that reflect knowledge of both physical and behavioral sciences as they pertain to the patient’s status.
7. Communicate the plan of nursing Care to the patient and significant others.
8. Document appropriate information.
9. Teach patient and significant others how to meet health care needs.
10. Adapt nursing care to the patient’s developmental, psychosocial, and cultural needs.
11. Employ nursing actions that will support or increase the patient’s ability to cope and/or adapt.
12. Demonstrate caring behavior in providing nursing care.
13. Promote continuity of care in various health care settings.

### Evaluation

1. Judge the effectiveness of nursing interventions by determining the extent to which the expected patient outcomes have been achieved.
2. Revise the care plan as needed.

### Role of the Nurse as Manager of Patient Care

Upon completion of the Los Angeles Pierce College Nursing Program, the graduate will be able to:

1. Initiate nursing interventions for a group of patients according to priorities and in a timely manner.
2. Use appropriate channels of communication.
3. Delegate aspects of nursing care to other health care workers appropriately.
4. Seek assistance from other members of the health care team when the situation encountered is beyond his or her knowledge and experience.
5. Work collaboratively with others in the delivery of patient care.
6. Act as the patient’s advocate.
7. Practice in a cost-effective manner.

### Role of the Nurse as a Member of the Discipline of Nursing

Upon completion of the Los Angeles Pierce College Nursing Program, the graduate will be able to:

1. Demonstrate honest and accountability for individual decisions and actions in nursing practice.
2. Maintain confidentiality of information regarding patients.
3. Use constructive criticism and suggestions for professional growth.
4. Use resources for continuous learning.
5. Recognize and manage ethical and legal problems and questions appropriately.
6. Demonstrate awareness of trends within nursing such as evidence based practice and Quality and Safety Education for Nurses (QSEN).

*(12/2014, 11/2015, 4/2017)*

### Program Information and Course Descriptions

Program information, requirements for admission, prerequisites, graduation requirements and course descriptions may be found in the Los Angeles Pierce College General Catalog and online at [piercecollege.edu/schedules/](http://www.piercecollege.edu/schedules/index.asp)

# Nontraditional Programs

## Advanced Placement LVN to RN Program

Los Angeles Pierce College seeks to provide both access and flexibility in the pursuit of career goals. In keeping with this statement, the Department of Nursing, within the guidelines of the Los Angeles Community College District (LACCD) and the Board of Registered Nursing (BRN), offers career mobility for Licensed Vocational Nurses (LVN).

1. Admission is dependent on space availability and eligible applicants are selected by lottery. To be eligible for the random lottery pool, the Licensed Vocational Nurse (LVN) interested in the Advanced Placement LVN to RN Program must:
	1. Receive individual counseling and evaluation by the Los Angeles Pierce College Counseling Department.
	2. Provide proof of current California vocational nurse licensure in good standing. Work experience in an acute care setting for one year as a Licensed Vocational Nurse (LVN) is strongly recommended.
	3. Submit official transcripts of required academic course work. One sealed official transcript must be submitted to the Department of Nursing at Los Angeles Pierce College from each college attended, including Los Angeles Pierce College.
	4. Complete the following prerequisite courses for the nursing major with a grade of “C” of better prior to submitting an application. Courses meeting these requirements may be taken at other institutions:
		1. Anatomy 1 and Physiology 1 or Physiology 8 and Physiology 9
		2. English 101
		3. Microbiology 1 or Microbiology 20
		4. Psychology 41 (Life span)
		5. Psychology 1 or Psychology 6
		6. One course in Mathematics or appropriate placement level. Math 115 or higher will meet this requirement. Consult with a Los Angeles Pierce College Counselor for advisement.
		7. One year high school Chemistry or Chemistry 51 or equivalent

*Note: To receive credit for courses taken at other institutions, course equivalency must be approved through the Los Angeles Pierce College Counseling Department +1 (818) 719-6440. Approved course equivalencies not completed at Los Angeles Pierce College must be submitted with the application. Foreign transcripts that have been evaluated by a foreign transcript evaluation agency must be approved by the Graduation Department located in the Admissions and Records Office.*

1. To be eligible, the applicant must:
	1. Take the assessment test for non-traditional students.
	2. Have an overall grade point average (GPA) of 2.5 for Anatomy, Physiology, and Microbiology with no grade less than a “C” for each course and no more than one repetition of any of these courses.
	3. Have a cumulative GPA of 2.5 with no grade less than a “C” in each prerequisite course.
	4. Pass the ATI TEAS Exam. Study Manual is available. Contact [www.ATItesting.com](http://www.ATItesting.com)
2. Advanced Placement LVN to RN students who are accepted into the Nursing Program must also enroll in the college to take the prescribed course sequence.
3. Once Advanced Placement LVN to RN students are accepted into the program, they must:
	1. Complete all health requirements. Must be current for the length of enrollment.
	2. Purchase professional malpractice insurance. Must be current for the length of enrollment.
	3. Present valid Fire Safety and CPR-BCLS cards. Must be current for the length of enrollment.
	4. Wear the designated Los Angeles Pierce College nursing student uniform.
	5. Obtain the current Los Angeles Pierce College Nursing Student Handbook
	6. Comply with all college and department regulations.
	7. Enroll in the National Student Nursing Association (NSNA).
	8. Participate in standardized testing.
	9. Undergo a required background check and drug screen. All students are required to provide a criminal record clearance prior to enrollment in the nursing Program (Education Code § 66055.9). Currently Live Scan background check is the screening program. Specific information regarding automatic disqualification may be obtained by contacting the Board of Registered Nursing (BRN).
4. In addition, the course list to follow are graduation requirements of the college and must be completed before graduation. They can be taken before or concurrently with nursing classes. Several courses will satisfy these requirements; consult the current college catalog, “Graduation requirements: Option 2, Occupational/Vocational (Formerly Plan B).”
	1. Humanities requirement
	2. Physical Education requirement
	3. U.S. History/Government requirement
	4. Sociology 1 or Sociology 2 or Anthropology 102 (required for nursing)
	5. Speech 101 (required for nursing)
	6. Math competency requirement for graduation
5. Counseling is available through the Los Angeles Pierce College Counseling Office.
6. Notify the Department of Nursing of any name, address, or contact information changes.
7. Prescribed Course Sequence for the Advanced Placement LVN to RN Program

| Semester | Course Name | Course Number | Unit(s) |
| --- | --- | --- | --- |
| 1 | Psychosocial Aspects of Health Care | N408 | 1 |
| 1 | Role Transition to RN (may be offered as independent study) | N442 | 1 |
| 2 | Psychiatric Health Care | N405 | 4 |
| 3 | Adult Health Care III | N406 | 5 |
| 4 | Adult Health Care IV | N414 | 5 |
| 4 | History, Trends, Issues in Nursing | N441 | 1 |

1. In addition to the above courses, there may be additional coursework required based on the student’s assessment, work history, and skills demonstration.

### Accreditation

The Nursing Program is accredited by the California Board of Registered Nursing (BRN).

### Disclosure

Applicants who have questions regarding limitations related to licensure should contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814 or through the following websites:

 <https://www.rn.ca.gov/forms/pubs.shtml#education>

 <https://www.rn.ca.gov/pdfs/intervention/intbrochure2.pdf>

 <https://www.rn.ca.gov/forms/pubs.shtml#gen>

### Nondiscrimination policy

All programs and activities of the Los Angeles Community College District (LACCD) shall be operated in a manner that is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veteran status. Reference Board Rule 1202.

*(12/2014, 4/2017)*

## LVN 30 Unit Option Program

The LVN to RN program option is available to individuals licensed as Licensed Vocational Nurses (LVN) in California. Successful completion of prescribed courses provides eligibility to apply for licensure by examination as a Registered Nurse (RN) in the State of California.

### LVN 30 Unit Option Program Notes

* Completion of this program does not meet the requirement for the Associate Arts (AA) degree in Nursing.
* A student completing this program will not be a graduate of the college’s nursing program and cannot receive the program’s nursing pin.
* Several states in the United States will not recognize persons completing this program as being Registered Nurses (RN), even though they have successfully completed the [NCLEX-RN exam](https://www.ncsbn.org/nclex.htm).
* The licensure resulting from completion of this option cannot be changed later.
1. Admission is dependent on space availability and eligible students are selected by lottery. To be eligible for the random lottery pool, the Licensed Vocational Nurse (LVN) interested in the LVN 30 Unit Option must:
	1. Receive individual counseling and evaluation by the Los Angeles Pierce College Department of Nursing prior to admission.
	2. Provide proof of current California vocational nurse licensure (work experience in an acute care setting for one year as a Licensed Vocational Nurse (LVN) is strongly recommended).
	3. Submit official transcripts of required academic course work. One sealed official transcript must be submitted to the Department of Nursing at Los Angeles Pierce College from each college attended, including Los Angeles Pierce College.
	4. Complete Physiology 1 and Microbiology 1 or Microbiology 20 with a grade of “C” or better.
	5. Note: To receive credit for courses taken at other institutions, course equivalency must be approved through the Los Angeles Pierce College Counseling Department +1 (818) 719-6440. Approved course equivalencies not completed at Los Angeles Pierce College must be submitted with the application. Foreign transcripts that have been evaluated by a foreign transcript evaluation agency must be approved by the Graduation Department located in the Admissions and Records Office.
2. LVN 30 Unit Option students who are accepted into the Nursing Program must also enroll in the college to take the prescribed course sequence.
3. Once LVN 30 Unit Option students are accepted into the Nursing Program they must:
	1. Complete all health requirements. Must be current for the length of enrollment.
	2. Purchase professional malpractice insurance. Must be current for the length of enrollment.
	3. Present valid Fire Safety and CPR-BCLS cards. Must be current for the length of enrollment.
	4. Wear the designated Los Angeles Pierce College nursing student uniform.
	5. Obtain the current Los Angeles Pierce College Nursing Student Handbook
	6. Comply with all college and department regulations.
	7. Enroll in the [National Student Nursing Association](https://www.nsna.org/) (NSNA).
	8. Participate in standardized testing.
	9. Undergo a required background check and drug screen. All students are required to provide a criminal record clearance prior to enrollment in the Nursing Program (Education Code § 66055.9). Currently, Live Scan background check is the screening program. Specific information regarding automatic disqualification may be obtained by contacting the Board of Registered Nursing (BRN).
4. Counseling is available through the Los Angeles Pierce College Counseling Office.
5. Notify the Department of Nursing of any name, address, or contact information changes.
6. Prescribed Course Sequence for the Advanced Placement LVN to RN Program

| Semester | Course Name | Course Number | Unit(s) |
| --- | --- | --- | --- |
| 1 | Psychosocial Aspects of Health Care | N408 | 1 |
| 1 | Role Transition to RN (may be offered as independent study) | N442 | 1 |
| 2 | Psychiatric Health Care | N405 | 4 |
| 3 | Adult Health Care III | N406 | 5 |
| 4 | Adult Health Care IV | N414 | 5 |
| 4 | History, Trends, Issues in Nursing | N441 | 1 |

### Accreditation

The Nursing Program is accredited by the California Board of Registered Nursing (BRN).

### Disclosure

Applicants who have questions regarding limitations related to licensure should contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814 or through the following websites:

 <https://www.rn.ca.gov/forms/pubs.shtml#education>

 <https://www.rn.ca.gov/pdfs/intervention/intbrochure2.pdf>

 <https://www.rn.ca.gov/forms/pubs.shtml#gen>

### Nondiscrimination policy

All programs and activities of the Los Angeles Community College District (LACCD) shall be operated in a manner that is free of discrimination based on race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veteran status. Reference Board Rule 1202.

 *(12/2014, 4/2017)*

## Foreign Nurse Graduate Policy

The Department of Nursing offers foreign nurse graduates the opportunity to correct a noted deficiency in an area of nursing education permitting eligibility for the [NCLEX-RN exam](https://www.ncsbn.org/nclex.htm). This program is offered by the college in cooperation with the California Board of Registered Nursing (BRN).

The following are requirements for eligibility to enroll as a foreign nurse graduate in the Department of Nursing at Los Angeles Pierce College. The foreign nurse graduate must:

1. Present a copy of an official letter or other document from the California Board of Registered Nursing (BRN) identifying deficiencies for licensure.
2. Complete a Los Angeles Pierce College Nursing Department petition, available in the Nursing Department office.
3. The applicants will be notified of the Admissions/Graduation/Retention Subcommittee’s decision. Upon acceptance into the program, the applicant will enroll in the course(s) as directed. The applicant must also enroll in N442 (Role Transition to RN) and in the college.
4. Foreign nurse graduate applicants are admitted at the beginning of Fall and Spring semesters strictly on a space-available basis and within the guidelines of the [Priority List for Admission/Readmission](#_Priority_List_for).
5. Once foreign nurse graduate applicants are accepted into the program, they must:
	1. Complete all health requirements. Must be current for the length of enrollment.
	2. Purchase professional malpractice insurance. Must be current for the length of enrollment.
	3. Present valid Fire Safety and CPR-BCLS cards. Must be current for the length of enrollment.
	4. Wear the designated Los Angeles Pierce College nursing student uniform.
	5. Obtain the current Los Angeles Pierce College Nursing Student Handbook
	6. Comply with all college and department regulations.
	7. Enroll in the National Student Nursing Association (NSNA).
	8. Participate in standardized testing.
	9. Undergo a required background check and drug screen. All students are required to provide a criminal record clearance prior to enrollment in the Nursing Program (Education Code § 66055.9). Currently Live Scan background check is the screening program. Specific information regarding automatic disqualification may be obtained by contacting the Board of Registered Nursing (BRN).
6. The Department of Nursing will notify the Board of Registered Nursing (BRN) when the class(es) correcting the deficiency has/have been completed successfully.
7. Counseling is available through the Los Angeles Pierce College Counseling Office.
8. Notify the Department of Nursing of any name, address, or contact information changes.

### Accreditation

The Nursing Program is accredited by the California Board of Registered Nursing (BRN).

### Disclosure

Applicants who have questions regarding limitations related to licensure should contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814 or through the following websites:

 <https://www.rn.ca.gov/forms/pubs.shtml#education>

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 (12/2014, 4/2017)

## Advanced Placement into the Nursing Education Program for Military Personnel

Challenge/Advanced Placement for Military-Trained Health Care Personnel Policy:

Individuals who have documented military education and experience in health care occupations may be eligible for advanced placement. The veteran must have been discharged under “honorable” conditions. Please review and follow the policies below.

1. Individuals who have documented military education and experience in health care occupations may be eligible for advanced placement into the LACCD nursing programs.
2. Documentation of education and clinical experience for military health care occupations must demonstrate satisfactory completion of education and experience. Official transcript(s) **and** documentation of experience (on official letterhead) must be submitted.
3. Applicants must adhere to LACCD Administrative Regulation E-10 (as stated on the LACCD webpage) and the LAPC nursing program Progression and Retention policy.
4. Acceptance of military challenge/advanced placement students into the Associate Degree Program in contingent on space availability.
5. Applicants must adhere to the challenge policy and procedure as stated in the Student Handbook (Petition for Credit by Examination) and as stated below:
6. A student may petition for credit by examination for all nursing courses.
7. The student must be enrolled and pay all fees.
8. The current established theory and clinical course outlines, objectives, learning activities and recommended readings in the course(s) being challenged will be used.
9. The examination criteria, theory and clinical, will be the same criteria currently established for the specific course(s) being challenged.
10. The theory challenge examination must be passed at 76% or higher before the clinical portion can be challenged.
11. The clinical portion must be passed as “Satisfactory.” If the clinical portion results in “Failure,” the whole course being challenged must be taken.
12. Theory, clinical, and skills lab must be passed to receive a grade for the course.
13. Applicants must follow the required steps to apply to the LAPC nursing program.

Required Steps to Apply to the Nursing Program

The Los Angeles Pierce College Nursing Program accepts applications twice each year: July for the Spring filing period and January for the Fall filing period. Specific dates are listed on the Pierce College Nursing Department website. To obtain a Program Application, the following steps must be completed well in advance of the application filing period:

1. All students who have never applied to Pierce College need to submit a college application to the LAPC Admissions Office. International students must first apply to the International Student Program.
2. All U.S. transcripts outside of the Los Angeles Community College District (LACCD) must be mailed directly from the college attended to the LAPC Department of Nursing. Hand carried U.S. transcripts of any kind are not acceptable. Students must confirm with the Counseling Office that transcripts have arrived prior to making a counseling appointment.
3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
4. Must complete 12 units with a “C” average within the LACCD prior to submitting any petition for credit.
5. Submit foreign transcripts to an LAPC-approved foreign transcripts evaluation service to obtain credit recommendations.
6. LAPC will not accept foreign transcript credit conferred by another college toward program prerequisites.
7. Submit to the College’s Petitions Committee a sealed copy of the evaluation service’s credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is not automatic (see a counselor for details).
8. Schedule an appointment with a counselor to evaluate your transcripts well in advance of the application deadline and only after completion of Steps 1 through 3. The counselor will provide students with a signed “Evaluation of Transcripts for Nursing Program Prerequisites” for verifying that all Nursing Program prerequisites are completed with a “C” or better.
9. Apply to the Nursing Program during the application period. Students must take the “Evaluation of Transcripts for Nursing Program Prerequisites” signed form to the Nursing Department.

LAPC Challenge/Advanced Placement for Military-Trained Health Care Procedure

1. The petitioner must:
2. Satisfy the rules and regulations established in the LAPC policy for petitioning for credit for examination (refer to current LAPC catalog for the established criteria).
3. Have satisfactorily completed the prerequisites of the nursing course(s) being challenged.
4. Submit to the Department Chair documentation of all previous course work and/or experience(s) the petitioner believes qualifies him or her for course credit by examination.
5. The petition, document, and recommendations of the Chair will be presented and discussed with the Nursing Program’s Policy/Admission committee at the next regularly scheduled meeting.
6. The Policy/Admission committee will determine eligibility.
7. Qualified applicants will be contacted by the examiner following the decision of the Policy/Admission committee advising:
8. The date the course materials will be available.
9. Suggested dates and location of the examination.
10. Dates of scheduled clinical experiences that include development of nursing care plans (nursing care plans will be graded as Pass/Fail).
11. A letter grade will be given upon completion of the theory and clinical examinations. The student will be notified of the grade achieved for the course.
12. The petitioner will be informed of his or her grade and the grade will be submitted to the Admissions Office.

### Accreditation

The Nursing Program is accredited by the California Board of Registered Nursing (BRN).

### Disclosure

Applicants who have questions regarding limitations related to licensure should contact the Board of Registered Nursing, 400 R Street, Suite 4030, Sacramento, CA 95814 or through the following websites:

 <https://www.rn.ca.gov/forms/pubs.shtml#education>

 <https://www.rn.ca.gov/pdfs/intervention/intbrochure2.pdf>

 <https://www.rn.ca.gov/forms/pubs.shtml#gen>

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(07/2021)

## Transfer Student Policy

The Department of Nursing attempts to accommodate transfer requests of generic nursing students from other accredited nursing programs. This effort is consistent with the philosophies of the college and the Department of Nursing.

Transfer students must petition the departments Admissions/Graduation/Retention Subcommittee to evaluate equivalency of all previous nursing course work and to determine appropriate placement within the program. Petitions are available in the Nursing Department office.

1. The following must be submitted with the petition:
	1. A letter from the former nursing school director that identifies student status and academic standing.
	2. Course outlines and descriptions from all previously completed nursing courses.
	3. Official transcripts of required academic course work and previously completed nursing courses. One sealed official transcript must be submitted to the Department of Nursing at Los Angeles Pierce College from each college attended, including Los Angeles Pierce College.
2. To be considered for transfer, applicants must complete the following Los Angeles Pierce College prerequisite courses for the nursing major with a grade of “C” or better prior to submitting the petition. Courses meeting these requirements may be taken at other institutions.
	1. Anatomy 1 and Physiology 1 or Physiology 8 and Physiology 9
	2. English 101
	3. Microbiology 1 or Microbiology 20
	4. Psychology 41 (Life span)
	5. Psychology 1 or Psychology 6
	6. One course in Mathematics or appropriate placement level. Math 115 or higher will meet this requirement. Consult with a Los Angeles Pierce College Counselor for advisement.
	7. One year high school Chemistry or Chemistry 51 or equivalent

*Note: To receive credit for courses taken at other institutions, course equivalency must be approved through the Los Angeles Pierce College Counseling Department +1 (818) 719-6440. Approved course equivalencies not completed at Los Angeles Pierce College must be submitted with the application. Foreign transcripts that have been evaluated by a foreign transcript evaluation agency must be approved by the Graduation Department located in the Admissions and Records Office.*

1. To be eligible, the applicant must:
	1. Have an overall grade point average (GPA) of 2.5 for Anatomy, Physiology, and Microbiology with no grade less than a “C” for each course and no more than one repetition of any of these courses.
	2. Have a cumulative GPA of 2.5 with no grade less than C in each prerequisite course.
	3. Be in good academic standing and not be on academic or progress probation.
	4. Pass the ATI TEAS Exam. Study Manual is available. Contact 800-667- 7531.
2. Transfer applicants will be notified of the Admissions/Graduation/Retention Subcommittee’s decision. Upon acceptance into the program, transfer students will enroll in courses as directed. Transfer students must also enroll in N-442 (Role Transition to RN) and in the college.
3. Eligible transfer students are admitted at the beginning of Fall and Spring semesters strictly on a space-available basis and within the guidelines of the [Priority List for Admission/Readmission](#_Priority_List_for).
4. Once transfer students are accepted into the program, they must:
	1. Complete all health requirements. Must be current for the length of enrollment.
	2. Purchase professional malpractice insurance. Must be current for the length of enrollment.
	3. Present valid Fire Safety and CPR-BCLS cards. Must be current for the length of enrollment.
	4. Wear the designated Los Angeles Pierce College nursing student uniform.
	5. Obtain the current Los Angeles Pierce College Nursing Student Handbook.
	6. Comply with all college and department regulations.
	7. Enroll in the [National Student Nursing Association](https://www.nsna.org/) (NSNA).
	8. Participate in standardized testing.
	9. Undergo a required background check and drug screen. All students are required to provide a criminal record clearance prior to enrollment in the Nursing Program (Education Code § 66055.9). Currently, Live Scan background check is the screening program. Specific information regarding automatic disqualification may be obtained by contacting the Board of Registered Nursing (BRN).
5. Transfer students who are accepted into the Nursing Program must also enroll in the college and complete a minimum of 12 units in residence and a minimum of 2 semesters enrolled in the Nursing Program.
6. In addition, the courses listed below are graduation requirements of the college and must be completed before graduation. They can be taken before or concurrently with nursing classes. Several courses will satisfy these requirements; consult the current college catalog, “Graduation requirements: Option 2, Occupational/Vocational (Formerly Plan B).”
	1. Humanities requirement
	2. Physical Education requirement
	3. U.S. History/Government requirement
	4. Sociology 1 or Sociology 2 or Anthropology 102 (required for nursing)
	5. Speech 101 (required for nursing)
	6. Math competency requirement for graduation
7. Counseling is available through the college’s Counseling Office.
8. Notify the Department of Nursing of any name, address, or contact information changes.

### Accreditation

The Nursing Program is accredited by the California Board of Registered Nursing (BRN).

### Disclosure

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 *(12/2014, 4/2017, 5/2021)*

# Student Government and Organizations

## Nursing Class Officers

At the beginning of each semester, each student level elects a class President, Vice President, Secretary, Treasurer, and Historian(s). Each class also selects two students to represent them at Departmental meeting, one for faculty meeting and one for curriculum meetings. All class officers must remain in good standing academically and clinically.

The duties of the officers include:

* President—calls and leads meetings, attends faculty meetings.
* Vice President—assists the President with class meetings and organizations, attends faculty meetings and the SFIC (Student/Faculty Interaction Committee) to discuss student issues with faculty.
* Secretary—keeps a record of all class meetings or correspondence, etc.
* Treasurer—Collects and manages any money decided by the class (e.g., fund raisers).
* Historian(s)—takes and collects pictures throughout the semester; organizes a collection for the class.

## California Nursing Students Association

[California Nursing Students Association](https://cnsa.org/) (CNSA) is one of the fifty state constituent units of the National Student Nurses’ Association (NSNA). Membership is open to nursing students in associate degree, diploma, and baccalaureate programs. CNSA and NSNA offer the opportunity to take part in the exciting field of Nursing and help to prepare future leaders for nursing. Through membership and participation, students develop leadership skills. For students entering the nursing field, NSNA offers opportunities to meet and work with nursing students from other schools and states. Membership includes four issues of the NSNA magazine (Imprint) and five issues of the SNSA newsletter (Range of Motion). Both publications center on the world of today’s nursing student, focusing on student experiences and ideas as well as news of current health care issues and legislation. Membership provides discounts for conventions or workshops sponsored by NSNA, CSNA, American Nurses Association (ANA), California Nurses Association (CNA), and the National League for nursing (NLN). <https://www.cnsa.org/>

## The Los Angeles Pierce College NSNA Chapter

The Los Angeles Pierce College chapter of NSNA is open to all nursing majors. NSNA officers are elected each semester from within the nursing student body. Programs are held several times a year to provide information on current topics of interest. We hope you will take time to attend these meetings and the CNSA/NSNA conventions. NSNA membership is mandatory for all Los Angeles Pierce College nursing students.

*(12/2014, 11/2015, 4/2017, 9/2020)*

## Associated Students Organization (ASO)

The Associated Students Organization (ASO) provides a framework for all college student activities, such as student government, clubs, publications, athletics, and special events.

## Student/Faculty Interaction Committee

### Purpose

* Provide a channel for interaction between nursing students and nursing faculty to promote continuity within the program.

### Guidelines

* The Committee will address statements/concerns regarding the program. It does not address interpersonal difficulties.

### Process

1. The Committee will hold meetings at least once each semester. Any Committee representative may request additional meetings to be convened.
2. Individuals wishing to present a problem to the Committee may do so by contacting their class of faculty representative.
3. The Department Ombudsperson will assist and advise the Committee.
4. The Department Chairperson must be notified of the meeting and its purpose.
5. The Committee will address any suggested situations as presented and formulate suggestions/recommendations.
6. A representative selected by the Committee will take suggestions and recommendations to the appropriate individual(s).

### Representatives

1. One faculty member from each semester of the two-year program.
2. The elected Vice President from each semester.

*(12/2014, 4/2017, 9/2020)*

# Scholarships, Loans and Awards

## Scholarships

Periodically, scholarships are awarded to students currently enrolled in the Los Angeles Pierce College Nursing Program. In general, these scholarships are awarded yearly through faculty recommendation and are based on financial need, GPA, commitment to nursing, leadership, demonstrated responsibility, and dependability. All scholarship notices are posted on the scholarship bulletin board and in the Skills Lab. Applications are available from the Department Secretary.

The College also offers numerous scholarships, loans, and financial aid for eligible students. See the College catalog and visit the Financial Aid Office for specific details.

## Awards

### Campus Academic Honors (all students)

All students who qualify are eligible for the campus-wide honors program, inclusion on the Dean’s List published each semester, and membership in the campus honor society. Students who are placed on the Dean’s List receive a letter from the Vice President of Academic Affairs and a notation on their transcript. Graduating students are considered annually for the Pierce College Distinguished Scholar Awards and the President’s Award. Further details are available in the Pierce College Catalog.

### Academic Excellence Award (graduating nursing students)

Academic excellence within the Nursing Program is recognized by awarding certificates of achievement for outstanding Nursing scholarship. Graduating students who have maintained a 3.5 GPA in all Nursing classes will receive this award.

### Outstanding Senior Student Award (graduating nursing students)

At graduation, the faculty may select one member from the senior class who demonstrates excellence in achievement and potential as well as professional demeanor and integrity. This is based on clinical ability, scholarship, leadership, management of challenges, and commitment to the discipline of Nursing.

 *(4/2017, 10/2018, 9/2020)*

# Departmental Policies and Procedures

## Attendance

The Attendance Policy for the Department of Nursing is in accordance with that of Los Angeles Pierce College. In addition, the Department of Nursing adheres to the following:

1. Student Responsibilities
2. It is the student’s responsibility to consult the attendance policy in the LAPC Catalog and Schedule of Classes.
3. It is the student’s responsibility to notify the Instructor whenever he or she intends to be tardy or absent prior to the beginning of lecture or clinical.
4. It is the student’s responsibility to consult with the Instructor when the student has excessive absences.
5. Students who do not attend the first day of class and do not communicate with the Department are considered “no call, no show.” These students are excluded and must petition to be readmitted.
6. Students who do not notify the Instructor of a clinical or lecture absence are also considered “no-call, no-show” and will be subject to disciplinary action.
7. Tardies
8. Tardiness is defined as either late arrival or early departure.
9. Three lecture tardies per rotation are considered equivalent to one lecture absence.
10. Three clinical tardies per rotation are considered equivalent to one clinical absence.
11. Tardiness in the clinical setting
12. Failure the arrive to the clinical setting on time can have long reaching consequences for the delivery of safe and effective care by all members of the health care team. It also has a direct effect on the economics of health facility management.
13. It is the intention of Los Angeles Pierce College Faculty to demonstrate and foster a professional work ethic in its students.
14. This tardiness policy is not intended to be punitive toward students who may have specific problems such as an unstable home life or a personal crisis but is instead intended to establish predictable behaviors of responsibility and accountability. Students who have problematic circumstances are expected to meet with the clinical instructor to discuss them.
15. Therefore, any student who arrives 15 minutes after the beginning of his or her established clinical starting time will be considered tardy for that day.
16. Any student who arrives 30 minutes after the beginning of the shift will be considered unprepared to begin the shift and will be asked to return home. That day will be considered an absence.
17. Excessive Absence
18. Excessive absence is defined as missing more hours of lecture or clinical experience during the semester than the number of hours the class meets in one week, i.e.,
19. No more than one class absence;
20. No more than one cumulative 8-hour clinical absence per rotation.
21. When a student exceeds the absence in lecture or the clinical laboratory, he or she must petition the Nursing Department Faculty in writing to be allowed to continue in the Program. Initiation of the petition process is the responsibility of the student. At the second lecture absence or after 8 hours of clinical absence, it is the student’s responsibility to obtain, complete, and submit the petition requesting continuing in the course(s). Petitions are obtained from and returned to the Nursing Department office prior to the next lecture or clinical meeting. In addition, the student may be requested to meet with the Instructor and the Department Chairperson. Mitigating circumstances will be discussed collectively by the Nursing Department Faculty.
22. The Faculty member(s) may request a physician’s note to verify the student’s fitness to return to class/clinical without restrictions.
23. The level of academic performance and/or clinical performance demonstrated by the student and the student’s attendance within the Department will be considered.
24. The Nursing Faculty will make the final decision regarding the action(s) to be taken. The student will be notified of the Faculty’s decision.
25. Make Up Time
26. There is no provision for making up absent time in the clinical setting.
27. Clinical Illness or Emergency
28. If a student is ill or has an emergency while in the clinical laboratory, the Instructor and/or hospital policy will determine whether the student should remain in the facility.
29. Students will adhere to respective course outlines.
30. Other Required Attendance
31. Attendance at extended laboratory experiences (field trips, workshops, meetings, etc.) is mandatory if scheduled during regular clinical hours. All attendance policies apply to these laboratory experiences.

*(11/2015, 4/2017, 10/2017, 9/2019, 5/2021)*

## Written Course Examinations/Assignments

1. Examinations, quizzes, and final examinations
2. The student is responsible for notifying the Instructor prior to examination time if unable to take an examination.
3. Late examinations, if allowed by the course Instructor, must be completed prior to the first lecture date of the succeeding week or before the next class, whichever is earlier. Other specific arrangements may be made at the discretion of the Instructor.
4. The student must schedule a time to take a late examination. Late exams will be scheduled during the Instructor’s office hours or at the Instructor’s convenience. All late exams will be proctored by a Faculty member.
5. Failure to comply with any or all the above may result in the loss of points. Consult individual course outlines.
6. The second time the student fails to take an exam as scheduled in the same course(s), the student will have exceeded the absence policy. The student must then petition the Faculty to remain in the Program.
7. No late examinations will be allowed once the test content is reviewed or discussed with the whole class.
8. No exams, tests, quizzes, or finals will be given early. Final Nursing examinations will be given according to posted departmental schedule.
9. Other Required Written Assignments
10. All assignments must be completed and submitted on time.
11. All submitted assignments shall be typed or legibly written in black ink.
12. The Instructor reserves the right to refuse any assignment that is late, incomplete, illegible, or otherwise deemed unacceptable.
13. The Instructor may request revision of incomplete and/or unacceptable assignments. Assignments that are late, incomplete, and/or unacceptable may lead to a grade of incomplete or failure in the course.
14. The Department of Nursing follows the Student Academic Integrity Policy regarding plagiarism and similar infractions as identified in the Pierce College General Catalog.

*(11/2015, 4/2017, 10/2017, 9/2019)*

## Grading

1. Students must earn a grade of “C” or higher in all required nursing courses.
2. The theory grading scale for the Department of Nursing is:
	1. 90-100% = A
	2. 80-89% = B
	3. 76-79% = C
	4. < 76% = F
3. All students are required to achieve a grade of 76% or above to pass each nursing course.
4. The clinical component of any nursing course is evaluated on a pass/fail basis. The course clinical syllabus provides the evaluation criteria and expected competencies necessary for satisfactory performance. Students who received a failing evaluation in the clinical area will be excluded from the course and will receive a grade of “F” in the course.
5. Each competency of the Clinical Evaluation tool in each semester is evaluated as: (a) Satisfactory; (b) Needs Improvement; or (c) Unsatisfactory. Any Unsatisfactory determination results in a clinical fail. The *maximum* number of Needs Improvement determinations compared to the total number of competencies appearing on the respective clinical evaluation tool is as follows:

First semester 25% Needs Improvement

Second semester 20% Needs Improvement

Third semester 15% Needs Improvement

Fourth semester 10% Needs Improvement

 Any student whose clinical evaluation exceeds these Needs Improvement

 standards will receive a clinical failure and will receive a grade of F in the

 respective course.

(*11/2015, 4/2017, 10/2017, 9/2019)*

## 8 Rights of Medication Administration

1. Medication administration is to include the 8 Rights:
	1. The right patient
	2. The right medication
	3. The right dose
	4. The right route
	5. The right time
	6. The right documentation
	7. The right reason
	8. The right response
2. Failure to administer medication according to the 8 Rights will result in the student being given a clinical warning, placed on probation, or clinical failure.
3. Any student who violates any of the 8 Rights of Medication Administration must complete the LAPC Nursing Department Medication Incident Form.
4. Any student who is unable to administer medication safely in the clinical area will be given an overall evaluation of Fail and will be ineligible to remain in the clinical area.

*(11/2015, 4/2017, 10/2017, 9/2019)*

## Drug Dosage Calculation Tests

1. The drug dosage calculation test is a preclinical responsibility that must be completed successfully by the student prior to the administration of medication in the clinical area.
2. Special Services privileges may not be applied to this test.
3. All calculations must be shown on the test paper.
4. No devices that can download or transmit information (e.g., PDA, cell phone, camera, watch) will be permitted.
5. Basic calculators may or may not be used based on Instructor discretion.
6. The minimum passing score of the drug dosage calculation test is 90%.
7. A maximum of 3 tests will be administered each clinical rotation.
8. The student’s failure to pass the drug dosage calculation test will result in:
9. A written clinical warning after the first test with recommendations for tutorial activities
10. A clinical probation after failing to pass the second test
11. A clinical Fail after failing to pass the third test.

 *(5/2014, 11/2015, 4/2017, 10/2017, 9/2019)*

## Credit by Examination

1. Students who have been accepted into the Nursing Program may be considered for the credit by examination option for a course if they meet all criteria for this option.
2. Students who wish to be considered for the option must first obtain, complete, and submit a petition to the College Admissions and Records Office. The student must satisfy all College requirements for receiving credit by examination (see current College Catalog).
3. The College Admission and Records Office will determine initial eligibility, inform petitioner, and notify the Nursing Department Chairperson of the determination.
4. Once notified, the petitioner will make an appointment with the Nursing Department Chair to review the criteria and determine the student’s eligibility. These criteria will include the definition of what constitutes acceptable experience in the field to meet clinical experience requirements. The Nursing Department requires appropriate health-related course work and a minimum of one year’s work experience in related health fields within the past 5 years. It is the petitioner’s responsibility to submit official, verified documentation of having met these requirements.
5. Successful petitioners will be directed to the lead Instructor of the course for advisement involving criteria specific to the course:
6. Course outline and syllabus
7. Detailed course objectives that must be met to receive credit
8. Required course materials and textbooks
9. Exams and assignments required to receive credit
10. Direct patient care experience required to receive credit
11. A successfully completed credit by examination will be entered on the student’s records as a “CR” (credit) by examination and unsuccessful credit by examination will be entered on the student’s record as “NCR” (noncredit). Unsuccessful petitioners may be permitted to enroll in the course if the process is completed in a timely manner and space is available.
12. The credit by examination option is not available to students who have already earned a grade in the course and is not available to students who have been enrolled in the course for the first 3 weeks of the semester.

*(12/2014, 4/2017, 10/2017, 9/2019)*

## Student Warning and Probation

1. Conditions of Unsatisfactory Academic Performance
2. The student is expected to maintain a minimum average of 76% in all course work and to meet attendance requirements.
3. When the student’s average falls below 76% in the course, as indicated by the learning management system, he or she will be placed on academic probation.
4. Inability to achieve at least a 76% in course work at the end of the course term will result in course failure and ineligibility for advancement.
5. Conditions of Unsatisfactory Clinical Performance
6. Clinical Warning
7. The student will be placed on written clinical warning when the Instructor identifies behaviors that indicate that the student is not demonstrating expected competencies for the course.
8. The warning will be in writing with guidelines for improvement.
9. Clinical Probation
10. The student who continues to fail to meet the expected competencies outlined in the clinical warning, and/or is deemed unsafe, and/or commits a major safety violation will be placed on clinical probation.
11. When probation is implemented, the student is given written notification that will include the following components:
12. Identification of specific unmet expected competencies/clinical indicators that resulted in probation, and
13. Expected competencies that must be achieved and clinical indicators that must be demonstrated within a specified time to be removed from probation and continue in the Nursing Program.
14. A conference may be held with the Department Chairperson or representative, the student, and the Instructor(s) concerned. If the Department Chairperson is not present or represented, the Department Chairperson will be advised of the situation as soon as practicable.
15. The student is requested to sign the evaluation. The signature indicates that the statement has been read and does not imply agreement with the statement itself.
16. Probationary Outcomes
17. At the end of the specified time in the individual probation, the student may be
18. Removed from probation, or,
19. Continued on probation for a specified time, or,
20. Given a failing course grade.
21. In the case of clinical failure, the student will not be allowed to continue in the associated course.
22. Clinical Evaluation
23. Satisfactory completion of clinical competencies is required in order to pass the associated theory course.
24. In order to pass the associated clinical portion, the student is allowed no more than the following percentages of “needs improvement” on the clinical evaluation:
25. Semester 1: 25%
26. Semester 2: 20%
27. Semester 3: 15%
28. Semester 4: 10%

 *(11/2015, 4/2017, 3/2020)*

## Withdrawal/Exclusion

1. A student may withdraw for extenuating circumstances as defined by the E-10 Guidelines.
2. At the time of withdrawal, the student must contact the Chairperson of the Nursing Department or an appointed representative for an exit interview.
3. Students will be automatically excluded for the following:
4. Withdrawn for personal reasons
5. Withdrawn from a course wile on academic or clinical probation
6. Has been excluded due to unsatisfactory clinical performance
7. Has been excluded for academic failure
8. Has been excluded for positive drug screening check
9. Has been excluded for unacceptable background check
10. Has been excluded for violation of LAPC Student Academic Integrity Policy
11. Has been excluded for violation of LACCD Standards of Student Conduct
12. Recommendations and requirements for readmission will be discussed, a written copy will be given to the student, and any remediation plan must be completed prior to consideration for readmission.
13. A completed petition is required for consideration to be readmitted to the Program.
14. Any student who has not been granted an approved leave of absence will not be eligible for readmission.

 *(12/2014, 4/2017, 3/2020)*

## Student Readmission

1. The student who fails, withdraws, or is excluded from any nursing course in theory and/or clinical and who wishes readmission must petition the Nursing Department as soon as possible. The petition form is available in the Nursing Department office and must be submitted by the last day of nursing finals of the semester in question.
2. A student may enroll in a required nursing course a maximum of two times. Enrollment is defined as attending at least one class meeting.
3. The student seeking readmission:
	1. Must meet with the chairperson, if he or she has failed or withdrawn.
	2. Must have fulfilled all recommendations and remediation requirements prior to readmission.
	3. May repeat the same course only once.
	4. Must have been enrolled in the nursing Program within the last five years or repeat course work may be required.
4. Students are not eligible for readmission if they:
	1. Fail 2 different nursing courses.
	2. Withdraw from 2 nursing courses with a failing theory average (academic probation)
	3. Withdraw from a nursing course while on written clinical probation or receive a clinical evaluation of fail and have a prior course fail.
	4. Fail the same nursing course twice.
	5. Accumulated 15 units of academic failure.
	6. Present any combination of the previously stated situations.
5. A student who is enrolled and does not attend the first day of class and does not communicate with the Department is considered a “no call/no show.” The student is excluded and must reapply to the program.
6. Leave of Absence
	1. A student who has not been suspended may request a Leave of Absence for up to one year (two semesters) because of extenuating circumstances.
	2. “Extenuating circumstances” may include but are not limited to:
		1. Verified cases of accident;
		2. Verified cases of illness;
		3. Other circumstances beyond the control of the student.
	3. Requests for leave of absence shall be reviewed by the Nursing Suspension and Readmission Committee who will reach a decision by majority vote and their decision shall be final.
	4. If the leave of absence is granted, the student will be readmitted to the program on a space available basis.
	5. If the student does not return to the program within two semesters of the withdrawal, the student will be disqualified unless agreement between the student and the Nursing Suspension and Readmission Committee is obtained.
	6. The student will be granted only one leave of absence from the Nursing Program.
7. Exclusion/Suspension/Expulsion
	1. Health reasons
		1. Nursing students may be excluded from the Nursing Program if they have a physical or mental disability that impacts the welfare of others.
		2. Exclusion from the Nursing Program for health reasons will be on a case by case basis and shall be reviewed by the Nursing Chairperson in consultation with the college compliance officer, the Director of the Disabled Student Programs and Services (DSP&S), and the college DSP&S Specialist.
		3. If the student presents an immediate threat to public health, the student may be suspended immediately pending the outcome of the process previously detailed.
	2. Safety and other reasons
		1. Nursing students may be suspended or expelled from the Nursing Program for reasons of unsafe conduct which includes unsafe conduct in connection with a nursing program.
		2. If the student’s conduct presents a threat to his or her own safety or the safety of others (e.g., patients, fellow students, faculty, or hospital staff), the Nursing Department Chair may suspend the student immediately under immediate suspension provisions.
		3. The suspension shall remain in effect until the conclusion of all disciplinary action(s) on this matter.
8. Suspension/Readmission/Disqualification
	1. Academic disqualification during the first semester
		1. A student in the Nursing Program who, during the first semester of the program, receives one substandard grade (“D,” “F,” or “NP/NCR”) in any nursing course shall be disqualified from the program.
	2. Academic suspension, readmission, and disqualification after the first semester
		1. A student in the Nursing Program who completes the first semester of the program and subsequently receives one substandard grade (“D,” “F,” or “NP/NCR”) in a nursing course will be suspended from the program.
		2. The suspension may be effective for the semester or term following the one in which the substandard grade was received.
		3. A student suspended from the Nursing Program will be provided with an individual remediation plan by the Chairperson of the Nursing Program or course instructor.
		4. Upon documented completion of the student’s individual remediation plan within the time specified in the plan, the student may apply for readmission to the Nursing Program.
		5. The student will be readmitted based on space availability.
		6. A student will be disqualified from the program if he or she receives a substandard grade in more than one nursing course.
		7. A student will also be disqualified if he or she withdraws from a nursing course after the first semester of the program unless the Nursing Suspension and Readmission Committee determines that there were extenuating circumstances.
	3. Students who withdraw because of military service are not subject to suspension for withdrawing and, upon separation from military service, must be provided with a placement in the program.
9. The Nursing Department will notify the student regarding the eligibility outcome of his or her petition and space availability for readmission.
10. Students whose petitions are approved will be given enrollment directions and information.
11. Any student readmitted after being out of the program one semester or more will be required to repeat the background check and drug screening.
12. On the first day of class after readmission, the student must submit written proof of health requirements, malpractice insurance, fire safety, CPR card, fit testing, visa and/or green card that must be valid for the entire semester.
13. Any student readmitted to the Nursing Program must obtain the most recent edition of the Los Angeles Pierce College Nursing Student Handbook. The student will be required to adhere to the policies and procedures published in the current edition.

## Priority List for Policy Admission/Readmission

Admission/readmission of students to the program is based on space availability. Students who are excluded, suspended, fail, or withdraw from one or more courses are not automatically guaranteed readmission.

Priority for placement criteria:

1. New student selected in accordance with the admission criteria and lottery system.
2. Students who previously enrolled in the program/course and left in good standing or approved leave of absence.
3. Licensed Vocational Nurses (LVN) for LVN to RN program or the 30 Unit Option selected in accordance with the admission criteria and lottery system.
4. Foreign Nurse Graduates selected on space availability in the necessary course(s).
5. Students who failed program/course or withdrew while not in good standing, i.e.:
	1. Unsatisfactory academic performance (failing grades), or,
	2. Unsatisfactory clinical performance (written clinical probation/unsatisfactory expected competencies)
6. Transfer students depend on space availability:
	1. Students from other programs in good standing
	2. Students from other programs not as evidenced by poor academic and/or clinical performance
7. No student will be admitted if he or she has been excluded from 2 or more nursing programs due to unsatisfactory performance. These applicants will be directed for career counseling.

*(12/2014, 4/2017)*

# Professional Conduct

## Health Requirements and Coverage

1. Students must be free from communicable disease, infection, psychological disorders (documented and undocumented), and other conditions.
2. This includes any condition that would prevent the safe and successful performance of responsibilities and tasks required in the education and training Program of the College.
3. Pertinent conditions include but are not limited to hearing disorders, visual impairment, and physical limitations.
4. Any condition described above that is developed by the student after admission to the Program may be considered sufficient cause for suspension from the Program.
5. If at any time during the semester a student is injured, becomes ill causing absence from clinical and/or lecture for more than 1 day, has surgery, or becomes pregnant, a physician’s note must be provided before returning to class. This release must state specifically that the student may attend both clinical and lecture without any restrictions.
6. Students are encouraged strongly to carry their own health insurance.
7. Students enrolled in the Nursing Program are considered full-time students.
8. Many health insurance companies will require evidence of this status and evidence may be obtained from the College Admissions and Records Office.
9. The Student Health Center is in the Student Services Building. Many non-emergent, low-cost services are available through this office. Students are encouraged to use its services.

## Verification of Original and Renewable Requirements

1. By the first day of class of each semester, the student is required to bring both original and photocopied documentation of the following requirements that must remain valid for the entire semester:
2. Tuberculosis screening must be 2-step or Quantiferon gold or negative chest x-ray. Results must be negative and must be obtained within 6 months of starting the Program on admission and yearly thereafter. If the chest x-ray is negative, a health care provider’s note stating a yearly chest x-ray is not necessary will be accepted.
3. Positive titers of the following or vaccinations started within 3 months prior to beginning the Program with positive titers to follow are required:
4. Hepatitis B titer. Series of vaccinations started at the beginning of the first semester and completed by the end of the second semester
5. MMR (Rubeola, Rubella, and Mumps) titer. May be combined in one MMR vaccination or given individually.
6. Varicella (chickenpox) titer or vaccination. Second vaccination must be completed by the following semester.
7. Diphtheria, Pertussis, and Tetanus. Documented booster according to Department and individual facilities.
8. Flu vaccine must be current annual flu vaccine.
9. Any other immunizations required by the clinical facilities.
10. Malpractice insurance
11. Fire Safety card as required by the clinical facilities
12. CPR (BCLS) card must be certified through the American Heart Association (AHA) Basic Life Support for the Health Care Provider. This is to include infant, child, and adult support. The card is to be valid for 2 years.
13. Fit testing will be completed in the first semester and may be repeated.
14. The following health requirements must be completed and documented prior to admission to the Nursing Program:
15. Physical examination by a health care provider who is to complete both sides of the physical examination form and sign where indicated stating that the student has no restrictions.
16. Dental examination by a dentist who completes the dental examination form and signs where indicated.
17. Laboratory tests including complete blood count (CBC), urinalysis, and serology (VDRL or RPR).
18. To obtain clinical placement and to ensure a safe environment to the hospital/agencies who interact with students, the following must be completed prior to clinical placement:
19. Criminal background check. Every attempt will be made to find placement for those students who do not have a clear background check, but this may not be possible.
20. Drug screening
21. Nursing students must comply with hospital regulations regarding drug screening for healthcare providers.
22. Students must have a clear drug screen to participate in placement in all clinical facilities and for placement in clinical courses.
23. The initial drug screen satisfies this requirement during continuous enrollment in the Program. Should the educational process be interrupted, a new drug screen will be required.
24. Students must provide the Nursing department with information and the clinical facilities with access to the results of the drug screen.
25. If the student fails to pass the drug screen, the student will be unable to attend clinical rotations in any facility used by Pierce College.
26. Clinical rotations are a mandatory part of Nursing education. Therefore, the student will be ineligible to continue in the LAPC Nursing Program.
27. During this program, students may be required to be drug tested for reasonable suspicion.
28. All students are required to provide a valid Social Security Number as per hospital requirements.
29. The student will be required to provide documentation using the process specified by the Nursing Program.

 *(11/2015, 4/2017, 10/2018, 5/2021)*

## Student Uniform Guidelines

The student’s appearance conveys an important message to all those with whom he or she comes in contact. The professional uniform for LAPC’s Nursing Department must be worn in the clinical area unless directed otherwise by the Instructor.

1. The Uniform
2. An all-white, clean, professional uniform top must be worn. Square front pockets on the uniform are useful. The uniform pant is red and is to be obtained from the designated vendor in the correct style and color.
3. For women, an all-white professional uniform dress (knee length) may be worn. The uniform will have short sleeves. Plain neutral/beige tone hose are to be worn with the uniform dress.
4. The School emblem patch must be sewn on the left upper chest area of the uniform top and on the uniform dress.
5. The school photo ID is worn under the school emblem on the upper left chest area.
6. A plain white undershirt or T-shirt may be worn under the uniform.
7. When the pant uniform is worn, plain white socks must be worn also and cover the top of the ankle.
8. In clinical areas where uniforms are not required, appearance must be professional always. There will be no baggy pants, shorts, shirts, low-neck or V neck blouses or sweaters, strapless, or other skin-revealing attire.
9. Vest/Sweater/Scrub Jacket
10. A plain all-white vest, plain long-sleeved sweater, or a plain all-white hip length scrub jacket may be worn with the uniform.
11. No hooded garments will be allowed while performing patient care.
12. The School emblem patch must be sewn on the left upper chest area of the vest, sweater, and/or scrub jacket.
13. Shoes
14. All shoes must be white with closed heel and toe and cushioned soles.
15. A comfortable shoe with good support such as a uniform or walking shoe is recommended.
16. If an athletic shoe is chosen, it must be white without logos or designs.
17. Materials Required for Use in the Clinical Area Include:
18. Pocket notebook
19. Black permanent ink pen (no erasable pens or erasable ink permitted)
20. Bandage scissors
21. Kelly clamp
22. Stethoscope
23. Watch with a second hand
24. Calculator
25. Penlight
26. Drug book

 *(5/2014, 12/2014, 4/2017, 10/2018, 9/2020)*

## Personal Appearance of Nursing Students in the Clinical Area

1. The clinical area includes any health care setting in which a Los Angeles Pierce College nursing student is present in an educational capacity. This includes the provision of direct nursing care to assigned clients as well as researching assignments, reviewing health care records, and all observational activities.
2. Personal appearance and attire while in the clinical area will be clean, neat, and appropriate always.
3. Student photo ID will be worn always.
4. Hair is off the collar and out of the face. All long hair, including pony tails and braids, must be off the collar. No extremes in hair style or color are permitted. Hair ornaments must be simple and unobtrusive.
5. Makeup, if used, must be applied lightly. No perfume or cologne is to be used. Nails are short and well-groomed. If nail polish is used, it must be neutral in color. No artificial (acrylic nails or gels, etc.) will be allowed.
6. Jewelry is limited to wedding or engagement rings and watch. No jewelry except one small pair of stud-sized earring for each ear is allowed. Dangling earring, hoop earring, and bracelets are not worn. Chains or necklaces are not to be worn on the outside of the uniform.
7. Any tattoos must be covered.
8. No gum is allowed in the clinical area, and food and beverages are consumed in designated areas only.
9. Optional attire may include:
	1. Fanny pack
	2. Lumbar-sacral support belt
10. The instructor reserves the right to refuse to allow a student to remain in the clinical area if he or she does not meet uniform and/or personal appearance expectations.

*(5/2014, 4/2017, 9/2020)*

## Professional Conduct of Nursing Students in the Class and Clinical Areas

The following standards focus on the role of the student nurse and supplement the LACCD Standards of Student Conduct outlined in the Los Angeles Pierce College General Catalog. The student nurse will:

1. Recognize that actions and words spoken in the clinical area are a direct reflection on the entire faculty and student body of the Department of Nursing.
2. Act in a polite, respectful, and professional manner.
3. Perform only those nursing procedures that have been taught previously by Los Angeles Pierce College faculty.
4. Establish and maintain relationships that are proper and appropriate with patients, staff, and visitors.
5. Not discuss their personal or health problems with patients, staff, and/or visitors.
6. Perform and discuss treatments or remedies only within the scope of nursing interventions.
7. Listen to and demonstrate professional interest in the patient.
8. Respect patient confidentiality.
	1. A patient’s name or identifiable information is not to be discussed or placed in any public area, including elevators and cafeterias.
	2. Paperwork and care plans contain only patient initials as patient identifier.
9. Violation of the above may result in a written warning, probation, suspension, or dismissal.

*(5/2014, 4/2017, 9/2020)*

## Use of Health Records

1. The student must wear official photo identification indicating him or her as a Los Angeles Pierce College nursing student to the hospital staff whenever records are researched. This includes during clinical hours, after-school hours, weekends, or when health records are reviewed before a clinical day.
2. No student may copy health records, any patient information, or remove charts from the clinical area even if patient identifies have been removed.
3. “Copying” health records includes photographing from a mobile device, use of photocopy machine, or other means of duplication.
4. When not in uniform, the student must dress in an appropriate manner, introduce him or herself, state his or her business, and wear photo ID.

*(5/2014, 4/2017, 9/2020)*

## Reporting Accidents/Injury

1. An accident or injury occurring in connection with the College’s regular curriculum or in the clinical/Nursing setting that involves injuries to the student or others must be reported promptly to the Instructor.
2. Reporting of any accident or injury is required. Reporting is required regardless of where it occurred or how trivial the occurrence may seem at the time.
3. The student must report the accident/injury to the Los Angeles County Sheriff’s Pierce Campus Department within 24 hours (818-719-6450).
4. Student is required to follow the clearance process to be allowed to resume clinical and theory. Contact department chair for advisement and forms.

 *(5/2014, 11/2015, 4/2017, 4/2019, 9/2020)*

## Electronic Communication Devices

1. Students who have electronic/communication devices must keep them on the vibrate mode or off in the clinical setting and in the classroom.
2. Permission for recording in any fashion must be granted by individual Instructors.
3. No recording in any fashion is permitted in the clinical setting.

 *(5/2014, 11/2015, 4/2017, 10/2018, 4/2019, 9/2020)*

## Social Media

No information or photographic material may be posted on any social media outlet including the following topics:

1. Clinical facilities
2. Patients
3. Pierce College
4. Course content
5. Test content
6. Students
7. Faculty

Please refer to Social Media Policy and Contract found on pages 58 and 59 of this document.

 *(5/2014, 11/2015, 4/2017, 10/2018, 4/2019, 9/2020, 3/2021)*

## Student Academic Integrity Policy

1. The Nursing Department follows the LAPC Student Academic Integrity Policy Statement. The student is responsible for knowing and is accountable for the Student Academic Integrity Policy Statement as stated in the current College catalog.
2. In addition, no notes, language dictionaries, calculators, or devices that can download information (watches, cameras, cell phones, or other electronic equipment, etc.) are allowed during and/or after any test or test review/materials without Instructor permission.
3. If any student in the Department of Nursing would violate the Student Academic Integrity Policy Statement in class or in clinical, he or she will be subject to the following:
4. 0% on the test/assignment;
5. A mandatory meeting with the Nursing Faculty to discuss the incident, and;
6. Possible suspension or expulsion from the College.

 *(5/2014, 5/2017, 4/2019, 3/2021)*

## Dismissal Policy

1. The Nursing Department will follow the LACCD Board Policies regarding Standard of Student Conduct as stated in the current LAPC Catalog.
2. The student is responsible for knowing and is accountable for the Standards of Student Conduct as stated in the current LAPC catalog. Rules to govern such conduct are necessary to protect the integrity of the Program and the discipline. The following is a summary of some major criteria that would be sufficient cause for Faculty review with possible dismissal:
3. Frequent absences/tardiness
4. Irresponsible, illegal, or abusive behavior
5. Untrustworthy behavior
6. Physical or mental illness deemed sufficient to interfere with continuation in the Nursing Program
7. Dishonesty in classroom and/or clinical areas
8. Impairment by substance abuse/use
9. Falsification of background check and/or drug screening or any other required documentation

 *(5/2014, 5/2017, 4/2019 3/2021)*

## Grievance Process

1. Every student has the right to initiate the Grievance Process but must first follow Department of Nursing procedure.
2. Before resorting to a formal process for grievance resolution, the student is required to attempt to resolve the issue informally within the Nursing Department. The following steps are provided to assist the student in an expedient and orderly manner:
3. The student will contact the individual Nursing faculty involved to discuss the issue of concern.
4. If not satisfied or unresolved, the student will submit a written and signed statement of his or her perception of the issue to the individual instructor(s).
5. If the issue of concern remains unresolved, the student will discuss the issue with the designated Nursing Department’s ombudsperson. The names of the faculty ombudspersons are available through the Nursing Department office.
6. The student will make an appointment to discuss the issue with the Nursing Department Chairperson who may ask to have the Nursing instructor and/or ombudsperson present.
7. The student must initiate the above steps within 2 weeks of the concern to resolve the issue informally.
8. If the above steps do not resolve the issue, the student may file a Formal Grievance with the College ombudsperson.
9. A District-wide student grievance process (E-55 Guidelines) is in place to provide a prompt and equitable resolution to any student grievance.
10. Any student or applicant may initiate the process who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student.
11. For more information, consult the Pierce College Catalog.

 *(11/2015, 4/2017, 4/2019, 3/2021)*

## Changes in Student Data

1. It is essential that the student notify the Nursing Office secretary promptly of any changes in name, address, telephone or other contact information, and emergency contact(s).
2. Campus Admissions and Records Office must be informed of all official name changes.

*(5/2014, 11/2015, 5/2017, 4/2019, 3/2021)*

## Student Employment While in Nursing Program

1. It is recommended that the student devote his or her time and energy to being a full-time student and to limit outside employment.
2. The student is encouraged to build up finances during school breaks to help ease workload during the school year.
3. Work experience in nursing during the summer months helps strengthen nursing skills.
4. Financial aid may be available, if needed.

*(5/2014, 11/2015, 5/2017, 4/2019, 3/2021)*

# Professional Regulations and Guidelines

## Core Performance Standards

Nursing is a practice discipline with cognitive, sensory, affective, strength, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in the Nursing Program.

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1. Critical thinking sufficient to meet mental demands for objective and effective clinical judgment that allows for identification of cause, effect, and response. Demands include reasoning, problem solving, organization, multiple concurrent tasks, interruptions, and stress.
2. Sufficient interpersonal abilities to interact and collaborate with diverse patients, families, staff, and groups.
3. Communication abilities in spoken and written English formats to promote effective interaction with others in both routine and emergency situations.
4. Mobility that permits moving unimpaired within facility, room, and work spaces for delivery of routine and emergency treatment and care.
5. Strength sufficient to move patients, supplies, and equipment with and without the participation of others: standing, walking, lifting, carrying, pushing, pulling, climbing, stooping, balancing, and kneeling.
6. Gross and fine motor skills to manipulate and use equipment and supplies effectively in the delivery of routine and emergency care.
7. Auditory abilities to assess patient physical status and to receive information from patient, staff, monitors, and others including ordinary conversation and other sounds.
8. Visual ability to observe and assess patient and environment status: visual acuity, depth perception, color discrimination, and field of vision.
9. Tactile ability sufficient to assess patient status and to perform routine and emergency Nursing care.

*(5/2017, 10/2017, 4/2019)*

## Standard Precautions

Los Angeles Pierce College’s Department of Nursing requires observance of Standard Precautions as described by the Centers for Disease Control and Prevention ([www.cdc.gov/infectioncontrol/guidelines/](http://www.cdc.gov/infectioncontrol/guidelines/) (2017).

1. Hand hygiene
2. Clean hands in general:

•Before eating

•Before and after direct contact with patient’s intact skin

•After contact with blood, body fluids, mucous membranes, non-intact skin, wound dressing

•After contact with inanimate objects

•When moving hands from a contaminated body site to a non-contaminated body site

•After glove removal

•In between patients

•After using the restroom

1. When using alcohol-based hand sanitizer, rub product into hands covering all surface for 20 seconds.
2. When using soap and water to clean hands, rub hands vigorously for around 20 seconds, rinse hands, and dry using disposable towels.
3. Glove use is **not** a substitute for hand hygiene.
4. Use gloves before touching a patient’s non-intact skin and mucous membranes.
5. Remove gloves after contact with a patient and/or the surrounding environment and perform hand hygiene immediately after completing the patient’s care.
6. Do not use the same pair of gloves for the care of more than one patient.
7. Do not wear any form of artificial nails and keep natural nail tips less than ¼ inch in length.
8. Use of Personal Protective Equipment (PPE)
9. Wear PPE when the anticipated patient interaction indicates that contact with blood or body fluids may occur.
10. Wear gloves as described above.
11. Wear a gown for direct patient contact if the patient has uncontained secretions or excretions.
12. Use PPE to protect the mucous membranes of the eyes, nose, and mouth during procedures likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.
13. Use of patient equipment
14. Clean and disinfect surfaces that are likely to be contaminated with pathogens on a more frequent schedule compared to that for other surfaces.
15. Textiles and laundry
16. Handle used textiles and fabrics with minimum agitation to avoid contamination of air, surfaces, and persons.
17. Injection and lumbar puncture practices
18. Use aseptic technique when performing injections.
19. Do not use a syringe for multiple patients even if the needle or cannula is changed.
20. Use fluid infusion and administration sets for one patient only and dispose of appropriately.
21. Do not administer medications from single doses vials or ampules to multiple patients.
22. Do not use bags or bottles of intravenous solution as a common source of supply for multiple patients.
23. Wear a surgical mask when placing a catheter or injecting material into the spinal canal or subdural space.
24. Handling of needles and sharps
25. Keep the exposed sharp in view.
26. Be aware of people around you.
27. Be responsible for the device you use.
28. Activate safety features after use.
29. Dispose of sharps in rigid sharps containers. Do not overfill containers.

*(5/2017, 10/2017, 4/2019)*

## American Nurses Association Code of Ethics for Nurses[[2]](#footnote-3)

1. The Nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
2. The Nurse’s primary commitment is to the patient, whether and individual, family, group, community, or population.
3. The Nurse promotes, advocates for and protects the rights, health, and safety of the patient.
4. The Nurse has authority, accountability, and responsibility for Nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The Nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The Nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The Nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both Nursing and health policy.
8. The Nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce disparities.
9. The profession of Nursing, collectively and through its professional organizations, must articulate Nursing values, maintain the integrity of the profession, and integrate principles of social justice into Nursing and health policy.

(American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington D.C., America Nurses Publishing, 2015)

 *(5/2017, 10/2017, 4/2019)*

## Statement on Delivery of Health Care, California Board of Registered Nursing

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

The implementation of infection control procedures known as universal precautions is basic in all health care. Universal precautions are regarded by the Board as a common standard of nursing practice necessary to protect both patients and health care workers from disease transmission. Knowledge of the patient’s diagnosis(ses) by the Registered Nurse (RN) is essential so that the Registered Nurse (RN) may initiate any additional precautions necessary to minimize the risk of contracting or spreading disease.

Although the Nurse is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any patient, nor is it acceptable to refuse to treat any person on the basis of age, religion, sex, national origin, sexual orientation, or disability. Decisions regarding the degree of risk involved in patient care should be based on current scientific knowledge.

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the States Department of Health Services and County and City Health Agencies.

*NPR-B-17 11/93 (5/2017, 10/2017, 4/2019)*

## Impaired Student Nurse Nursing Discipline

Please consult the following Board of Registered Nursing website for information regarding Impaired Student Nurse Discipline:

<https://www.rn.ca.gov/pdfs/intervention/intbrochure2.pdf>

The Department of Nursing policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness is as follows:

1. When behavior and performance at the College and/or clinical facility indicate that the student may be impaired by mental illness or substance abuse, the Instructor will take the following steps:
2. Document in writing behaviors and/or performance.
3. Review behaviors and/or performance with the student and Department Chairperson.
4. Develop a plan of action for correction of documented behaviors and evaluation of the progress.
5. When impairment of performance is evident and/or is suspected that a student is under the influence of drugs or alcohol, the Instructor will take one or more of the following actions:
6. Relieve the student of the patient care assignment.
7. Report the incident to the Department Chairperson.
8. Take the student to the emergency department for examination if in the clinical area or to Campus Sheriff if on the College campus.
9. Release the student to a family member or friend.
10. Document the incident including behaviors and actions with the Department Chairperson and the Dean of Student Affairs.
11. Complete appropriate forms according to the College and Department policies.
12. Develop a plan of action for the student.
13. Follow College disciplinary procedure.
14. Once impairment due to drugs or alcohol is confirmed and the student has completed or is participating in a treatment program, he or she may be considered for readmission into the Program. The decision to readmit the student will be made by the Nursing Department faculty. Input may be requested from treatment program personnel.
15. Once impairment due to mental illness is confirmed and the student has completed or is participating in a treatment program, he or she may be considered for readmission into the Program. The decision to readmit the student will be made by the Nursing Department faculty. Input will be requested from the student’s psychiatrist or psychologist.
16. If a student is not eligible for readmission to the Nursing program, he or she will be referred for career counseling.

*(Nursing Discipline Committee, LACCD, 12/2014, 10/2017, 4/2019)*

## California Board of Registered Nursing Policy Statement on Denial of Licensure

The California Board of Registered Nursing Policy Statement on Denial of Licensure may be found at the following site:

 <https://www.rn.ca.gov/pdfs/enforcement/discguide.pdf>

*(10/2017, 4/2019)*

# Pertinent College Policies

Below you will find summaries of Pierce College policies pertinent to all students in the Pierce College Nursing Program. For more information regarding these and other policies, the student is referred to the Pierce College Catalogue.

## Student Health Center

Medical and mental health services are available to all currently enrolled students at the Pierce Student Health Center. There is no cost to students to see any of the medical and mental health providers during extended office hours. The Pierce College Student Center is now a Family PACT (Family Planning, Access, Care and Treatment) provider. The Center is located on the 2nd floor of the Student Services Building. Call 818-710-4270 for an appointment or questions. <http://www.piercecollege.edu/offices/health_center>.

## Financial Assistance

Application for financial aid is available to students needing assistance in paying for books, supplies, enrollment fees, parking as well as other expenses associated with college. The Financial Aid Office is located on the 2nd floor of the Student Services Building. For information regarding the financial aid process, email pierce\_finaid@piercecollege.edu or visit [www.piercecollege.edu/offices/financial\_aid](http://www.piercecollege.edu/offices/financial_aid). The Financial Aid Office uses QLess, a virtual queue that allows students to wait in line virtually. The student can learn how to join the financial aid queue by visiting <http://www.piercecollege.edu/offices/financial_aid/qlessvirtualline.asp>.

## Title IX

Pierce College is committed to fostering a campus community based on respect and nonviolence. To this end, we recognize that all Pierce community members are responsible for ensuring that our community is free from discrimination, domestic and dating violence, gender bias, stalking, sexual harassment, and sexual assault. In accordance with Title IX, Pierce is legally obligated to investigate incidents of sexual harassment and sexual assault that occur on our campus. Faculty who become aware of an incident of sexual violence, including harassment, rape, sexual assault, relationship violence, child abuse or stalking, are mandatory reporters and required by law to notify Pierce Title IX Coordinator. The purpose of this disclosure is to ensure that students are made aware of their reporting options and resources for support. For more information about your rights and reporting options at Pierce, including confidential and anonymous reporting options, please visit http://www.piercecollege.edu/offices/compliance/. Title IX Coordinator: V.P. of Student Services, 818-710-4228.

## Syllabus Change Policy/Disclaimer

Schedules and due dates contained in individual course syllabi are subject to change. Each syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, each professor in the Department of Nursing at Pierce College reserves the right to modify, supplement and make changes as the course needs arise.

## Recording Policy

No student may record any classroom activity without express written consent from the instructor. If a student has (or believes he or she may have) a disability such that he or she needs to record or tape classroom activities, the student should contact Special Services to request an appropriate accommodation.

## Email Address

Students must use their district email address to receive responses from instructors. The student will receive a response as soon as possible or as stipulated by the individual instructor.

## Use of Mobile Devices

Research on learning shows that unexpected noises and movement automatically divert and capture a person’s attention. These distractions will then affect the learning experience of others. Cell phones, pagers, laptop, etc. can make noise and/or be visually distracting during class. For this reason, cell phones must be turned off during class. The student is permitted to take notes on a laptop, but the sound must be turned off so as not to disrupt other students' learning.

## Use of Proctorio

Some instructors in the Department of Nursing administer exams that are proctored by Proctorio, a remote proctoring tool integrated into Canvas that maintains the academic integrity of online exams.

If the instructor chooses to use Proctorio, the student must use a computer with a webcam. If the student does not have such a computer, he or she can borrow a computer from the library to take the exam or he or she can take the exam using a computer in the library. Proctorio will video record the student and record all sounds during the exam. The student may be asked to have an ID to confirm identity. The recording is confidential and private.

Proctorio Support: 866-948- 9087 or email at support@proctorio.com

Canvas Support numbers for students and faculty:

M-F: 818-710‑4261/ onlinehelp@piercecollege.edu

After-hours/Weekends: 844‑303-5589

## Religious Holidays

A variety of religious holidays occur during the semester. While these are neither Federal- nor State-sanctioned holidays, they are days of religious observance that may impact some students in the class. If the student plans to miss a class period, an assignment due date, or an exam for religious purposes on a particular day, the student needs to notify the instructor of this fact at least two weeks in advance to make arrangements. Official notification will take the form of an email, which specifies the anticipated date(-s) of absence. A student who provides this information by the deadline will be able to reschedule missed exams or work, and the absence will not adversely affect the attendance record. Failure to provide proper notification and arrangements at least two weeks in advance will negate the student’s option to reschedule or receive credit for missed activities.

## Foster Youth

Pierce College supports current and former foster youths by offering various services for this population. A current or former foster youth may qualify for other support services to assist the student in achieving educational goals. Interested students should contact the College’s Guardian Scholars Program at (818) 710-3323 or email guardianscholars@piercecollege.edu.

## Limits to Confidentiality

Essays, journals, and other materials submitted for the Nursing Program are generally considered confidential pursuant to Pierce College’s student record policies. However, students should be aware that College employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues based on external legal obligations or that relate to the health and safety of the Pierce College community and others. Each instructor is obligated as a mandated reporter to report the following information to other College departments or offices if it is shared:

1. Suspected child abuse/neglect, even if this maltreatment happened when the student was a child;
2. Allegations of sexual assault or sexual harassment when they involve Pierce College students, faculty, or staff; and,
3. Credible threats of harm to oneself or to others.

These reports may precipitate contact from a campus official who will want to speak with the student about the incident shared. In almost all cases, it will be the student’s decision whether to speak with that individual. If the student prefers to talk about these events in a more confidential setting, the student is encouraged to make an appointment with the Counseling Center through Student Health.

## Prohibited Discrimination and Harassment Reporting

Students are referred to the Pierce College General Catalog for extensive information regarding prohibited discrimination and harassment.

In general prohibited discrimination is defined as discrimination or harassment on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, sex, pregnancy, marital status, cancer related medical condition, sexual orientation, age, physical or mental disability, veteran status, and other classes protected under Federal or State law. Sexual harassment is unwelcome sexual advances or requests and other verbal or physical conduct of a sexual nature.

The Compliance Officer will investigate all potential violations of the policy of which he or she is made aware. Efforts will be made to informally resolve and investigate the charges. If appropriate, the College President, Deputy Chancellor, or Chancellor will initiate the disciplinary process.

Anyone who files a complaint in which he or she knowingly makes false allegations of fact shall also have violated the policy and is subject to disciplinary action.

## Mandatory Reporting of Child Abuse

Pierce College employees, including faculty and staff, are mandatory reporters of child abuse. Any student who discloses information about child abuse to a Pierce employee may prompt the Pierce employee’s duty to report that information to the designated authorities.

(*10/2020)*

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# Americans with Disabilities Act Compliance Statement

In compliance with the 1990 Americans with Disabilities Act (ADA), Los Angeles Pierce College Department of Nursing does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or, (3) being regarded as having such an impairment.

For the purposes of Nursing program compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the Program.

The Nursing Faculty has developed Core Performance Standards for use by the Program. These Core Performance Standards reflect activities that Nursing students are required to perform to complete the Program successfully. Each standard is reflected in course objectives.

Admission to the Program is not based on the Core Performance Standards. Rather, the Standards are used to assist each student in determining whether accommodations or modifications are necessary. The standards provide objective measures upon which students and faculty base informed decisions regarding whether students are qualified to meet requirements. Every applicant and student receives a copy of these standards.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the Nursing Program will determine, on an individual basis, whether the necessary accommodations or modifications can be made reasonably.

Statement of Awareness\*

I have read the above ADA Compliance Statement and the Core Performance Standards that identify the essential eligibility requirements for participation in the Nursing Program, and I have had the opportunity to make a copy of this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name legibly

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student signature) (Date)

\*Read, sign, and return as instructed. Make a copy for your records.

*(11/2015, 4/2017, 10/2017, 4/2019)*

Social Media and Networking Policy

The Nursing Department at Los Angeles Pierce College (LAPC) recognizes that social media and networking websites are used as a means of communication. We are aware that in addition to reviewing current resumes and professional portfolios, future employersalso often review various network sites when considering potential candidates for employment. Furthermore, it is known that posted information can remain accessible long after its removal from the original place of posting and continue to circulate elsewhere.

Because of the influence of social media on an employer’s chosen hiring practices and because of our dedication to the Health Insurance Portability and Accountability Act, the following rules of conduct must be respected while a student in the LAPC Department of Nursing.

* A student may not discuss/post/display personal health information of other individuals (patients or non-patients). Presenting such information with the removal or obliteration of the individual's name equally breaches that confidentiality of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.
* No student may present him- or herself as an official representative or spokesperson for the Los Angeles Pierce College Department of Nursing or the Los Angeles Community College District (LACCD) nor may he or she use any logos belonging to LAPC or to the Los Angeles Community College District.
* While in the clinical setting, the student may not use social media or other websites and/or applications in a manner that interferes with clinical commitments.

Students must make every effort to present themselves in a mature, responsible, and professional manner. Discourse must always be civil and respectful. The actions listed below are not tolerated and are grounds for disciplinary action:

* Display of language or photographs that imply disrespect for any individual or group because of age, disability, compensation, genetic information, national origin, pregnancy, race/color, religion, gender, ethnicity, or sexual orientation.
* Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Contract of Social Media Conduct

In exchange for the educational opportunities provided to me by Los Angeles Pierce College and the associated clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations. I furthermore agree not to discuss any faculty, staff, or student colleague on social media in an unprofessional manner.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, Instagram, and any others not mentioned). I understand that administration periodically searches the internet for breaches in its privacy policies. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Such violation may also result in further disciplinary action against me by Los Angeles Pierce College.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Los Angeles Pierce College, Department of Nursing Student Acknowledgement

My signature below indicates that:

1. I have received a current copy of the Los Angeles Pierce College Department of Nursing Student Handbook;
2. I have read the department’s policies and procedures contained therein;
3. I agree to abide by these policies and procedures;
4. I have received, read, and understand the LACCD’s E-10 Guidelines; and,
5. I have obtained, read, and understand the Los Angeles Pierce College General Catalog as it pertains to my role as a nursing student.

Student’s signature

Student’s printed name

Date

(*09/2020*)

1. Retrieved from http://qsen.org, 5/2017 [↑](#footnote-ref-2)
2. American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington D.C., America Nurses Publishing, 2015. [↑](#footnote-ref-3)