



**WestMed
College**

An Affiliate of the National University System

VOCATIONAL NURSING PROGRAM

Student Clinical Handbook 2010



National University System Administration

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Vocational Nursing Program Student Clinical Handbook

Affiliation, Licensure, and Accreditation

WestMed College is an affiliate of the National University System.

WestMed College is licensed by the Bureau for Private Postsecondary Education, California Department of Consumer Affairs.

WestMed College is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

The San Jose Main Campus and Merced Branch Campus of WestMed College are accredited by the Accrediting Commission of Career Schools and Colleges.

Campus Locations

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This handbook was last reviewed in June 2010.

This handbook is not a contract, and the institution reserves the right to change policies without notice to students.

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FORMS:

Vocational Nursing Program Student Agreement
VN Student Daily Clinical Performance Evaluation
Evaluation of VN Student Progress
Student Conference Summary
Weekly VN Professional Behavior Evaluation
Alternate Student Notice
Student Course Evaluations

WestMed College Mission and Philosophy

WestMed College Mission

WestMed College offers education and training for jobs and careers that are in high demand. WestMed is comprised of students, office staff, instructors, and training partners in the community—all working together to provide quality, affordable training and education. WestMed College strives to accommodate our working students by offering convenient schedules so that continuing education remains manageable and enjoyable. Through classroom and independent instruction—provided by experienced instructors—WestMed College provides motivated adult students with the learning tools necessary to obtain their educational and career goals.

WestMed College Vocational Nursing Program Philosophy

The WestMed College Vocational Nursing Program strives to provide a quality education to beginning healthcare practitioners. WestMed College faculty believes that the purpose of nursing is to assist the client in restoring, maintaining, and promoting health and well being.

The Vocational Nursing Program at WestMed College is aligned with the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) with these beliefs:

Faculty of Person: Persons are holistic, individual human beings possessing beliefs and values about life and health, which influence their behavior and adaptation to varying environments. They are capable of assuming responsibilities and expressing behavior in the process of self-actualization.

Society: Society is composed of individuals, families, and communities comprised of individuals of both genders, with varying needs, ages, cultures, attributes, and capabilities for learning, coping, and adapting. The basic unit of society is the family. The purpose of a family is to meet the needs of its members for loving, caring, protecting, nurturing, and teaching that enable people to successfully participate in life and in the larger units of society. Families join together to form communities based on similar factors such as geography, ethnic background, interests, and common goals. Social systems are organized for the protection, education, culturalization, and welfare of society members.

Health: Health is a dynamic state of human functioning whereby the person continually adapts to internal and external stressors in an

attempt to achieve maximum potential for daily living. Health is ever changing and is described as existing on an illness-wellness continuum.

Wellness: Wellness is the consequence of an adaptive response, physically, intellectually, psychologically, socioculturally, and spiritually, to internal and external stimuli in order to maintain equilibrium and comfort. Wellness is a self-perceived matter for each person or group, and is the extent to which the client can optimally function in all aspects of living and growing.

Illness: Illness is the absence of an adaptive response to internal or external stressors which results in a lack of equilibrium and/or comfort.

Education: Education is a goal-directed process that changes behavior through the acquisition of cognitive, psychomotor, and affective learning. Education is an active rather than a passive process. Education consists of teaching and learning.

Teaching: Teaching is a cooperative and collaborative venture in which the teacher serves as guide, role model, facilitator, coach, and resource for learners engaged in the learning process.

Learning: Learning occurs when there is a change in the cognitive, psychomotor skills, or affective domains. Learning is a lifelong process that requires active participation on the part of the learner and interaction with the teacher.

Nursing: Nursing is the art and science of assisting clients in the promotion and maintenance of health, the prevention of illness, and the promotion of recovery, or to a peaceful death, for clients along the entire birth-death continuum. The essence of nursing is caring. Caring actions include communication, positive regard, support, and physical interventions on the part of the nurse.

Conceptual Framework

The WestMed College Vocational Nursing Program curriculum is framed around client-centered holistic nursing. Client-centered care is focused on goals designed to reflect the client's highest possible level of wellness, independence, and function. Holistic nursing is comprehensive, total nursing care that considers the physical, emotional, social, economic, spiritual, and sexual needs of the client, the response to the illness, and the effect of the illness on the person's ability to meet self-care needs. Maslow's Hierarchy of Needs is used as a framework to guide students in providing prioritized care.

Application of theoretical knowledge, lab skills, and clinical application are coordinated and proceed from the simple to the complex. Principles of teaching and learning are incorporated into all aspects of the program, including teaching clients to meet their personal healthcare needs.

Students learn to use critical thinking skills and the nursing process to provide individualized care to clients in a variety of settings, from diverse cultures, and of ages across the lifespan.

What is a Licensed Vocational Nurse (VN)?

A licensed vocational nurse is an entry-level healthcare provider who is responsible for rendering basic nursing care. A vocational nurse practices under the direction of a physician or registered nurse. The licensee is not an independent practitioner.

Admission Requirements

Students seeking to study nursing at WestMed College must meet the requirements for admission as outlined in the College's General Catalog.

Prior to acceptance into the program, the student must earn a C grade (70 percent) or better in the following course:

Provisional Admissions Course:

Anatomy and Physiology

The Admission Process

Admission into the nursing program at WestMed College is a two-step process. Prospective students should follow the application requirements listed in the "Admission and Entrance Policies" section of the College's General Catalog. Students taking their provisional admissions course at WestMed College are held to the same standard as those whose provisional admissions course is transferred in from other schools.

All nursing program applications are reviewed by an admissions representative in a competitive selective review process. Admission is granted to the most qualified candidates. Denied applicants are eligible to re-apply in subsequent programs. WestMed does not provide specific explanations to candidates who are denied admission.

WestMed College requires that students who participate in fieldwork in healthcare facilities maintain a Cardio-Pulmonary Resuscitation (CPR) certificate (BLS-Basic Life Support for Healthcare Providers).

Credit Granting: During the admission process, courses taken within the last five years will be evaluated to

determine whether transfer credit will be granted. This includes the following:

- 1) Accredited vocational or practical nursing courses
- 2) Accredited registered nursing courses
- 3) Accredited psychiatric technician courses
- 4) Armed services nursing courses
- 5) Certified nurse assistant courses
- 6) Other courses the school determines are equivalent to the courses in the program.

Official transcripts must be submitted with the completed application. Transcripts can be no older than five years and a passing grade of C is required for a course to be considered for transfer credit. It is recommended that the student complete previous experience competency testing for prior experience credit for courses not completed at WestMed College. Student may be credited up to 25 hours towards term one nursing fundamentals if they have been licensed as nursing assistant in the state of California within the last five years (the student must present a valid CNA license). All students interested will need to petition the program director for approval, prior to taking any time off. If the student is in good standing and has an above average cumulative GPA and has good attendance record, he/she will have the opportunity to petition. Any student who does not meet all of the requirements will not be considered.

Additional Admissions Requirements for the Vocational Nursing Program

1. International high school diploma or other international degrees must be evaluated by an educational evaluation agency approved by the California Board of Vocational Nursing and Psychiatric Technicians.
2. Having an offense involving bodily harm or abuse of drugs and alcohol may prevent you from getting your Vocational Nursing License.
3. The Anatomy and Physiology course is part of the requirement for full admission to the VN Certificate program. Students must meet all aforementioned admissions criteria and receive a grade of "C" or better in this 50-hour course in order to be considered a fully admitted student in to the VN program. Students who wish to transfer this course for admissions consideration must meet the breadth of the curriculum requirement and clock hours of a 50-hour course.

Re-admission Procedures

Students who are not in good standing and have not satisfactorily completed a course in their program over a 12-month period and have been withdrawn may be readmitted to WestMed College upon application. They are required to follow the policies of the catalog in effect at the time of re-enrollment and pay a re-enrollment fee.

Progression Requirements

All transfer courses accepted from another college or university must be equivalent in content and credit. Students who complete a provisional admissions course

work for the vocational nursing program at WestMed College will be given priority for selection into nursing classes. Students with previous preparation in nursing are admitted to the program on a space-available basis, provided they meet all requirements for admission to the College. Acceptance is determined on an individual basis through evaluation of past academic preparation and performance, as well as professional experience.

Students who have not been continuously enrolled in WestMed's nursing program (i.e. have not taken nursing coursework during the previous 13 months or longer) or students who are transferring from another nursing program must demonstrate level-appropriate proficiency skills prior to readmission to the program. Students who are unsuccessful in their first attempt at any of the nursing courses may be placed in a subsequent cohort as openings in the classes are available. Students who are absent for a period of 12 months or more must re-enroll. Students should see the Dean of Student Affairs for assistance.

Academic Progress and Attendance

All students must maintain satisfactory academic and attendance progress in order to remain enrolled at the College. Satisfactory academic progress is determined by computing the student's Cumulative Grade Point Average (CGPA) of 2.0 (70 percent) and a minimum of 80 percent attendance of any module throughout the entire program. Each education program has its own detailed evaluation standards. Final grades may be based on homework, assignments, class participation, oral or written tests, and manipulative performance examinations given with each unit of learning. Permanent records of the student's progress are maintained by the College and are available upon written request by the student.

Practica or Internships

Students may be required to take practical training courses in the form of internships, practica, or residencies depending on the academic discipline in which they are enrolled. This training may be accomplished at WestMed College facilities or at off-campus locations, depending on the specialty being pursued. For available practica or internships, refer to each individual program section. At the time of completing his or her on-campus academic studies, the student must be maintaining satisfactory academic progress to proceed to his/her internship or externship course. Agencies and institutions that accept WestMed students for externship-internship placements, as well as potential employers, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some

positions. A student on Warning or Probation Status at the time of completing on-campus academics will be required to obtain approval from the Program Director prior to proceeding to the externship course. The request for approval must be made in writing, detailing the extenuating circumstances that resulted in the satisfactory academic progress violation. The request must also contain the steps the student has taken to resolve the conflicts that were interfering with the pursuit of his/her educational goals. Finally, the request must include the proposed externship site location the student is pursuing.

Academic Policies and Procedures

If, at any point, the WestMed staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student must also be dismissed from the College. The institution reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy. During the periods of warning and probation, students are considered to be making satisfactory academic progress. As a condition of the academic monitoring, students on warning and probation must participate in academic advising as deemed necessary by the institution. Students who fail to comply with these requirements may be dismissed even though their cumulative GPA (CGPA) or rate of progress may be above the dismissal levels.

Disciplinary Probation

Students may also be placed on disciplinary probation for excessive absences and/or tardiness, unacceptable conduct, violation of the uniform policy or drug or alcohol use. These students will be closely monitored by their instructors and can be dismissed if improvement is not demonstrated during the following term.

Make-Up Policy

The student must repeat any required course for which a grade of "F" or "W" is received. Students will only be allowed to repeat courses in which they received a "D" or below. In the case of a "D" or "F", the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A "W" grade is not replaced when a student repeats the course. Full tuition will be charged for any portion of the program or course lab course that is retaken. To receive an incomplete ("I"), the student must petition, by the last week of the term, for an extension to complete the required coursework. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will

be converted to an “F” and will affect the student’s CGPA. The College reserves the right to extend the time needed to make-up an incomplete grade.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (“F”). The student will be charged tuition at the appropriate rate.

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150 percent, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Dropout and Leave-of-Absence Policies

The College’s programs are designed as a series of uninterrupted courses. If it becomes necessary for a student to interrupt training, a student may either take a leave of absence, which must be approved by College administration, or make a permanent withdrawal. If a leave of absence is approved, the student will be granted a leave of absence for up to 180 days. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the WestMed refund policy. A request for a leave of absence must be made in writing and signed by the student. A leave of absence period may not exceed 180 days within any 12-month period. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student’s immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence period, WestMed will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student’s program, as measured in clock hours, as of the last date of attendance.

Drug and Alcohol Policy

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation WestMed College wishes to make known its concern for the health and well-being of all members of the College community—students, staff, and faculty—as well as the health and well-being of the community as a whole. WestMed College policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically

includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- The sale of any controlled substance which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of 21 or the use of alcohol on campus, unless at a specifically authorized College activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition. Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be determined by a hearing committee according to the process outlined in “Hearing Procedures” in the school General Catalog.

Time Management

The professional vocational nursing program is composed of both lecture-based and lab/clinical components. The program’s rigorous standards require significant allotments of time and energy. Students are advised not to undertake a work schedule that could jeopardize successful completion of the program.

Student Assistance, Notice of Need to Improve, and Dismissal from the Vocational Nursing Program

WestMed College is committed to maintaining quality standards throughout its nursing program and to graduating competent, professional nurses. As required by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), WestMed College provides special assistance to students in need. WestMed provides the available resources for the students’ continued growth in the Vocational Nursing Program. Only those students whose knowledge and skills qualify them to advance and enter the nursing profession will be eligible for completion of WestMed College’s requirements.

Procedures Governing Problems with Progress in the Program

When a student is experiencing a problem with the Vocational Nurse (VN) program or a student is notified that he/she is not meeting the standards of the Nursing Program in the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the instructor. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement.

Application for Licensure

Students seeking a Vocational Nurse (VN) license must apply directly to the BVNPT. It is the student’s responsibility to keep current on the laws pertaining to the practice of

vocational nursing, and to understand that such laws are subject to change.

Eligibility to apply for the National Council Licensure Examination (NCLEX-PN) in California requires completion of all BVNPT requirements. The application packet including transcripts must be submitted after program completion. All first-time applicants are required to submit fingerprints with the application. The Board of Vocational Nursing requires applicants to take an examination containing objective, multiple-choice, and computerized adaptive test questions. The number of questions may vary from a minimum of 85 to a maximum of 205. The standard testing time for such examinations is a maximum of five hours.

2878.9. Probationary License.

The Nursing Board may issue an initial license on probation, with specific terms and conditions, to any applicant who has violated any term of this chapter, but who has met all other requirements for licensure and who has successfully completed the examination for licensure within four years of the date of issuance of the initial license. (1992 Ch.1289)

2878.6. What is Deemed a Conviction.

A plea or verdict of guilty or a conviction following a plea of nolo contendere made to a charge substantially related to the qualifications, functions and duties of a licensed vocational nurse is deemed to be a conviction within the meaning of this article. The Nursing Board may order the license suspended or revoked, or may decline to issue a license, when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code allowing such person to withdraw his plea of guilty and to enter a plea of not guilty, or setting aside the verdict of guilty, or dismissing the accusation, information or indictment. (Amended by Stats. 1978, Ch. 1161)

Role of the Student Vocational Nurse

The VN student may provide nursing services under the supervision and assignment of a qualified clinical nurse instructor when these services are part of his or her course of study.

The VN student is required to:

- Safeguard patient/client health and safety;
- Act in a professional manner;
- Perform and document patient/client care in accordance with standards of the profession;
- Adhere to standards of the profession and shall incorporate ethical and behavioral standards of professional practice, which include but are not limited to the following:
 - maintain current knowledge and skills for safe and competent practice;
 - maintain patient/client confidentiality;
 - maintain professional boundaries with patient/client; and
 - abstain from chemical and substance abuse.

Vocational Nurse (VN) Certificate Program

1595 Clock Hours, 97.5 Quarter Credit Hours, 12 Months

Program Description

Upon completion of this entry level healthcare provider certificate, a graduate can render basic nursing care to a population needing healthcare primarily in the skilled nursing facility and ambulatory setting. Individuals who complete this program should work under the supervision of a physician or registered nurse and not as independent practitioners. The program will focus on nursing outcomes and evidence-based practice. It will promote a holistic vocational nurse who is client-centered, professional, and compassionate. Upon completion of the program, student must successfully pass the National Council Licensing Examination for Vocational Nurses to practice. Target population for this program will include professionals with backgrounds in medical assisting, certified nursing assistants, individuals seeking second careers, and anyone interested in allied health.

Program Outcomes

Graduates of this program will be able to:

1. Know the scope of the maximum utilization of the licensed vocational nurse as specified by the Nursing Practice Act;
2. Utilize the nursing process in assessing, evaluating, planning, and implementing nursing care for the individual client or group;
3. Collaborate with the healthcare team in promoting and maintaining health, preventing disease and disability, caring for and rehabilitating individuals who are experiencing an altered health state and contributing to the ultimate quality of life until death;
4. Provide safe, effective and individualized care for clients and considers diversity in all aspects of client care, including: gender, age, ethnicity, income level, sexual orientation, health status, religion, spirituality, political beliefs, national origin and lifestyle;
5. Act in a professional manner, upholding ethical and legal standards and safeguard confidential information in providing evidence based care; and
6. Function as a committed lifelong learner.

Certificate Requirements

To obtain a certificate in vocational nursing, students must complete 97.5 quarter credit hours of work, which includes 5.0 quarter credit hours for Provisional Admissions Course. When approved, students can transfer a maximum of 15.4 quarter credit hours, completed in an accredited or state approved institution to meet stated requirements in the program.

Clinical Externship – 852 Clock Hours

This is a required course in the VN program. The course presents practice nursing procedures in a health care setting, which include nursing fundamentals, nursing process, medical-surgical nursing, maternity, rehabilitation and geriatric nursing care, pediatrics, and leadership and supervision. Depending on clinical availability hours may vary and may be substituted in lab.

Terminal Objectives

Upon successful completion of the WestMed Vocational Nursing program, the graduate should be able to:

- Contribute to the development and implementation of a teaching plan related to promotion and/or maintenance of client health;
- Demonstrate caring behavior and understanding of client physical and psychosocial needs and cultural sensitivity;
- Collaborate with members of the healthcare team to implement comprehensive care;
- Demonstrate ethical and professional practice within the scope of practice for a vocational nurse;
- Use the nursing process to provide care throughout the lifespan; and
- Provide client care and nursing services based upon knowledge of nursing principles.

Additional Fees for Vocational Nursing Students

Vocational Nursing Certificate Program students are required to purchase additional uniforms which are estimated at \$100.

Based on an assessment by administration in February 2009, these fees are offered in ranges of:

Live Scan (DoJ/FBI)	\$71
Physical Exam	\$35 and up
10 Panel Drug Test	\$35 and up
TB Test	\$20 and up
Hepatitis B Series	\$49.50 and up
NCLEX Test Fee	\$250
BVNPT Processing Fee	\$75
Cardiopulmonary Resuscitation	\$70
Assessment Technology Institute Materials Deposit	\$250 (refunded upon return)

Note: All fees subject to change by provider.

Description of the Program

In addition, prior to acceptance into the program the student must earn a C (70 percent) grade or better in the provisional admissions course:

Provisional Admissions Course	Theory Clock Hours	Lab/Clinical Clock Hours
Anatomy and Physiology	50	
Students will be required to complete the following courses:		
Term 1	Theory Clock Hours	Lab /Clinical Clock Hours
Communication	6	
Communicable Disease and HIV	18	
Pharmacology (Math)	12	
Growth and Development	30	
Nutrition	30	
Fundamentals of Nursing	162	
Laboratory 1		56
Term 2		
Nursing Process	24	
Patient Education	6	
Medical /Surgical Nursing	96	
Pharmacology	36	
Laboratory 2		47
Clinical Level 1		284
Term 3		
Gerontology	12	
Psychology	30	
Rehab	12	
Maternity	36	
Pediatric	18	
Pharmacology	6	
Clinical Level 2		284
Term 4		
Leadership/Supervision	6	
Clinical Level 3		284
Program Review	50	
Program Hours	640	955

Total Clock Hours (Theory and Lab/Clinical) =1,595

Clinical Objectives

The VN program will prepare the student to:

1. Be able to record their observations about the unit.
2. Identify measures that help to prevent accidents in the healthcare facility.
3. Identify potentially hazardous materials.
4. Describe the use of a material safety data sheet (MSDS).
5. Locate hazardous chemicals or gasses on the unit.
6. Explain the use of the emergency signal.
7. Identify alternate methods of communication when a disruption occurs in telephone service.
8. Develop a personal emergency preparedness plan.
9. Identify the difference between an internal and external disaster.
10. Be familiar with bomb threat procedures.
11. Be familiar with triage procedures.
12. Be familiar with evacuation procedures.
13. Explain the acronym RACE and its relation to the fire plan.
14. Locate the fire extinguishers on the unit.
15. Assess the safety of an emergency scene.
16. Identify medical ID tags and their purpose.
17. Describe the procedure for calling a code in the healthcare facility.
18. Safely assist the client during meal time and document in the patient record.
19. Be able to respect varying dietary considerations include ethnic, religious, and other dietary differences.
20. Be able to help a person eat.
21. Maintain gastric suction.
22. Be able to assist a client who is fainting.
23. Assist a client who has a nosebleed.
24. Locate and follow policy and procedure manuals related to ethical issues.
25. Locate and comply with the policies or procedures related to prevention of disease transmission.
26. Perform skills in hand washing.
27. Demonstrate the use of appropriate barrier techniques such as gloves.
28. Be able to care for the client in isolation and reverse isolation.
29. Utilize standard precautions and infectious control procedures.
30. Be able to use protective clothing and handle plastic trash bags.
31. Provide basic client support such as nursing activities to help meet basic human needs, security and safety needs, goals of self-esteem and self-actualization, and to have empathy for clients who have personal crisis issues.
32. Relate the concept of wellness to Maslow's hierarchy of human needs.
33. Identify nursing considerations for each risk factor.
34. Perform and monitor vital signs, and identify and report abnormal vital signs and be able to document finds in the clients chart.
35. Perform a pulse oximetry and document findings in the client's chart.
36. Identify the basic client unit.
37. Be able to differentiate between verbal and nonverbal communication.
38. Be able to effectively communicate with a variety of clients.
39. Orient a new client to the healthcare facility and be able to care for the client's clothing and valuable items on admission.
40. Document admission information that the nursing student or licensed vocational nurse (LVN) should report to the registered nurse (RN).
41. Transfer the client safely and effectively.
42. Perform the procedure for discharging a client.
43. Respect and be sensitive to other cultures, subcultures, races, minorities, religions, and ethnicities.
44. Perform physical assessments to include observation, inspection, palpation, percussion, and auscultation for their assigned client in the healthcare setting, making appropriate documentation with faculty guidance.
45. Perform proper body mechanics.
46. Perform safe and practical ways of assisting clients out of bed.
47. Move a partially or totally immobile client up in bed.
48. Move the immobile client to the side of the bed.
49. Demonstrate how to transfer an immobile client from bed to chair and back.
50. Use the wheeled stretcher (litter, gurney) safely.
51. Assist with range-of-motion exercises.
52. Position a client safely for various examinations and/or treatments.
53. Make an unoccupied, occupied, and postoperative bed using proper body mechanics.
54. Open a bed for a client.
55. Recognize the importance of side rails and be able to safely use and adjust side rails.
56. Give mouth care to the client.
57. Assist a client with oral care.
58. Be able to clean and care for dentures.
59. Perform routine eye and ear care, such as washing the external ears during routine bed bath and

- removing eye secretions with a washcloth.
60. Care for the client's fingernails and toenails, addressing the reasons for attention to each area.
 61. Give a back rub, hand/foot massage, and foot soak.
 62. Provide a cleansing bath.
 63. Assist a client with each type of cleansing bath.
 64. Document personal hygiene and skin care performed.
 65. Assist the client to the bathroom, giving and removing a bedpan or urinal, and transferring the client from bed to commode.
 66. Perform competent catheter care.
 67. Perform cleansing, and retention enema.
 68. Perform a self-contained disposable enema.
 69. Perform manual disimpaction.
 70. Provide nursing care for the client who is vomiting.
 71. Measure and document intake and output.
 72. Document all elimination procedures in the client record.
 73. Measure urine volume and perform urine specific gravity.
 74. Correctly collect urine specimens: midstream, 24-hour, fractional, and indwelling urinary catheter.
 75. Collect specimens: stool, sputum, and blood.
 76. Apply binders and bandages.
 77. Apply elastic roller bandage and be able to assess the client's extremity when it is wrapped in a bandage or has an antiembolism stocking applied.
 78. Apply cotton elastic (ACE) bandages and antiembolism stockings.
 79. Apply heat and cold as ordered following appropriate precautions.
 80. Administer a leg soak, sitz bath, and aquathermia pad.
 81. Provide comfort measures such as reposition, distraction, and massage.
 82. Be able to interact appropriate to clients/patients of all ages and developmental levels across the lifespan.
 83. Be able to provide basic nursing skills to the preoperative and postoperative client/patient.
 84. Be able to care for the physical and emotional needs of the dying person.
 85. Be able to be appropriately supportive of the family of the dying patient.
 86. Be able to provide care of the body after death.
 87. Be able to perform an assessment of all body systems.
 88. Be able to assess signs of fluid and electrolyte balance and report abnormal findings to primary nurse.
 89. Be able to identify various types of medications, including medication vials, bottles, tablets, capsules, emulsions, and unit dose.
 90. Be able to administer various medications on schedule using the correct route of administration and document the medication administration in a client MAR record or other chart form used for documentation of medications.
 91. Be able to state the five specific client rights related to prescribed medications prior to medication administration.
 92. Be able to utilize drug reference books or other resource and be able to adequately research drugs.
 93. Be able to practice and maintain surgical asepsis.
 94. Demonstrate changing a sterile dressing, applying a wet-to-dry dressing, and irrigating a wound.
 95. Be able to assess, clean, and apply medication to a pressure ulcer or other open wound.
 96. Be able to provide care to prevent skin breakdown.
 97. Be able to provide assistance in mobility and positioning.
 98. Be able to perform skin assessments and proper positioning to prevent skin breakdown.
 99. Be able to catheterize a female or male client.
 100. Be able to remove a retention catheter.
 101. Be able to change a dry sterile dressing.
 102. Be able to locate the nursing diagnosis in the patient's record and transfer this information to the Nursing Care Plan.
 103. Be able to plan an outcome to address the nursing diagnosis.
 104. Be able to document interventions of patient care, rationales, and evaluation.
 105. Be able to document and report patient care reports.
 106. Be able to provide nursing care for the aging adult.
 107. Be able to provide nursing care for the client with dementia or other related disorder.
 108. Be able to provide nursing care for the patient in extended care, rehabilitation facility or unit.
 109. Be able to provide care for the ambulatory nursing client in a rehabilitation setting.
 110. Be able to provide client education in the healthcare setting.
 111. Be able to provide nursing care for the patient with fluid and electrolyte balance disorders in the medical-surgical setting.
 112. Be able to provide nursing care for the patient with cardiovascular disorders in the medical-surgical setting.
 113. Be able to provide care for the patient with nervous system disorders in the medical-surgical setting.
 114. Be able to provide care for the client with skin

disorders in the medical-surgical setting.

115. Be able to provide care for the client with musculoskeletal disorders in the medical-surgical setting.
116. Be able to provide care for the client with endocrine disorders in the medical-surgical setting.
117. Be able to provide care for the client with sensory system disorders in the medical-surgical setting.
118. Be able to provide care for the client with blood and lymph disorders or cancer in the medical-surgical setting.
119. Be able to provide nursing care for the client with respiratory disorders.
120. Be able to provide nursing care for the patient with allergic, immune and autoimmune disorders.
121. Be able to provide nursing care for the infant, toddler, or preschool client in a healthcare setting.
122. Be able to provide nursing care for the client with a normal pregnancy.
123. Be able to provide nursing care for the client with normal labor and delivery and provide postpartum care.
124. Be able to provide nursing care for the client on oxygen therapy and/or provide respiratory nursing care.
125. Be able to provide nursing care for the client with digestive disorders in a medical-surgical setting.
126. Be able to provide nursing care for the client with a urinary disorder.
127. Be able to provide nursing care for the patient with male reproductive disorders.
128. Be able to provide nursing care for the patient with female reproductive disorders.
129. Be able to provide nursing care for the school-aged child or adolescent.
130. Be able to provide nursing care for the adolescent with special needs.
131. Be able to provide nursing care for the normal newborn.
132. Be able to provide care for the high-risk pregnancy client during childbirth.
133. Be able to provide care for the high-risk newborn.
134. Be able to provide nursing care for the client with sexuality disorders, fertility disorders, or sexually transmitted diseases.
135. Be able to demonstrate leadership and supervisory skills.

Clinical Evaluation

A student's performance will be evaluated daily at the clinical sites. Instructors complete a daily performance evaluation. [See the VN Daily Clinical Performance Evaluation Form #2 (VN Student Daily Clinical Performance Evaluation)].

Instructors also complete a weekly behavioral performance evaluation using the Weekly VN Professional Behavioral Evaluation form. This evaluation encompasses the following criteria:

Integrity	Time Management
Empathy	Teamwork and Diplomacy
Self-Motivation	Respect
Patient Advocacy	Self-Confidence
Careful Delivery of Service	Communications
Appearance and Personal Hygiene	

Evaluation of Student's Progress

An instructor and/or program director meets individually with the student at the end of each course. These evaluations provide periodic reports of the grades, attendance, psychomotor performance, professional behavior, and overall progress toward program completion.

VN Program Student Conference Summary

In the event a student is counseled for unacceptable behavior or performance, the instructor will arrange a conference with the student and will notify the program director. The Conference Summary Form (form #4) will be completed. This form details the reasons for the conference and the plan to improve performance or behavior within a specific time frame.

Students may be released from the clinical portion of this program for serious patient care issues or behavioral issues without prior notice or counseling. The instructor will contact the program director to confer about any decision to ask the student to leave the clinical training area.

(Statement included in all Syllabi of Nursing Policy)
Grades and Grading System

Definition of Grades

- A Outstanding achievement: significantly exceeds standards
- B Commendable achievement: exceeds standards
- C Acceptable achievement: meets standards
- F Failing

Grade Point Scale

- A 90-100
- B 80-89
- C 75-79
- F 74 and Below

For the Provisional Course, please consult the school General Catalog under "Grading Procedure."

Academic Probation

WestMed VN students must maintain a Grade Point Average of at least 2.5 (75 percent). If a student's grades average drops below 75 percent, the student will be placed on academic probation at the end of the current term. Students on academic probation have one term to bring the average up to 75 percent. A student is removed from academic probation when the grade average returns to the required 75 percent.

Academic Disqualification

Students on probation who fail to maintain the 75 percent average by the end of the subsequent term will be academically disqualified from their program.

Academic Integrity

Ethical behavior in the classroom is required of every student. Students are also expected to identify ethical policies and practices relevant to course topics.

Plagiarism

Students are required to cite the use of materials written by others in all written communications for courses. The use of ideas, words, or phrases without proper attribution constitutes plagiarism. Plagiarism is the presentation of someone else's ideas or work as one's own. Students found plagiarizing are subject to the penalties outlined in the "Policies and Procedures" section of the College catalog, which may include a failing grade for the work in question or for the entire course.

Grading Criteria

A student's final grade is based on numerous evaluation methods, including assigned homework and written examinations. Students must also pass the skills lab and clinical rotation portions of the program.

Evaluation Method	Final Grade	Percent Toward Total Percentage	Minimum Required
Major Exams	40%		
Quizzes	10%	50%	75% average by course completion.
Projects	10%		
Homework/Assignments	10%	20%	
Professional Behavior and Attendance	10%	10%	Student may not have more than three excused/unexcused absences/ tardies per term.
Skills Lab	10%	Pass/Fail 10%	Complete and perform skills in a satisfactory level.
Clinical Performance	10%	Pass /Fail 10%	Complete daily assignments with successful completion of clinical objectives.

*In order to meet BVNPT standards, the students must log a minimum of 1,595 hours of program instruction. For any absence/tardies, the hours must be made up, and students must contact the instructor for any assignments missed.

Students are required to make up hours to meet all objectives, regardless of the time involved.

Students must pass a cumulative exit exam with 75 percent or better in order to successfully pass this program. Students have two attempts to pass the final exam. The program director may grant additional opportunities to take the exit exam upon written request that includes a plan for remediation.

Diversity

Learning to work with and value diversity is essential in every certificate program. Students are required to act respectfully toward other students and instructors throughout the course. Students are also expected to exhibit an appreciation for multinational and gender diversity in the classroom and develop leadership skills and judgment appropriate to such diversity in the workplace.

Graduation with Honors

Graduation with honors is available to students whose academic record indicates superior achievement. Earned honors are noted on diplomas and official College transcripts. Honors for certificate programs are only in courses taken at WestMed College.

Program Remediation

Program remediation provides an important opportunity for students to improve scholastically and to avoid possible suspension or dismissal from the College. Remediation also provides an opportunity for faculty and program directors to work with students to improve their academic achievement.

The faculty, staff and administration of WestMed College are committed to assisting students in achieving the highest scholastic accomplishments. In its focused efforts to improve the academic performance of its students, the College has adopted the following policies regarding program remediation.

Remediation Policy

- Identify Problem: clinical event or behavioral issue or theory deficit.
- Student meets with instructor first (instructor documents meeting).
- If problem is not resolved at student-instructor level, written referral given to program director using Status Conference Form found in handbook by instructor.
- Program director develops written plan of correction or improvement and develops a time frame.
- Skills Tutoring would include Skill Practice with documented successful return demonstration.
- Program director follows up remediation plan of tutoring and/or retesting within set time frame agreed upon at follow-up meeting and reevaluation.
- Remediation is deemed successful or not successful and documented.
- Process ends if remediation is successful. If not successful, if remediation is coursework (theory) student must pass the remediation exam with 75 percent, (and this will be a maximum recorded score for the course).
- If remediation is not successful, student meets with program director for second step of remediation plan. Program director documents the meeting.
- If all steps of remediation are not successful, the student is required to meet with the program director and dean of student affairs, and the student will be given a plan of correction. The student is required to provide the

program director evidence that they have successfully completed the objective of the plan of correction in order to continue in the term.

Makeup and Tutorial Hours

WestMed College is pleased to provide its students with tutoring sessions that are led by faculty and/or program directors.

Student will need to contact lead cohort instructor and/or program director when they will be absent on exam day. Student may reschedule exam by appointment if approved by program director. The schedules for these services are posted. Tutorial hours are Monday through Friday, subject to availability of room and student needs. See your program director.

The Student's Role

Students are required to demonstrate the professional behavior, knowledge, and skills learned during all portions of training.

Students must observe and perform skills and procedures as directed by the instructor during lab and clinical training. If the student observes a technique or procedure performed differently from the way it was demonstrated in the classroom, the student may request an explanation from the instructor about the differences in techniques. Techniques presented during classroom/lab and clinical instructions may not be the only appropriate way to perform procedures. Policies, procedures, and practices differ by facility.

During the clinical externship, if a student is not sure how to complete any activity or skill, the student should seek assistance from the instructor.

Students are required to attend pre- and post-conference meetings. This is a vital learning opportunity and will provide students a means to ask questions of the clinical nurse instructor.

Students should be prepared to report early to clinical sites and stay late at times in order to complete documentation and required tasks.

Students must immediately contact the instructor if any problems develop during the performance of the clinical internship.

Students must keep a copy of this handbook during their clinical experience for the student's reference and as a reference for supervisors.

Policy on Lateness or Absence from Clinical/Laboratory

1. If you are unable to attend a clinical experience for any reason, the instructor needs to be notified AT LEAST 30 minutes prior to the scheduled starting time.
2. If you are going to be late for any reason, the instructor needs to be notified as soon as this becomes evident to you.
3. If one clinical day is missed due to an excused illness, you are responsible for addressing the absence within seven days by doing the following:
 - a. Obtaining a note from a physician or nurse practitioner, dated the day of the absence and stating the nature of the illness.
 - b. Handing in any written assignments that were due PRIOR to the start of the next clinical day you attend.
 - c. Present to the faculty the required makeup assignments on the next clinical day you attend.
 - d. The program director will evaluate and approve or deny make-up assignments with consideration to the objective of the missed day.
4. If one clinical day is missed for any unexcused reason (illness is the only excused absence), you are responsible for addressing the absence within seven days by doing the following:
 - a. You must contact the clinical instructor to schedule an additional clinical make-up day. This may be a one-on-one with the lead faculty.
 - b. You must hand in any written assignments that were due PRIOR to the start of the next clinical day you attend.
 - c. You must present to the faculty the required makeup assignment on the next clinical day.
 - d. The program director will evaluate and approve or deny make-up assignment with consideration to the objective of missed day.

General Attendance Policy

WestMed College utilizes a technology enabled attendance verification system to scan upon arrival and departure from class each day. Students simply scan their thumb across an infrared scanner while the computer verifies the time of attendance and person by way of electronic verification. All students must be officially registered for a class to attend the class or to receive a grade. WestMed College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students.

Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Dean of Students or the Program Director. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's record and tuition will not be refunded. With instructor approval, students may be allowed to make up examinations or class assignments missed due to absence or tardiness. Work must be completed prior to the last

class session. With instructor approval, a grade of incomplete ("I") may be issued if coursework is not completed by the last class session. Approval of the assignment of an incomplete grade is at the discretion of the instructor.

Attendance Policy for the Vocational Nursing Program

Students may not have more than three absences, tardies, which include incidences of leaving early per term. After the fourth occurrence of absence, tardiness, or leaving early, a student may be placed on probation or terminated. Any incidences of tardiness or leaving early may have a negative effect on the grades. If a student is in violation of this policy, he/she will be remediated and need to ask for readmittance.

Attendance Policy

Attendance will be taken daily. Students may not have more than three absences and/or tardies per term. The student will be placed on probation if these instances occur. In the event of probation, the student will have until the end of the current term to make up the time missed.

Being tardy or leaving early has a negative effect on grades. If a student is tardy or leaves early for theory or clinical training for any reason whatsoever more than three times per term, the student will automatically be placed on probation.

MAKEUP POLICY: Students must complete a minimum of 1,595 total course hours. All hours missed will be required to be made up with the program director's approval.

Makeup hours must be completed before the end of the subsequent term. If you are absent, you must start thinking about makeup activities immediately so you do not fall behind. Get written approval from the program director for your entire makeup activity to be sure the activity is acceptable.

Failure to make up hours may cause you to not successfully complete the VN program.

Acceptable makeup activities differ by area and may include the following:

- A. For Theory: Case studies, independent study, written examinations, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- B. For Clinical: Performance evaluation in skills lab or additional time in the clinical area with clients/patients.

Student Conduct and Discipline

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of WestMed College. It is the student's responsibility to maintain academic honesty and integrity

and to manifest their commitment to the goals of WestMed College through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by WestMed College. Students will be informed in writing of the nature of the charges against them, and will be given a fair opportunity to refute the charges. There will be provisions for appeal of a decision.

Reasons for Probation, Suspension and Dismissal of Students

Students may also be disciplined for any of the following reasons:

- Academic dishonesty
- Forgery, altering WestMed College documents, or knowingly providing false information
- Disruption of the educational or administrative process WestMed College, by acts or expression
- Physical abuse or threat of abuse to students, WestMed College employees, or their families
- Verbal abuse or intimidation of students or WestMed College employees including shouting, use of profanity, or other displays of hostility
- Theft of WestMed College property or the property of a WestMed College employee, student, or visitor
- Vandalism or unauthorized destruction of WestMed College property or the property of an employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics
- Possession, use, or threats of use of explosives or deadly weapons on WestMed College property
- Lewd, indecent, or obscene behavior on WestMed College property or by any means of communication
- Sexual harassment
- Sexual assault
- Soliciting or assisting another in an act that would subject students to a serious WestMed College sanction
- Trespassing in an area of WestMed College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of WestMed College
- Using WestMed College equipment or networks to violate software copyrights
- Violation of WestMed College's visitor policy
- Violation of any other lawful policy or directive of WestMed College or its employees
- Any action that would grossly violate the purpose of WestMed College or the rights of those who comprise WestMed College
- Behavior harmful to WestMed College's image, function or contractual arrangements
- Failure to follow any safety rules or regulations, including dress codes
- Failure to follow other posted rules

Disciplinary action may include probation, suspension, or dismissal from WestMed College. Students suspected of

committing any violation of WestMed College policy are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing. Any violation of WestMed College policy (including all forms of academic dishonesty) can result in a student being barred from graduate or professional schools at other universities. In addition, violating WestMed College policy can make a student ineligible for government commissions or other employment. When a violation has occurred, an electronic incident report, including the date, time, and circumstances of the alleged act, must be submitted to the Dean of Students. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the responsible administrator of the campus or a full-time faculty member.

Upon receipt of the report, the Dean of Students will determine if a WestMed College policy may have been violated by the student. If there is insufficient information to make that determination, the Dean of Students will notify the person making the report. If there is sufficient information, the Dean of Students will contact the student. Normally, the Dean of Students will contact the student in writing informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy. If circumstances warrant it, the student may be given the option of waiving a hearing and accepting a lesser penalty. In cases that go to a hearing, disciplinary action is determined by the hearing committee. See Hearing and Appellate Procedures below.

Student Conduct

Students must adhere to high standards of scholarship and conduct. Individuals whose conduct discredits themselves or WestMed College will be subject to termination. The student must adhere to conduct that does not interfere with the learning process of any other student, or the classroom presentation by the instructor, or the progress of the class in general. The administration of the college reserves the right, in the exercise of its judgment, to dismiss a student for any of the following reasons:

- a. Non-conformity with the rules and regulations of the college or its training sites
- b. Conduct that reflects unfavorably upon the college or clinical training sites and/or its students
- c. Unsatisfactory academic progress
- d. Excessive absences or tardiness
- e. Failure to pay charges when due
- f. Dishonesty
- g. Falsifying school records
- h. Breach of school enrollment agreement
- i. Demonstrating poor judgment or inability to function properly in ways that could jeopardize patient/student safety

- j. Failure to abide by the rules and regulations of all clinical sites
- k. Presence at the college or clinical setting while under the influence or effects of alcohol or illicit drugs of any kind
- l. Carrying a concealed or potentially dangerous weapon
- m. Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general
- n. Instigation and/or participation in activities which interfere with the learning of other students
- o. The selling of articles, distribution of literature, or collecting of signatures either for profit or charity.
- p. Profanity spoken on school grounds
- q. Vandalism of school property
- r. Sexual, racial, or gender harassment

A student dismissed for unsatisfactory conduct may file a written petition for readmission to the program. However, readmittance will be at the sole discretion of the program director and the president of the College.

SCHEDULE CHANGES: Though the school has tried to accommodate student schedule requests, the clinical schedule is subject to change. The school will notify the student as soon as possible when changes occur.

WORKING WITH CLINICAL SITE STAFF: At all times the student should present an eager-to-learn attitude. It may be assumed that a student's clinical experience may be related to the amount of enthusiasm shown. Asking questions about patient care is an important part of the clinical experience. Perception and insight should guide the student at the times when questioning may not be possible. Never argue with clinical site staff. Should discord develop at the clinical site that is not easily resolved, the instructor should be notified immediately. The instructor, at his/her discretion, will contact the program director. All issues should be reported the next working day to the program director in writing. Should discord develop that is not easily resolved, the instructor should be contacted immediately.

Other Policies

Cell phones, pagers, and ipods must be turned off or put in vibrate mode, and are not allowed to be used in classroom, computer lab, or clinical sites at any time.

Students must be courteous during all aspects of the program. Talking during any type of lecture is not permitted as it is disruptive to the learning process.

The instructor will ask any student who is causing a disruption, talking out of turn, etc., to leave for the rest of the class time for the day.

At the end of class the students are required to push their chairs under the desk, return the room to its original

arrangement, and clean up any debris around their area. Eating is not permitted in the classroom or the skills lab. Water and other beverages are allowed in the classroom but must be kept in closed containers.

General Safety Guidelines for Clinical Experiences

In all clinical experiences students should follow the clinical guidelines presented during each course orientation.

SHARPS: All syringes must be disposed of in red sharps receptacles provided for that purpose. Syringes should not be recapped after use. If impaled by a sharp, students should notify their clinical instructor AS SOON AS POSSIBLE. Students will be referred for medical treatment as outlined for the injury. It is highly recommended that all students receive the complete Hepatitis B immunization series and produce a positive titer prior to beginning their nursing education program. In addition, many of the clinical agencies require Hepatitis B vaccination (or signature of waiver).

EXPOSURE TO SECRETIONS: Prior to every procedure, every student/faculty member is encouraged to wash their hands with soap and water, rubbing the hands together vigorously for 15 seconds. Universal precautions should always be adhered to.

INJURY DURING CLINICAL EXPERIENCE: Any student who sustains an injury during clinical laboratory experiences will be referred to the nearest hospital emergency room or urgent care clinic for immediate treatment. The student is personally responsible for the cost associated with treatment of any injury. It is highly recommended that all students carry personal health insurance.

Noisy chatter in patient areas is restricted. Smoking, cell phones, pagers, and digital music players are prohibited.

Orientation to the Unit Checklist

Orientation should include a tour of the facility, nursing unit, the cafeteria, meeting areas for pre- or post-conference meetings, location of patient records, supplies, equipment, medications, restroom, refrigerator, and location of report. An empty room should be located that will allow students to observe operation of the call system, bed, television, lights, patient equipment such as oxygen, and other items.

Please use this checklist as an orientation guide.

- Policy manuals including safety precautions, patient confidentiality, fire, disaster, infection control, HIPAA, hazardous materials, and body mechanics
- Location of equipment and supplies
- Medication administration policies including instructor and student access to medications and narcotics

- Layout of patient rooms
- Operation of call bell system
- Description of type of patients at facility
- Average length of stay
- Describe staffing patterns
- Describe a typical assignment
- Explain how a report is done
- Explain how a student participates in the shift report
- Describe the unit's routines
- What time are meals served?
- When are routine medications given?
- How are student breaks handled?
- How is a patient record set up?
- List the patient records forms, forms and documentation on the unit
- Do the instructor and/or student have access to computerized patient records?
- How, when, and where should the student complete client record documentation and charting?
- Documentation of restraints
- Documentation of blood glucose
- Documentation of neuro-checks
- Documentation of patient controlled analgesia
- Documentation of patient assessments
- Documentation of progress notes
- Documentation of intake and output
- Documentation of vital signs
- Documentation of medications
- Documentation of other specialized forms
- What does the staff of the unit expect from the school, students, and instructor?
- How can the school staff and students maintain a good relationship with the staff?
- What is the manager's previous experience with students on the nursing unit?
- What things did previous instructors and students do that worked?
- What things did previous instructors and students do that DID NOT WORK?
- Where should clinical objectives and what the students will be doing that day be kept?
- On the first day, meet in the parking lot, lobby, or cafeteria. At VMC suggest meeting near the security office to get badges.
- Where do you park?
- Do you have a map to the facility?
- Review uniform requirements first day and what else to bring – watches, stethoscopes, etc.
- What are best lunch options? Where do students keep their lunch if they bring lunch? (Bring money the first day and other days just in case.)
- How do you contact your clinical nurse instructor? What is his/her cell phone number?
- Do students have any patient contact on the first day?
- How are codes called?
- What are expectations of students' behavior?
- What time do you have to be at the unit?
- What is the procedure for calling in sick?
- What is required to prepare for your clinical day?
- What are appropriate forms of communicating with the instructor and staff?

- How will patient assignments be made by the instructor?

Progress Reports

Periodic verbal progress reports will be provided to students by the program director. Written progress reports will be provided to the student at the end of each term. It includes an evaluation of the current grade, overall performance, psychomotor, and affective performance.

Grievance Policy

If students have any problems or complaints they must address them first with their instructor. If the situation cannot be resolved at this level, students are instructed to put their request or complaint in writing, addressed to the program director. The letter must be dated and signed. Anonymous complaints or grievances will not be considered. Student concerns or complaints will be addressed in person, by phone, or in writing. *Refer to the policy in the catalog for normal Grievance Procedures.

BVNPT Grievance Policy

Student's Right to Contact the Board of Vocational Nursing and Psychiatric Technicians

Any questions or problems concerning this College that have not been satisfactorily answered or resolved should be sent to the following:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945

Alternate Policy

The school may admit alternate students to replace students who may drop out. The number of alternate students admitted may not exceed three students or 10 percent of the board-approved number of students per class. Alternate students have been informed in writing of their alternate status and that they may be dropped from the program prior to the commencement of clinical training. WestMed College reserves the right to terminate a student at any time at the school's sole discretion without justification to the student.

**See sample of alternate student notice at the end of this policy.*

Policy on Professional Appearance

This policy sets forth clear expectations for all students regarding professional appearance. You are a representative of WestMed College. These requirements must be adhered to in any clinical or non-clinical setting where you are representing WestMed College as part of your nursing coursework.

At the Program Orientation session, students will be fitted for two to three uniform pieces. Uniforms will have the WestMed patch sewn on the left sleeve. This is the ONLY acceptable attire for students to wear in the clinical setting. Uniforms must be clean and unwrinkled. Please keep

temperature in mind when choosing which uniform items you would prefer since clinical settings may be cool. We recommend that one uniform piece be a jacket. Layers of clothing (such as t-shirts, turtlenecks, underwear) worn under the uniform must not be visible. The only exception to this policy is appropriate, modest clothing dictated/customary by specific clinical agencies. You will be informed of such requirements at the clinical teaching facility.

CLEAN, all-white, closed-toe shoes and all-white socks are to be worn. Socks must cover your ankles. No sandals or flip-flops are permitted. No exposed, spring-heeled shoes are permitted.

Makeup should be applied with moderation.

All tattoos must be completely covered at all times.

Artificial enhancement of any kind to the fingernails is prohibited, including polish and artificial components such as gel, acrylic, stones, etc.

No body scenting (including perfumes, splashes, lotions, colognes, etc.) of hair or skin is permitted. Patients/clients can respond negatively to any scents.

One pair of stud earrings, an engagement/wedding band, and a watch can be worn. NO OTHER JEWELRY is permitted. No body-piercing or jewelry/hardware is permitted at any time.

Hair must be kept clean, neat, confined (hair must not fall into face or bodies of others) and of natural coloring (no purple, blue, maroon, etc). Personal hygiene must be maintained by all students when attending. You may be dismissed from school and clinical if your appearance and personal grooming (offensive body odors, unclean hair, unkempt uniforms, etc.) falls below professional standards.

During cold or inclement weather, over-jackets or raincoats may be worn to facilities but must be stored inconspicuously during school/clinical hours.

The Student Handbook Agreement

To ensure that graduates of the WestMed nursing program are able to meet the legal requirements of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), all newly admitted nursing students must enter into a student agreement. A copy of the Student Handbook Agreement is distributed at the WestMed student orientation, which is mandatory. The Student Handbook Agreement gives WestMed College the right to suspend or terminate a student's participation in the nursing program upon a showing that the student has:

- Committed acts or engaged in conduct that could constitute grounds for denial of an LVN license;
- Failed to demonstrate the requisite skills and qualifications to satisfy the requirements for an LVN license;
- Demonstrated other qualities or behaviors enumerated in the student agreement inconsistent with a recommendation for an LVN license from WestMed College.

The student agreement also authorizes WestMed to release to the BVNPT all pertinent information pertaining to the student's qualifications or fitness for a VN license.

Vocational Nursing Program: Student Agreement

I, _____
have applied for admission to the Vocational Nursing Program. As a condition of my admission into the program, I acknowledge and agree to the following:

(Initials) _____

1. The VN curriculum is designed to meet the academic requirements prescribed by the California State Board of Nursing (BVNPT) where the student is attending classes for a license to practice as a Licensed Vocational Nurse (LVN). However, I understand that I must satisfy additional requirements mandated by the Board, including, but not limited to, successful completion of the NCLEX (national licensure) exam.

(Initials) _____

2. I understand that my eligibility for a VN license is dependent upon compliance with the laws and regulations of the BVNPT in effect at the time my licensing application is accepted by the BVNPT. I understand and acknowledge that it is my responsibility to become familiar with the educational and other requirements for a VN license. I further understand that such laws and regulations are subject to change and that the BVNPT may impose more stringent requirements by the time I apply for a VN license.

(Initials) _____

3. I have been provided with a copy of the WestMed College General Catalog and VN Program Student Clinical Handbook under which I am enrolled. I understand that I am subject to the policies and procedures stated in the most current version of the College's General Catalog under which I am enrolled

(Initials) _____

4. I understand that to obtain a VN certificate of completion, I must complete a minimum of 1,595 hours. A member of WestMed College's faculty or staff has explained the academic requirements of the VN program to me, and I have had the opportunity to ask any questions I may have had regarding those requirements.

(Initials) _____

5. WestMed College will secure clinical practicum sites that satisfy the BVNPT requirements. However, I understand that it is my responsibility to meet the requirements for participation as determined by each individual clinical agency. I understand further that if I do not meet the requirements of the clinical facilities that this may preclude me from completing necessary coursework required for certificate completion.

(Initials) _____

6. I acknowledge that I am obligated to provide a complete and accurate application to the BVNPT for a VN license. I hereby authorize WestMed College to release to the BVNPT any pertinent information pertaining to licensing requirements.

(Initials) _____

7. BVNPT has given educational institutions the responsibility to ensure that their graduates demonstrate personal characteristics and interpersonal skills appropriate to the practice of nursing. WestMed College has an interest in preserving its reputation for maintaining high professional standards in the VN program and in ensuring that it is administered accordingly. I understand that I will be evaluated as suitable for the VN program and as an LVN, based upon my overall academic performance, specific skills and aptitudes for the profession of an LVN, and faculty evaluations. During the VN program, each of my clinical laboratory course instructors will complete an evaluation of my interpersonal skills as demonstrated in their course. I will receive a copy of these evaluations and will have an opportunity to respond to them in writing. If my grades are poor and/or I receive significantly negative evaluations, I will meet with a designated faculty member to review my performance. The result of this meeting will be one of the following:

- (1) the faculty member determines that no remediation is necessary at this time;
- (2) I will receive a remediation plan and be permitted to continue with my coursework;
- (3) I will receive a remediation plan and will not be permitted to continue with my coursework until the plan is completed; or
- (4) my participation in the VN program will be terminated. I understand that I may appeal any such decision, according to the procedures stated in the most current version of the College's general catalog.

(Initials) _____

8. At any time during my participation in the VN program if an academic, personal, or professional deficiency or problem has been identified, a designated faculty member or the program director will interview and evaluate me. This interview may result in a remediation

plan being developed for me and/or a recommendation for my suspension or termination from the program. I understand that many nursing (NSG) courses require that I receive a PASS grade for each clinical course and a 75 percent or higher in the theory course to progress.

(Initials) _____

9. In addition to the above, I understand that the program director may recommend my suspension or termination from the VN program, at any time, if they have determined that:

(1) I have engaged in unethical or unprofessional conduct, including, but not limited to, making false or misleading statements to the College in my application, during the interviewing process, or in submitting any other personal information to the College; or committing acts of academic dishonesty during my participation in the VN program;

(2) I have committed any acts or engaged in any conduct that constitutes grounds for denial or revocation of an VN license, including, but not limited to, being convicted of or pleading guilty to a crime which is substantially related to the qualifications, functions or duties of a person holding an VN license (i.e., concerning the public health, safety or welfare);

(3) I suffer from emotional, psychological or personal problems, which pose an appreciable risk that I may do harm to others or myself either during my participation in the VN program or upon becoming an LVN or I have suffered in the past from such emotional, psychological or personal problems and stand a substantial likelihood of suffering a reoccurrence of such problems;

or

(4) I suffer from emotional, psychological, or personal problems which otherwise render me unsuitable for further training and participation in the VN program. Again, I understand that I may appeal any such decision, according to the procedures stated in the most current version of the College's general catalog.

(Initials) _____

10. I agree to disclose to the program director any suspension, revocation, or surrender of a professional license of any kind that I currently hold or have held in the past, in California or in any other state or country.

(Initials) _____

I have read, understand, and agree to all of the above and I certify that I have made all disclosures that are required under this Agreement:

Print Student's Name

X

Student's Signature

Date Signed

Print Full-time Faculty Name

X

Full-time Faculty's Signature

Date Signed



VN Student Daily Clinical Performance Evaluation

Student Name: _____ Instructor Name: _____

Date: _____ Clinical Training Facility: _____

Department/Floor Name: _____

Rating

- M Minimal progress or performance – Requires 1:1 w/ instructor
- S Satisfactory progress or performance
- E Excellent progress or performance
- N/A Not applicable

SKILL	RATING
Knowledge Base	M S E N/A (Circle One)
Psychomotor Skills	M S E N/A (Circle One)
Affective Behavior	M S E N/A (Circle One)
Nursing Fundamental Skills	M S E N/A (Circle One)
Nursing Process	M S E N/A (Circle One)
Nutrition	M S E N/A (Circle One)
Communication Skills	M S E N/A (Circle One)
Patient Education	M S E N/A (Circle One)
Medication Administration	M S E N/A (Circle One)
Medical-Surgical Nursing	M S E N/A (Circle One)
Maternity and Pediatrics	M S E N/A (Circle One)
Leadership and Supervision	M S E N/A (Circle One)

Instructor Comments: _____

Instructor Signature: X _____

Student Signature: X _____

Evaluation of VN Student Progress

Student Name: _____ Date: _____

Evaluator's Name (please print): _____

Phase of Training (*check one box*)

- End of First Term
- End of Second Term
- End of Third Term
- End of Fourth Term

CURRENT GRADE AND/OR TEST RESULTS: _____

Makeup Work Discussed: Yes No

ATTENDANCE: Number of days tardy: _____

Number of days missed: _____

- 1) Does student's current overall grade indicate adequate program performance and progress toward program completion? Yes No
Comments:

- 2) Does student's psychomotor performance indicate adequate program performance and progress toward program completion? Yes No
Comments:

- 3) Does student's affective performance indicate adequate program performance and progress toward program completion? Yes No
Comments:

If you are requiring multiple attempts to pass subject material testing, there is a strong possibility that you may require multiple attempts to pass the program final which is a requirement for program completion, which may extend your program completion several months.

X _____
Program Director's Signature

X _____
Student's Signature



WestMed VN Program
Student Conference Summary

Student Name: _____ Date: _____

Purpose of conference:

Term:

Description of unsafe practice or other reason:

Objective not met:

Actual or potential consequences of the unsafe actions or other reason:

Desired performance:

Time frame the student has to meet the objective:

Consequences if the student does not meet the objectives:

Student comments:

Print Instructor's Name X _____
Instructor's Signature

Print Student's Name X _____
Student's Signature

Print Program Director's Name X _____
Program Director's Signature

Weekly VN Professional Behavior Evaluation

Student Name: _____ Date of Evaluation: _____

1. INTEGRITY	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: consistent honesty; being trustworthy with the property of others; being trustworthy with confidential information; completely and accurately documenting patient care and learning activities.</p> <p>COMMENT</p>		
2. EMPATHY	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.</p> <p>COMMENTS:</p>		
3. SELF-MOTIVATION	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities.</p> <p>COMMENTS:</p>		
4. APPEARANCE AND PERSONAL HYGIENE	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: wearing neat and well-maintained clothing and uniform; maintaining good personal hygiene and grooming.</p> <p>COMMENTS:</p>		
5. SELF-CONFIDENCE	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercising good personal judgment.</p> <p>COMMENTS:</p>		
6. COMMUNICATIONS	Appropriate []	Not Yet Appropriate []
<p>Examples of professional behavior include, but are not limited to: speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.</p> <p>COMMENTS:</p>		

7. TIME MANAGEMENT	Appropriate []	Not Yet Appropriate []
Examples of professional behavior include, but are not limited to: being consistently punctual; completing tasks and assignments on time. COMMENTS:		
8. TEAMWORK AND DIPLOMACY	Appropriate []	Not Yet Appropriate []
Examples of professional behavior include, but are not limited to: placing the success of the team above self interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems. COMMENTS:		
9. RESPECT	Appropriate []	Not Yet Appropriate []
Examples of professional behavior include, but are not limited to: being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession. COMMENTS:		
10. PATIENT ADVOCACY	Appropriate []	Not Yet Appropriate []
Examples of professional behavior include, but are not limited to: not allowing personal bias to or feelings to interfere with patient care; placing the needs of patients above self interest; protecting and respecting patient confidentiality and dignity. COMMENTS:		
11. CAREFUL DELIVERY OF SERVICE	Appropriate []	Not Yet Appropriate []
Examples of professional behavior include, but are not limited to: mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe patient care operations; following policies, procedures, and protocols; following orders. COMMENTS:		

Describe any counseling or and corrective actions required below. For extreme behavior or unsafe patient practice, a conference summary form will be required with a copy provided to the student and Program Director.

X _____
Faculty Signature

X _____
Print Faculty Name



Alternate Student Notice

Dear: _____

You have been selected as an alternate student in the Licensed Vocational Nurse program at WestMed College. If a student drops out prior to commencement of the scheduled clinical experience, you will be considered to replace the student who drops.

Formal enrollment will take place upon acceptance into the program.

Licensed Vocational Nurse Program Director



WestMed College VN Program Student Course Evaluation

Student Name: _____

Course: _____

Course Dates: _____

Term: _____

40% Theory Exam Scores: _____ Average _____

10% Quizzes: _____

10% Homework/Assignments: _____

10% Project: _____

10% Lab: Satisfactory Unsatisfactory N/A

10% Clinical: Satisfactory Unsatisfactory N/A

TOTAL TRADE PERCENTAGE FOR THIS COURSE: _____

Additional comments:

Print Instructor's Name

X _____

Instructor's Signature

Print Student's Name

X _____

Student's Signature

Print Program Director's Name

X _____

Program Director's Signature



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