Student Handbook

ASSOCIATE DEGREE NURSING

2024-2025

Long Beach City College

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School of Business, Education, and Health Sciences
Long Beach City College,
4901 East Carson Street, Long Beach, CA 90808

PREFACE TO STUDENT HANDBOOK

Welcome to Long Beach City College Associate Degree Nursing Program. The Student Handbook has been developed to provide information needed by students in the ADN nursing program. Students are responsible for the material contained in the handbook that is in effect when they are admitted to the nursing program. Reentry students will be held responsible for the contents of the Student Handbook in effect on the date of reentry. Any subsequent changes will be posted, and immediate changes will be posted and announcements will sent out through Canvas. Students will then be held accountable for any amended information. The faculty hopes that this handbook will keep students informed. All students are expected to know and abide by the policies.

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Long Beach Community College District
LONG BEACH CITY COLLEGE
Associate Degree Nursing Program

TABLE OF CONTENTS

ASSOCIATE DEGREE NURSING
MISSION/PHILOSOPHY OF NURSING AND NURSING PRACTICE

ADN PROGRAM MISSION STATEMENT

The Long Beach City College nursing program provides high quality nursing education to a diverse student population. The program facilitates the development of entry-level nurses who are prepared to meet the evolving healthcare needs of the community. The faculty supports a student-centered learning environment of collaboration, communication, safety, compassion, and excellence in nursing care.

ADN PROGRAM PHILOSOPHY

Our program guides students to attain an understanding of major concepts of nursing (professional, health, illness and healthcare recipient). The conceptual framework is learner-centered and allows the student to acquire knowledge of health care concepts across the lifespan. The ADN Program nursing philosophy includes the following:

Nurse

Learning is a lifelong, self-initiated process by which knowledge, attitudes, and skills are acquired. The faculty believe nursing encompasses a comprehensive body of knowledge based on evidence to guide best practice. The faculty view nursing as a holistic endeavor to help patients achieve a state of well-being. Professional nursing requires the development of clinical judgment, communication, teaching and assessment skills. The program emphasizes competency by applying theory in the clinical setting utilizing a simple to complex learning approach.

Patient

The faculty recognize patients as unique human beings who are deserving of worth and dignity. According to the World Health Organization (WHO) "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity" (n.d.). Nurses interact with patients along the health-illness continuum promoting their highest level of wellness. Nursing Education.

Healthcare Environment

Current healthcare environments require the use of information technology in an ethical manner to effectively communicate and support safe nursing practice. The program is designed to meet the educational needs of students by recognizing their unique learning requirements. The faculty prepares students to meet the needs of a diverse community.

Competencies

The faculty support competencies outlined in the National League for Nursing educational competencies and in the [Massachusetts Nurse of the Future Nursing Core Competencies (NOF, 2016)](#) to the development of associate degree graduates. The competencies are:

1. Professionalism - The Nurse of the Future will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical regulatory and humanistic principles (NOF, 2016).
2. Patient Centered Care - The Nurse of the Future will provide holistic care that recognizes an individual's preferences, values and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care (NOF, 2016).
3. Quality Improvement - The Nurse of the Future uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).
4. Safety - The nurse of the future will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007; NOF, 2016).
5. System Based Care - The Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value (ACGME, n.d; NOF, 2016)
6. Evidence Based Practice - The Nurse of the Future will identify, evaluate, and utilize the best current evidence coupled with clinical expertise and consideration of patient preferences, experiences, and values to make practice decisions (QSEN, 2007; NOF, 2016).
7. Leadership - The Nurse of the Future will influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals (NOF, 2016).
8. Communication - The Nurse of the Future will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes (NOF, 2016).
9. Teamwork and Collaboration - The Nurse of the Future will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (QSEN, 2007; NOF, 2016).
10. Information Technology - The Nurse of the Future will be able to use advanced technology and to analyze as well as synthesize information and collaborate to make critical decisions that optimize patient outcomes (National Academies of Sciences, Engineering, and Medicine, 2015; NOF, 2016).

CONCEPTUAL FRAMEWORK

Organizing Curricular Framework

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The organizing curricular framework is a student-centered environment guiding the student in acquiring Knowledge, Attitudes, Skills, and Clinical Reasoning (KAS-R). This is essential in preparing the student in today's nursing practice.

The framework reflects a contemporary nursing program design, which embeds concepts integrating educational innovation and technology in nursing. The key global nursing competencies are Patient-Centered Care, Teamwork and Collaboration, Quality Improvement, Informatics and Technology, Leadership, Professionalism, System Based Practice, Communication, Evidence-Based Practice and Safety (NOF, 2016).

The framework sets the stage for the nursing program's teaching-learning process and draws from the National Council Licensure Examination – Registered Nursing (NCLEX-RN) Client Needs Categories to guide how content is structured and delivered. Furthermore, the framework encourages and integrates changes and trends in health care that are dynamic and evolving.

Curriculum Framework

Knowledge, Attitudes, Skills, and Reasoning
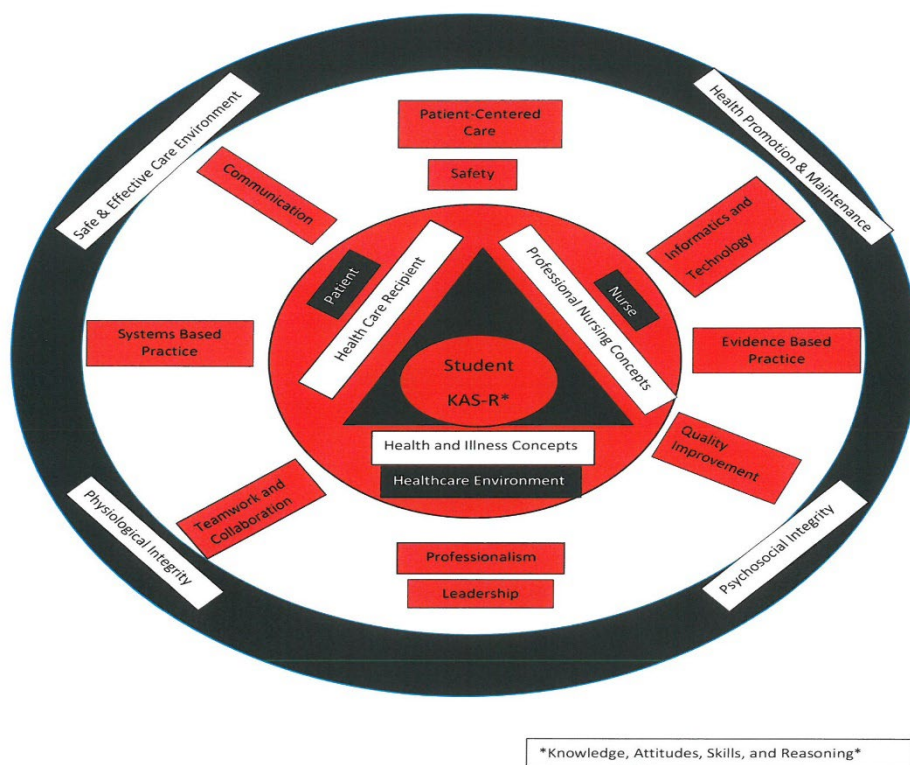
PROGRAM LEARNING OBJECTIVES

In addition to meeting the specific objectives for each course, the graduate of the Long Beach City College Associate Degree Nursing program will be competent in the following learning objectives:

Patient Centered Care
Prioritize nursing practice that is patient centered and culturally appropriate for individuals, families, and communities.

Quality Improvement / Safety / Systems Based Practice
Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.

Evidence-based Practice
Utilize evidenced-based practice in providing nursing care to patients across the lifespan.

Leadership / Professionalism
Internalize professional and leadership qualities that influence individuals and groups in the delivery of nursing care.

Communication / Teamwork and Collaboration
Communicate and collaborate with the interprofessional team, patient, family, and community in the delivery of nursing care.

Informatics and Technology
Utilize technologies for the management of information in the delivery of nursing care.

NURSING PROGRAM OPTIONS

There are three enrollment options in the Nursing Program. Curriculum guides can be found on the Associate Degree Nursing website or the college website link at https://www.lbcc.edu/curriculum-guides

ASSOCIATE DEGREE NURSING PROGRAM

Successful completion of this two-year program qualifies the student to take the National Council Licensing Exam - Registered Nurse (NCLEX-RN) given by state boards of nursing. The program satisfies the requirements for an Associate Degree in Nursing. The graduate, as a registered nurse, is qualified for employment in acute care hospitals and many other health care facilities.

LVN TO RN CAREER LADDER PROGRAM

The Career Ladder Program (Licensed Vocational Nurse to Registered Nurse Program) is designed to be completed in three semesters. Students of this advanced placement program are integrated into the Associate Degree Nursing Program and qualify to take the NCLEX-RN. The program satisfies the requirements for an Associate Degree. The graduate, as a registered nurse, is qualified for employment in acute care hospitals and many other health care facilities.

THIRTY (30) UNIT OPTION CERTIFICATE PROGRAM

The thirty (30) unit option program offered by Long Beach City College is a requirement of the California Board of Registered Nursing. By mandate, colleges must offer this option to any person who currently holds a valid LVN license and wishes to continue his/her education to obtain an RN license. This option does allow a person, upon completion, to sit for the NCLEX-RN. However, there are certain limitations to this option.

1. Students choosing this option are not considered graduates of the LBCC ADN Program nor do they receive the Associate Degree in Nursing.
2. Because the student is not a graduate, he/she may not participate in the completion ceremony or wear the LBCC nursing pin or cap.
3. Being a non-graduate of an accredited program could create difficulties with future educational endeavors if the student wishes to attend a university that requires applicants to have completed an accredited program for their undergraduate work.
4. Students choosing this option may not receive reciprocity when applying for a license in other states.

In order to comply with the limitation on units awarded for the 30-unit option, a 1.5-unit version of ADN 45A and 1.5-unit version of ADN 45AL are offered. Students completing the 30-unit option will be assigned fewer clinical hours and will have a reduced assignment of lecture content in the abbreviated versions of ADN45A and ADN45AL.

LIMITATIONS ON LICENSURE

Board of Registered Nursing Policy Statement on Denial of Licensure

The California Board of Registered Nursing protects the public by screening applicants for licensure to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code section 480-489, 496, 810, 820-828, 2750-2765, and 2795-2797 (Nursing Practice Act Rules with Regulations and related statutes, 2004).

The law provides for denial of licensure for crimes or acts that are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public's health, safety, or welfare. (California Code of Regulations, Section 1444)

A board may deny licensure based on:

1. Conviction of a crime substantially related to the practice of nursing.
2. Any act involving dishonesty, fraud or deceit with intent to substantially benefit oneself or another, or to injure another substantially.
3. Making a false statement on the application for license.
4. Breaching examination security.

CONVICTIONS

The Board considers most convictions involving sex crimes, drug crimes and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not to be limited to:

1. Assaultive and abuse conduct.
2. Failure to comply with mandatory reporting requirements.
3. Theft, dishonesty, fraud and deceit.
4. Convictions or acts resulting in registration under Section 290 of the Penal Code.

REHABILITATION

If the Board determines that an act or crime is substantially related to the practice of nursing, it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

When considering denial of license, the Board considers the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the Board applies denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students can explore other career options prior to investing substantial time in a nursing program it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

EVIDENCE OF REHABILITATION
At the time of licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety and welfare. The following list itemizes types of evidence, which the applicant should consider providing to the Board.

1.   Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions and proof of completion of sanction
2.   Letter from applicant describing the underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3.   Letters of reference from nursing program instructors concerning attendance, participation and performance in the nursing program.
4.   Letters of reference from past and/or current employers.
5.   Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6.   A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future and should speak to the suitability of the registered nursing profession for the applicant.
7.   Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8.   Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9.   Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10.   For endorsement applicants, copies of:
    a. Formal accusation and determination of other state.
    b. Copies of evidence presented to other state to obtain reinstatement of license or reduction of penalty.
    c. Terms of probation and evidence of current compliance if currently on probation in another state.

The candidate for licensure must reveal all previous convictions. Fingerprinting is part of the process of application for licensure. Persons who have concerns about any past problems may ask the Program Director for advice, but the Board of Registered Nursing is the sole authority and will not make decisions prior to application for licensure.

STANDARDS OF ETHICAL AND LEGAL BEHAVIOR FOR THE STUDENT NURSE

The practice of the student nurse in an Associate Degree Nursing Program is characterized by a commitment to professional growth, continuous learning, and self-development. The student must practice within the ethical and legal framework of nursing and is responsible for ensuring high standards of nursing practice within the scope of the knowledge and skills of the student. It is essential that the student understands ethical standards and the legal framework for practice; rules and regulations governing the practice of nursing; roles of the professional organizations; political, economic, and societal forces affecting practice; and lines of authority and communication within the work and college settings. It is also essential that the student uphold high standards for personal conduct both in the college setting and in the clinical setting.

The following competencies are expected of all nursing students:

- Practices within the ethical and legal framework of nursing as set forth in the ANA Code of Ethic, ANA Standards of Nursing.
- Practice according to the California Nurse Practice Act.
- Maintains confidentiality of all protected health information regarding patients in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Communicates truthfully in verbal and written form both in the classroom setting and in the clinical setting.
- Values nursing as a career and values own practice.
- Supports peers and other workers in the delivery of patient care.
- Recognizes and reports ethical dilemmas encountered in practice.
- Serves as an advocate for patients.
- Practices in a cost-effective manner.
- Uses constructive criticism and suggestions for improving nursing practice.

Upon entry into the program, all students will be asked to sign a statement to affirm their commitment to ethical practice. See the following pages for examples of these affirmations. These affirmation statements will be maintained in students' departmental record until graduation

Long Beach Community College District
LONG BEACH CITY COLLEGE
Associate Degree Nursing Program

Academic Honesty Policy

The ADN faculty have the responsibility of assigning grades that accurately reflect the knowledge and skill of the individual student. Academic dishonesty interferes with this process and weakens the strength of the nursing program. Maintaining academic honesty is a shared responsibility of faculty, students, and classified staff. The consequences of cheating are severe and may include expulsion from the college according to Long Beach City College policy.

Faculty Responsibilities:

Faculty are to maintain an atmosphere that does not provide the opportunity for cheating, plagiarism, and dishonesty.

All incidents of suspected dishonesty are to be brought to the teaching team for a decision on the course of action.

Faculty are to meet with any student suspected of dishonesty and administer disciplinary action as outlined:

- In cases of suspected cheating, plagiarism, or dishonest conduct that cannot be proven or that may be the result of a lack of understanding on the student's part, an oral reprimand may be given.
- Written test: In the case of cheating on any written test, a grade of zero will be given, a progress report will be written, and the student will be referred to the Office of the Vice President of Student Affairs for further disciplinary action. A file will be maintained in that office on the student. Any further infractions may result in dismissal from the college.
- Skills testing: In cases of cheating during skill testing, the student will fail the skill and receive a written progress report.
- Dishonesty in the clinical setting will be handled on an individual basis depending on the seriousness of the event. For example, the falsifying of hospital records may lead to immediate dismissal from the nursing program.
- Any infraction involving academic honesty will be discussed with the teaching team and the Program Director.
- Any repeat offense or evidence of premeditation will result in the assignment of "F" for the course and follow-up disciplinary action will be taken as outlined in the College catalog.
- Any student knowingly or intentionally assisting another student to cheat will be disciplined in the same manner as outlined above.
- Incidents of dishonesty will be communicated to the next team via wrap-up minutes.
- Incidents will be reported to the Student Affairs Committee to maintain communication regarding students with dishonest behavior throughout their time with the ADN program.

Student Responsibilities:

- Students are to always conduct themselves in an honest manner at all times.
- Students are to refuse to assist any student to cheat and are to report any knowledge of cheating by other students to the instructor or Program Director.

The Student Affairs Committee will be informed of all violations of the academic honesty policy.

If the student disagrees with the disciplinary action taken, the student may meet with the Program Director to discuss the issue. The Program Director may bring the issue to the Student Affairs Committee. If dissatisfied with the outcome, the student may follow the college grievance policy as outlined in the college catalog.

I acknowledge reading and accepting the above standards.

Student Name   _____

                       (Print)

Signature _____

Date   _____   _____

Family Educational Rights and Privacy Act (FERPA)

The Long Beach City College Associate Degree Nursing Program adheres to the Family Educational Rights and Privacy Act (FERPA) as outlined on the college website: https://www.lbcc.edu/post/family-educational-rights-and-privacy-act-ferpa . Students have the right to review their student folder and can do so by making an appointment with the Program Director via the nursing office staff. If a student wishes to have a copy of their file, they will need to make the request in writing and allow one week for processing.

Long Beach Community College District
Associate Degree Nursing Program
Long Beach City College

**REQUEST TO RELEASE STUDENT INFORMATION
CONTAINED IN THE
ASSOCIATE DEGREE NURSING PROGRAM OFFICE**

**I, _____, hereby consent to release of my
student file contained within the Associate Degree Nursing office at Long Beach City
College.**

I desire the following content out of my nursing student file to be released:

_____
_____
_____
_____

I desire for my nursing student file listed above to be released to the following person(s):

_____
_____
_____
_____

The purpose of this consent is to:

_____
_____
_____
_____

This consent will expire: _____

Name (print): _____

Signature: _____

Student ID Number: _____

Date: _____

OFFICE USE ONLY

Received by: _____   Date: _____

Released to: _____   Date: _____

Please note records will be available one week from the date of the written request.

Long Beach Community College District
LONG BEACH CITY COLLEGE
Associate Degree Nursing Program

OATH OF CONFIDENTIALITY

As a condition of performing clinical assignments required in the ADN Program, I agree not to divulge any information (verbally, written, or in electronic form) obtained in the course or such activities to unauthorized persons and not to publish or otherwise make public any protected health information regarding persons who have or are receiving services in such a way that the person is identifiable. I recognize that unauthorized release of confidential information may make me subject to a civil action under the provisions of the California Welfare and Institutions Code. I further recognize that unauthorized release of confidential information may make me subject to criminal action, civil action, or both under provisions of Part 2 of Title 42 of the Code of Federal Regulations.

Signature_____ Date_____

MEDICAL EXPENSE AND PERSONAL LOSS STATEMENT

As a student in the ADN Program of Long Beach City College, I understand that I must assume responsibility for my own medical expenses. Neither the college nor the hospitals/clinical settings are responsible for emergency care rendered. I understand that the coverage included in the LBCC student health fee will become effective after all other primary health insurance coverage has been utilized and deductibles have been met. I am responsible for paying the deductible applied to the LBCC student health coverage. Further, I realize that neither the college nor the clinical agencies are responsible for any personal loss, i.e., uniform, purses, wallets, etc., I may suffer while assigned to the clinical agencies.

Signature_____ Date _____

MALPRACTICE INSURANCE STATEMENT

As a condition of assignment in clinical agencies, I agree to maintain registered nursing student professional liability coverage with at least minimum limits while enrolled in the program.

Signature_____ Date _____

STUDENT HANDBOOK STATEMENT

I have access to a copy of the ADN Student Handbook and understand that I must comply with both the student policies and the standards of ethical and legal behavior described in this handbook.

Signature _____ Date _____

ASSOCIATE DEGREE NURSING ORGANIZATION

Faculty

The faculty of the Long Beach City College Registered Nursing Department acknowledges and accepts responsibility for carrying out the professional standards as defined in Article X, Section C of the Master Agreement for the Long Beach Community College District and California Teachers Association, Long Beach City College. Further, the faculty acknowledges and accepts the additional responsibility for conducting a nursing education program that fully complies with all regulations of the Board of Registered Nursing and with the criteria for accreditation established by the Accreditation Commission for Education in Nursing. The faculty established a faculty organization in 1993 to facilitate the implementation of these responsibilities. The purpose of this organization is to create a shared governance structure that will promote an environment conducive to creativity and excellence in nursing education as the faculty carries out its responsibility for developing policies and procedures, planning, organizing, implementing, and evaluating all aspects of the Associate Degree Nursing Program. Student participation is encouraged in all areas of the Faculty Organization.

Teaching Team

Several instructors, with one instructor designated as the lead instructor, teach clinical nursing courses. Teachers share the work of lectures but are responsible for individual lab groups. Clinical lab groups in the first year include up to 10 students. In the second year, clinical lab groups include up to 12 students. Students should discuss any problems or issues with their clinical instructor first. If the clinical instructor cannot resolve the problem, the lead instructor should be consulted. Most student problems and issues involving a class are solved within the teaching team.

Program Director/Department Head

The Program Director creates the department schedule of classes, assigns students to classes and lab sections, and reviews students' overall progress in the program. Questions regarding general education and prerequisite courses should be discussed with the Program Director. Students may seek consultation with the Program Director at any time. An appointment is sometimes necessary. The Department Head acts as liaison between the students, the faculty and administration, the department and the clinical agencies, and between other departments in the college.

Assistant Program Director

The Assistant Program Director is an elected member of the RN faculty who assists the Program Director and Department Head with the conduct of the program. The Assistant Program Director is responsible for the program if the Program Director is not available.

Student Representation

The faculty encourages the participation of students in the continuing development and evaluation of the Associate Degree Nursing Program. Student representatives serve on several committees. To serve as a student representative on a committee, the student must be in good standing in theory and in the clinical area.

Associate Degree Nursing Program Faculty Organization

The LBCC Associate Degree Nursing Program Faculty Organization shall have, as non- voting members, one nursing student representative from each semester, except for third semester which will have two representing each of the two courses taught simultaneously during this semester. During the second week of each semester, student elections will be conducted in each class to choose a representative and an alternate.

It is the responsibility of the representative or alternate to attend monthly faculty organization meetings. He/she is expected to meet with the class prior to the faculty meeting to hear any concerns the class might want presented to the faculty. After discussing these concerns with one of the instructors for the course in progress, the representative brings the concerns to the meeting. The student is then expected to report a summary of the faculty meeting to the class.

Faculty Organization Committees

The Associate Degree Nursing Program Faculty Organization has four standing committees that are part of the shared governance structure. The committees are Curriculum, Program Review, Program Resources, and Student Affairs. An elected student representative serves on each committee for the length of their stay in the program. Every effort is made to have representation from each semester on these committees. An election is conducted by LBCC Nursing Student Association to elect a student for membership on a standing committee whenever a vacancy occurs. If no nominations are received, the faculty will recruit a student for membership on a standing committee.

The student representative functions as an active member of the committee, functioning as a student advocate.

Curriculum Committee: Plans, organizes, implements, and evaluates all aspects of the curriculum as well as making recommendations to the faculty for changes in curriculum. It also oversees the review and adoption of textbooks.

Program Review: Evaluates the program, including admission, attrition, retention, and performance of graduates. The student representative assists the committee by providing a student's perspective of the evaluation process.

Program Resources: Determines the adequacy of clinical facilities, including review of contracts; determines adequacy of materials in the skill lab, learning center and library; administers the material's fee; and monitors the physical environment of the building via the College Building Utilization Committee.

Student Affairs: Develops guidelines for student activities and/or behavior; oversees policy additions and/or revisions for faculty approval; reviews, organizes, and evaluates the student handbook for currency and accuracy.

Student Representative Committee Responsibilities

- Being asked to sit as a student member of a committee is an honor and, although it is not required of any student, once the position has been accepted there are certain responsibilities that should be upheld.

- Committee attendance is one of these responsibilities. Outlined below is what is expected of any student who sits on a departmental committee associated with Long Beach City College ADN program:

    o If it is necessary for a student to miss a committee meeting, the student has the responsibility to notify the committee chairperson ahead of time.

    o If a student misses two consecutive meetings, the committee chairperson will contact the student regarding the absences.

    o The committee chairperson will have discretion regarding continued student participation on the committee.

Nursing Program Advisory Committee

The Nursing Programs Advisory Committee meets once each year and is composed of community members who assist the program in meeting the needs of the community. Those students elected to serve as class representatives to the Associate Degree Nursing Program Faculty Organization also serve as representatives to the Nursing Programs Advisory Committee. Student representatives will receive an agenda, date, and time for these Friday afternoon meetings. Participation at the Advisory Committee is not limited to elected student representatives. All students are invited to attend.

Health Care Associates

The Long Beach City College Foundation Health Care Associates is a group of community members, faculty, and alumni who work to provide scholarships and funds for the special needs of students and faculty. Fund-raisers are held periodically. Students are actively recruited to participate in the fund-raisers.

LONG BEACH CITY COLLEGE NURSING STUDENT ASSOCIATION (LBCC NSA)

All students are invited to join the LBCC NSA, a pre-professional organization with both state and national affiliations. Local Membership is $10.00 per year for all LBCC students interested in registered nursing. Some of the benefits of membership include:

1. Educational enrichment through guest speakers
2. Career enrichment through workshops
3. Financial support through workshops
4. Peer support through mentoring program

The students are responsible for directing LBCC NSA. This allows them to determine their own needs and to decide how to meet these needs. All students are encouraged to participate. As a new nursing student, LBCC NSA can often help lessen the confusion by answering some of your questions. LBCC NSA's focus is on SUPPORT, whether educational, professional, financial, or just plain friendship.

A schedule of meetings is placed on the LBCC NSA bulletin board and website. The bulletin board is located on the north stairwell. The website is www.orgsync.com/LBCC/NSA.

In addition to the local level, LBCC NSA is affiliated with CNSA/NSNA (California Nursing Students Association/National Student Nurses Association). Membership is $35 - $45.
LBCC NSA will pay your membership when the points you accumulate as an active member reach a specified level. The additional benefits of joining CNSA/NSNA are:

1. Free subscription to IMPRINT magazine
2. Discounts on two annual conventions and two mid-year conferences
3. Financial support through scholarships
4. Free admission to the annual Expo
5. Career opportunities through networking
6. Experience of membership in a pre-professional organization to help prepare you for membership in the ANA and the NLN as an RN

NURSING & ALLIED HEALTH LEARNING CENTER

The Nursing & Allied Health Learning Center (NAHLC) was established to provide students with a variety of learning tools and experiences to enhance understanding and competency in health care. The NAHLC is located in Room C-304, and hours of operation are posted in the Learning Center and on the Canvas, page associated with the center. The phone number for the center is 562-938-4299.

The NAHLC is staffed and supervised by an Instructional Lab Coordinator. The Instructional Lab Coordinator will assist you with any questions you have regarding the operation of equipment or the location of resources in the Learning Center.

The NAHLC has a selection of standard general practice nursing and health technology journals and textbooks within the past five years. The library has these same materials, as well as selected specialty journals available online. Various LBCC computer-assisted instructional programs are available for skills development and content review. All materials are for use in the NAHLC only. Computers, printers, and a photocopy machine are available for student use in the center. Black-and-white printing is $0.10 per page and color printing is $0.25 per page.

Testing

All appointments for testing must be made online. Students may test only during designated times which are reserved for testing by appointment. Twenty-four-hour notice is required for all testing appointments.

Students are responsible for making their own testing appointments and for keeping track of test deadlines. Appointments can be made online using the website SignUpGenius. Please email the Instructional Lab Coordinator for the appropriate testing link. Tests and calculators will be provided by the proctor, but students are responsible for bringing pencils, Scantrons, and any other testing materials. If you cannot keep your testing appointment, please cancel online, or contact the Instructional Lab Coordinator.

Students are required to arrive five to ten minutes prior to their testing time to complete the check-in process. Latecomers will need to reschedule.

Testing Rules

1. Students must sign up for testing online.
2. Students must schedule their testing appointments a minimum of 24 hours in advance.
3. A valid student or government-issued photo ID must be presented by the student before taking any test.
4. Students are to arrive on time for their testing session or they will be required to reschedule.
5. Students are responsible for bringing any materials necessary for testing, such as Scantrons and #2 pencils, and must know their login information for online tests. Calculators will be provided by the test proctor.
6. Food, drink, music and communication devices, textbooks, hats, backpacks, and any other personal belongings are not allowed during testing.

Computer Room

Computers are available in the Nursing & Allied Health Learning Center for use by all students in the School of Health Sciences, Kinesiology & Nursing. A variety of recommended computer programs are available to supplement course work. Please consult the Nursing & Allied Health Learning Center catalog for a list of appropriate programs. Students must comply with the NAHLC rules when using the computer room.

Nursing & Allied Health Learning Center Rules

1. Students must record their attendance by logging in and out of Trac.Cloud upon entering and exiting the Learning Center.
2. Loud talking, playing music or videos, or any other disruptive behavior that compromises the learning environment is not permitted. Students will be asked to leave the center if they are interfering with other students' ability to study or test.
3. Food and beverages are not allowed in the NAHLC, except for in the NSA lunchroom (C-303). Room C-303 is not a study area; students will be asked to leave the room when finished eating so that others may use the space.
4. Phone calls are to be taken outside of the Learning Center.
5. During busy hours, each student may watch a maximum of two videos per visit.
6. All testing appointments must be scheduled online by accessing the online test scheduling link. Please email the Instructional Lab Coordinator for the appropriate link. Twenty-four hours advance notice is required for all testing.
7. Students are responsible for bringing any materials necessary for testing, such as Scantrons and #2 pencils, and must know their login information for online tests. Calculators will be provided by the test proctor. No personal items are allowed in the testing room.
8. Valid student or government-issued photo identification is required to check out printed and audio-visual materials in the center. Students are responsible for all materials checked out until returned and checked-in by learning center staff. Materials may not be removed from the NAHLC.
9. Materials may not be checked out fifteen minutes before closing time. When an audio-visual material or computer program is being reviewed, make sure there is sufficient time to view or complete the program. All materials must be returned to the staff ten minutes before the center closes.
10. The NAHLC will be closed for testing when there is not adequate staffing available. Every effort will be made to avoid such closures.
11. Children or other visitors are not permitted in the NAHLC at any time.
12. In case of emergency, the NAHLC may close, and testing will be cancelled.

PLEASE ASK IF YOU NEED ASSISTANCE. THE NAHLC STAFF IS HERE TO HELP YOU!

**THE SKILLS LABORATORY
FOR THE SCHOOL OF HEALTH SCIENCES,
KINESIOLOGY & NURSING**

The Skills Laboratory is maintained to provide students with an opportunity to gain mastery of required skills. The Skills Lab schedule is available in the skills lab and varies based on student need and instructor availability.

SIGN-IN PROCEDURE

Students are required to sign-in to TutorTrac each time they use the Skills Laboratory.

SUPERVISED PRACTICE

Faculty are available to assist students during the hours posted in the skills lab. Faculty members are well versed regarding skills being taught in the nursing program and are able to reinforce the critical elements associated with each skill. Students may sign up to reserve time with the assigned instructor on the scheduling program Sign Up Genius. Students who have a scheduled appointment in the laboratory have priority over drop-ins for instructor assistance. Students may not sign up for more than two consecutive ten-minute blocks of time. Additional time may be allowed at the discretion of the instructor.

TESTING PROCEDURE

Skills are first tested during class lab time. If an exception is to be made, the student must bring written permission from the course instructor. Retesting requires an appointment and is to be scheduled according to the guidelines in the course syllabus (see 5.10.2). Retesting is not permitted on the same day a skill test was failed. Assisted practice and testing of the same skill will not be allowed on the same day. A student who is testing in the Skills Lab must wear their blue scrubs, duty/athletic type shoes and student name pin. Skills Lab instructors have the right to refuse to test a student who is not wearing his/her nametag.

SKILLS LABORATORY RULES

- After practice, all equipment is to be put away in its assigned location. Replace items in kits in the proper order.

- All mannequins must be covered when not in use.

- All IV lines are to be drained of fluid, capped and returned to the appropriate boxes after use.

- All IV bags are to be plugged following use.

- Sterile gloves are to be powdered lightly after use.

- It is the student's responsibility to bring a partner for testing requiring a patient (e.g., physical assessment, vital signs).

- Re-tests requiring extended time cannot be scheduled in the last thirty (30) minute time interval of an instructor's assigned shift.

- Any personal belongings left in the laboratory will be turned in to the nursing office in Building C.

- Campus Lab and Skills Lab Attire

  All students are to wear:
  - Name pin
  - Navy blue scrubs
  - Duty/Athletic type shoes
  - Hair and make-up as per clinical policy

POLICIES FOR STUDENTS

1.0 ATTENDANCE:

1.1   The Long Beach City College Associate Degree Nursing Program mission and goals include preparation of nurses for entry-level registered nurse positions. Reliable and prompt attendance at the assigned time and nursing unit is both a professional responsibility and a minimal expectation of employers of entry-level registered nurses. Therefore, during the nursing program, students must demonstrate reliable attendance and promptness behaviors.

For each eight-week course the following guidelines shall apply:

Theory Course Attendance: The college policy shall be enforced i.e., "Attendance is the student's responsibility. In the event of excessive absences, the instructor may drop a student from a course or lower a student's grade. Students who are absent more than twenty percent of the total class hours or for two consecutive weeks may be automatically dropped from the class." See current college catalog.

1.1.2   Clinical and campus laboratory hours
The start and end of the shift may vary at different clinical facilities. Students need to consider this when scheduling other on-campus classes. Sufficient time must be allotted to complete all portions of one's assignment in the clinical facility. Classes scheduled too close to the completion of the shift, may not allow time to satisfactorily complete all aspects of a student's assignment, and this is his/her primary responsibility.

Any combination of three episodes of absences and/or tardiness within a course shall result in the student receiving a Progress Report and a "Must Improve" rating in the appropriate area of the clinical evaluation. Any further absences and/or tardiness in the same course shall result in an "Unsatisfactory" rating in the appropriate area of the clinical evaluation and an overall clinical marginal rating for the course.

If absent from clinical for any reason a written assignment may be required. If allowed to have an additional clinical day it will not remove the absence. See class syllabus for more specifics regarding this issue.

Subsequent teaching teams will be alerted to students with attendance problems for assessment and follow-up. Recurrent attendance problems will be reflected in the letter of recommendation provided by the faculty at the time of graduation.

1.2   Whenever an absence or tardy occurs, it is entirely the responsibility of the student to obtain any handouts or assignments. Any assignment due on the day of absence must be turned in the day the student returns to class or lab, or alternate arrangements must be made with the instructor.

1.3   Students are responsible for accomplishing all the learning objectives for the course regardless of absence.

1.4   Late written work is not acceptable. The student will receive a progress report indicating an individualized remediation plan to be determined by the teaching team. Failure to comply with the remediation plan will result in an incomplete for the course.

1.5   Students who have missed a quiz or test due to absence will be allowed to make up that test <u>within two school days</u> from the day of return to class or lab. It is entirely the responsibility of the student to plan for a make-up test. The score received on a make-up test shall not exceed the class mean for the same test. <u>Any test that is not made up within two school days from the day of return to class constitutes a zero</u>. Make-up tests will be given in the Learning Center by appointment with the Learning Center Instructional Lab Coordinator.

1.6   When a student is going to be absent from a clinical/campus laboratory, it is his/her responsibility to contact the scheduled instructor regarding make-up work and missed assignments. Be sure you know the telephone number of the clinical agency and unit to which you are assigned and the contact number for the assigned instructor. A progress report will be given if a call is not received as designated by the clinical instructor when a student is absent from clinical/campus laboratory. A second occurrence may result in a clinical marginal for the course.

1.7   No nursing classes will be canceled without prior notification of the students involved. Therefore, if an instructor is unavoidably detained, the students are to remain in the classroom assigned until class is started. One student should leave to notify the office of the School of Health and Science that the teacher has not yet arrived.

2.0 CLASSROOM RULES AND REGULATIONS

2.1   Cell phones and pagers must be on vibrate or silent during class.

2.2   Any recording of lectures whether by audio recording or photography is to be done only with the permission of the instructor.

2.3   There is to be no food or drink except water in the classroom.

3.0 CLINICAL RULES AND REGULATIONS

3.1   Only the following jewelry/body adornments may be worn when in the clinical, campus, skills lab, and Simulated Hospital room uniform:

- A plain band/ring.
- For body piercings, male and female students may wear a single stud per ear. No exceptions will be made for the use of pierced implements placed in any other areas of the visible anatomy.
- Watch or fob (pendant watch) that possesses a second-hand watch to take a pulse accurately.
- Medi-alert tags or bracelets if needed.
- Nursing Student Association pin.

3.2   Hair is to be clean, controlled, neat, and without decorative ornaments. Hair must be worn away from the face and must be of a natural color. Long hair must be worn off the collar when in uniform. Long hair is defined as hair that falls into the face when the head is bent forward.

Simple barrettes and bands which are white or blend with the hair color may be worn to keep the hair under control and should be kept in place until the student leaves the clinical facility or the campus laboratory. Extreme hairstyles are not appropriate in clinical uniform. These same rules apply to all students, male and female, whose hair requires some form of control. In addition, some of the clinical facilities have their own regulations regarding these issues and as "visitors" all students need to conform to the regulations of the facility as well as those imposed by the program. Check with the assigned instructor.

3.3   Fingernails should be rounded, trimmed neatly, and should not extend excessively beyond the fingertips. Nail polish must be in good condition and of a neutral color or according to agency policy. No artificial nails of any kind are permitted in the clinical setting.

3.4   False eyelashes or eyelash extensions are not allowed in the clinical setting.

3.5   Heavy or bizarre make-up is inappropriate and unacceptable in clinical uniform.

3.6   Heavy cologne or perfume can be offensive to an ill patient. Use good judgment in their use. Students caring for respiratory patients are not to wear perfume, cologne or after shave lotion, as this could adversely affect the patient's physical condition. Be aware that body and breath hygiene are critical considerations for good grooming. The odor of cigarette smoking is particularly distasteful to patients.

3.7   Clogs and canvas athletic shoes are not satisfactory duty shoes and are not permitted when in uniform. Duty/athletic type shoes must have enclosed heels and toes and be made of white leather. White leather tennis shoes with white soles and no color adornments or decorative laces may be worn.

3.8   Facial hair must be clean, neatly trimmed, and controlled.

3.9   No gum chewing will be permitted in the clinical areas.

3.10   Clinical uniform includes:
- Name pin and hospital ID as required by facility
- Scissors
- A watch or fob that possesses a second-hand watch to take a pulse accurately.
- Black ball-point pen and pencil
- Stethoscope
- A white program selected uniform jacket is optional, however, lab coats, athletic tops, colored jackets, or sweaters are not acceptable.
- LBCC ADN program patch is to be neatly sewn to the center of left sleeve, approximately 3" down from the shoulder seam on both the uniform and the uniform jacket. Beginning Spring 2025, a nursing patch will no longer be required as part of the uniform.
- Clipboards or "Fanny Packs" are not permitted in patient rooms.

FEMALE STUDENTS
- Clean, pressed white program approved uniform. Beginning Spring 2024, program uniform will change to white pressed top and black bottoms.
- LBCC ADN program patch is to be neatly sewn to the center of left sleeve, approximately 3" down from the shoulder seam on both the uniform and the uniform jacket. The school patch

   will no longer be required beginning Spring 2025.
- White duty/athletic type shoes.
- Beige, white, or flesh-colored hose.
- White socks are permitted with pants.

PREGNANT STUDENTS
- A maternity uniform must be in the same fabric and of similar style to the regular uniform top.

MALE STUDENTS
- Clean, pressed white program approved uniform (tee shirts/undershirts, if worn, must be plain white, short sleeved and in good condition.) Beginning Spring 2025, program uniform will change to white pressed top.
- White uniform pants. Beginning Spring 2025, program uniform will change to black pressed bottoms.
- White duty/athletic type shoes
- White socks

3.11 Leaving the clinical facility for lunch or breaks is not allowed unless arranged for by the clinical instructor.

3.12 When students are making assignments in the hospital or representing the program at a hospital, clinic, or in the community, appropriate attire must be worn, including an LBCC uniform jacket and name pin. Inappropriate attire includes, but is not limited to jeans, shorts, short skirts, leggings, tee shirts, and sandals. This includes those times when the student anticipates changing into scrub attire.

3.13 White/Clinical uniforms are not to be worn on campus. Exceptions to these policies will be made on occasion. Instructors will inform students of any exceptions.

3.14 Cell phones are to be turned off in the clinical setting (no flashing light or vibrate settings); must follow agency policy if not allowed on the unit.

3.15 Simulated Hospital
The Simulated Hospital is a center designed to enhance nursing education and clinical practice. High fidelity adult (ECS/iStan), pediatric (VitalSim) and infant (VitalSim) simulators are used to simulate a realistic, safe clinical environment. The Simulated Hospital offers a mix of technical and nontechnical learning experiences.

3.16 Campus Lab, Skills Lab and Simulated Hospital Policies

 a. All students are to wear navy blue scrubs with a name badge and duty/athletic type shoes when participating in the Simulated Hospital. Clinical attire rules will apply in the Simulated Hospital.

 b. Students should bring standard equipment required for clinical during simulator experience.

 c. Students will wash their hands to remove stains, ink or oils prior to working with any of the simulators.

 d. Absolutely **no food or drink** is allowed in the simulation area.

e. Once the simulation experience is completed, students must restore the simulator and environment to the baseline status.

f. Standard safety precautions are to be followed.

g. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.

h. After learning experience, learners will not share details and activities with learners who have not participated in the learning experience.

i. During simulation exercises, any student identified as needing additional remediation will be referred to the Skills Lab for follow-up.

k. Consent to be photographed and voice taped will be obtained from all students.

l. Pencils only. No ink of any kind will be permitted in the room.

m. Students are not allowed in the simulated hospital room without a faculty member.

n. Do not touch the computers.

o. Do not touch the black boxes.

p. Do not place PO medication in the simulator's mouth.

q. Never remove an IV Catheter from a simulator.

r. Anyone who does not comply with the rules will be asked to leave.

s. LBCC NSA members who are not in the nursing program are to dress in business casual.

3.16 Campus Lab, Skills Lab and Simulated Hospital attire for all students in the nursing program:

- Name pin
- Clean, pressed, non-formfitting navy-blue scrubs
- Duty/athletic type shoes
- Hair and make-up as per clinical policy

3.17 Simulated Hospital Consent

As a nursing student at Long Beach City College, I will participate in clinical laboratory/hospital simulations. I understand that the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for me and my fellow students. I also understand that in working side by side with my fellow students, I will be witnessing their performance. It would be unethical for me to share information with persons outside the laboratory/hospital.

I acknowledge that I fully understand that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement. I will exemplify the Long Beach City College Department of Nursing values of integrity, human dignity and confidentiality.

I understand that for learning purposes I may be photographed/recorded during simulations. Further consent will be obtained for any other use; i.e., brochure.

Name: _____

Signature: _____

Date: _____

4. INSURANCE

4.1 Health Insurance

The student enrolled in the nursing program is neither an employee of the college nor an employee of the clinical agency. Neither is he/she considered an employee of any health care facility used as an extended campus site for this program. Therefore, at all times, the student is responsible for his/her own medical needs and costs. Students who purchase an ASB card will have limited coverage for college related injuries.

4.2 Malpractice Insurance

Students in the program are required to show proof of current individual malpractice insurance. Students should plan on an expenditure of about $25-$40 a year for insurance. Information and brochures are available through the Nursing Student Association and/or the Program Director. A copy of the insurance policy is to be submitted to the Teaching Team or Certified Background upon entering the program and annually thereafter until graduation. Proof of renewal is mandatory prior to clinical in the second year of the program. Ongoing documentation of renewal will be through Certified Background.

5. EVALUATION

5.1 Grading Policy
5.1.1 Theory Grade

      The theory grade is computed on percentage of total points earned using the following scale:

Percent	Grade
89.5– 100	A
79.5 – 89.4	B
74.5 – 79.4	C
66.5– 74.4	D
≤ 66.4	F

5.1.2   Overall clinical performance rating - see 5.10.3 Clinical Evaluation.

5.1.3   "Satisfactory" clinical evaluation
The course grade will be the theory grade earned.

"Marginal" clinical evaluation
Irrespective of the theory grade earned, the student's grade will not exceed a "C."

"Unsatisfactory" clinical evaluation
Irrespective of the theory grade earned, the student's grade will not exceed a "D."

5.1.4   A course grade of "C" or above in all required courses is a requisite for progression in the program. At the beginning of each module, students will be informed of specific criteria which must be met to achieve a grade of "C" or better.

5.2   Quizzes and/or Final - Make up and Quiz Review

5.2.1   Quizzes and/or final exams missed due to absence or tardiness of ten minutes or greater, must be taken within 48 hours of the student's return to campus or lab (see 1.5: Attendance for specific procedure). Students who take a make-up quiz and/or final will receive a score no higher than the mean score of the class.

5.2.2   A quiz review is to be offered in all courses. The method of quiz review is to allow students access to review missed questions immediately after the quiz. Students will be given a quiz review password to review the questions they missed on their quiz. There will be no discussion allowed during quiz review.

5.2.3   A student scoring 78% or less on any lecture quiz may schedule an appointment with an instructor of the teaching team to review the missed questions on the quiz. Quiz review can only occur during in-person office hours and only questions missed will be reviewed. The review must occur within 2 weeks following the date of the quiz. For courses that are four weeks in length, students must review a quiz prior to taking the next quiz.

Final exams are not reviewed with the students passing the course. If a student fails the course due to a theory grade of less than 75%, the student will be given a list of content areas from the final and will be instructed to meet with the Program Director to obtain a remediation plan.

5.2.4   The department wishes to encourage participation in professional nursing activities. To this end, students may request that the teaching team provide an individualized schedule for quizzes and or the final to allow participation in professional nursing activities. When such individualized schedules are provided, the student will receive his/her actual score for the exam.

5.3   Standardized Nursing Tests

In some courses, an examination based on course content is given to provide both the student and the teaching team with information related to the student's overall understanding of and ability to apply the concepts of the course. These tests are given to several different academic levels of students all over the United States (Diploma, Associate Degree, Baccalaureate).

Each student's raw score is compared only to the raw score of other students nationwide in the same type of program. The student is assigned a percentile rating based on this comparison. The higher the percentile, the better the student performance.

Students may be responsible for the expense of the tests and will be notified in advance. Students who are unable to pay the testing fee shall see the Program Director as soon as possible. Students choosing not to take the tests will be provided with an alternative assignment. Fees are not refundable.

5.4   Course Projects and Computerized Programs

Each course may have an independent project which must be completed in order to receive credit for the course.

5.5   **Course Submodule Policy**

There may be one or more submodules required for some courses within the ADN Program. The policy for those submodules is as follows:

5.5.1   Satisfactory completion of the submodule within the prescribed time frame is a theory requirement. The time frame or due date will be assigned by the teaching team for the course and printed in the course schedule.

5.5.2   The specific content and learning objectives for the submodule will be included in the course syllabus.

5.5.3   The criterion for successful completion of a submodule is to achieve 85% or better on an objective examination. It is believed that a minimum of 85% is needed to achieve mastery of the material. (See Medication Administration Test Policy for exception)

5.5.4   An appointment to take the examination is to be made by the student in the Nursing and Allied Health Learning Center. If the student is retaking the same examination, the required scores on the second and third attempts are 88% and 90%, respectively. If the student is retaking another version of the test, the passing grade remains 85%.

5.5.5   A student who fails a submodule for the second time will be given a progress report. In addition, the student must complete the learning objectives in writing, turn them in to the instructor at a specified time, meet with the instructor to discuss objectives and retake the test until it is passed with a 90%.

5.5.6   A student who does not take a submodule test within the time frame will receive a progress report, indicating an individualized remedial plan as determined by the teaching team.

Instructors' prerogative may be used to resolve individual student problems.

5.5.8   If the sub-module is not completed and the test passed, a course grade of "incomplete" will be given.

5.6   **Written Work/Individual Projects**

5.6.1   All written work submitted must comply with the LBCC Standards of Academic Honesty, more specifically plagiarism as outlined in the college catalog and schedule of classes. Written work not meeting this standard may be cause for dismissal.

5.6.2   Standard size 8 1/2" by 11" white paper is to be used for all written assignments. Paper torn out of a spiral notebook is not acceptable.

5.6.3   All written assignments are to be submitted as a hard copy on one side of paper only.

5.6.4   The following format is to be used for all written work:

- American Psychological Association (APA) format will be used on all written assignments. Copies of the APA guidelines are available in the Learning Center.

- Title on first sheet.

- All pages numbered.

- Assignments of more than one page to be stapled together.

5.7 Medication Administration Proficiency

SafeMedicate
Students will use SafeMedicate for math practice and testing in ADN 11A and ADN 11B. The program, SafeMedicate, is a web-based computer program designed to assist you with learning Math for Medication Administration. Students will take the Medication Administration test on this program. Students must pass the test with 93% to be allowed to continue in the Associate Degree Nursing Program.

The program consists of 4 sections: a numeracy test, modules, Authentic Diagnostic Assessment (a practice test) and the actual test called Authentic Assessment. The first section is a numeracy pretest that will identify any areas of math that you are struggling with. Students are encouraged to take this as soon as possible to allow time to work on any problem areas.

The second section includes the self-learning modules. In the ADN 11A course students will be responsible for learning all the information in the Introduction, Medication Orders & SI Units, Tablets and Capsules, Liquid Medications, and Injections sections. These self- learning modules may be repeated as many times as needed to become proficient with the information. These modules may be taken online at any time. See the course syllabus for due dates.

Are there practice tests?

The SafeMedicate Authentic Diagnostic Assessment is a pre-test that will be set up by the teaching team for practice prior to the administration of the Authentic Assessment. Students may take this on any computer and repeat as many times as they wish.

What is the actual test?

The Authentic Assessment is the actual test for Math for Meds Submodule. The Authentic Assessment (test) can only be taken in the Nursing and Allied Health Learning Center/Computer Lab during the posted times. No exceptions will be made. Please remember to bring your SafeMedicate username and password with you during testing times.

How many chances do I get?

During ADN11B if you are unsuccessful on the first attempt you will have two additional attempts to pass by the end of the third week of the course.

5.7.1 <u>Subsequent Medication Administration Testing</u> (after ADN 11A and ADN 11B)

Continuing students will be tested in medication administration/math during the first course of each semester (ADN 12A, ADN 35A or ADN 21B, ADN 45A). Students reentering the program will be tested in the first nursing course taken upon reentry.

The student will demonstrate proficiency in calculating drug dosages. This proficiency is evaluated by a written test. Calculators to be provided at the time of testing are permitted during medication administration proficiency tests, during classroom testing and during clinical in all courses of the nursing program.

Advanced placement, returning students and transfer students will be tested in medication administration/math in the first course of his/her attendance and as above as appropriate.

Students must take the course's medication administration proficiency test for the first attempt by the end of the first (1st) week of the course unless otherwise stated. Failure to take the medication administration proficiency within this designated time leads to dismissal from the program. Students will take the test by appointment in the Nursing and Allied Health Learning Center. Many teaching teams encourage taking the test prior to the first day of school.

The score for passing the medication administration proficiency test is 93%. A different version of the test will be used for each test attempted.

Students failing the course's first medication administration proficiency test will:

■ Meet with the instructor to review problem areas and sign a counseling note.

■ Meet with the Program Director before taking the course's second medication administration proficiency test. The objective of the conference with the Program Director is to determine that appropriate counseling was received, discuss the methods for resolving the problem and inform the student that he/she must be successful on the second attempt to remain in the program.

■ Every opportunity is given to assist the student to improve medication administration/math proficiency including receiving assistance from tutors in the Math Learning Center and/or from nursing instructors.

■ Take and pass a <u>second</u> medication administration proficiency test by the end of the third (3rd) week of the course unless otherwise stated. Failure to pass the medication administration proficiency test on the second attempt within the designated time constitutes unsatisfactory performance and leads to dismissal from the program.

5.8   **Program/Clinical Facility Required Submodules**

5.8.1   **Individual Clinical Facility Required Submodules**
All clinical facilities require all nursing students to comply on a yearly basis with the same Joint Commission (JC) standards with which their staff must comply. Many facilities have developed facility-oriented submodules with accompanying tests to demonstrate proficiency of the JC required content. Students are required to read the submodule specific to their assigned hospital and pass the accompanying test <u>before beginning their clinical rotation.</u> If a student fails a particular submodule test, he/she will retake the test until a passing grade is achieved. Information regarding the location of the facility-oriented submodules and due dates is found in the course syllabus. This same policy applies to the HIPPA education materials now required by healthcare facilities.

5.9   **Progress Report**

Written Progress Reports are given to students as a notice of "needs to improve" whenever a student is not satisfactorily meeting any course learning objective, e.g., promptness, attendance, academic grades, clinical or lab problems, etc. The expectation is that written notice will result in improved student performance.

5.10   **Clinical Evaluation Process**

5.10.1 **Introduction**

The curriculum of the Associate Degree Nursing Program at Long Beach City College is predicated on the belief that nursing theory, campus laboratory experience, and clinical practice should flow from the simple to the complex. Learning is indicated by learning change resulting from the acquisition of knowledge and experience.

The nursing faculty also believes that periodic and consistent evaluation must develop out of and be reflected by the learning objectives for each course. Evaluation is best accomplished as a mutual endeavor of teachers and students with the guidance of written expected learning outcomes for each course and the program.

Process - Clinical Evaluation is a continuous process with both scheduled and as needed evaluation times, forms, and processes. Skills testing in on-campus laboratory situations is an integral part of the clinical evaluation process.

5.10.2 **Skills Testing/ Retesting/Campus Laboratory**

Skills testing during on-campus laboratory sessions is an important component of the ADN Program. Students are responsible for all previously learned skills and may be tested on these skills at any time during a course. The time frame and or any other parameters specific to skill testing and in any course will be established by the teaching team and stated in the course syllabus. Students who fail skill testing will retest within two weeks of the failure and will be given a written progress note as follows:

New Skills - A student who fails the second testing of new skill will receive a progress note from the Skills Lab instructor and is required to meet with a member of the teaching team before re-testing the skill. A third failure of new skill will result in a clinical marginal (see clinical marginal policy) which requires a face-to-face meeting with a member of the student's teaching team and the Program Director. A student who fails the same skill for a third time must bring his/her progress note (from the second failure), the clinical marginal (from the third failure), and the skill sheet for review with the member of the teaching team. After meeting with a member of the teaching team and having the skill sheet signed, the student may re-test the skill no earlier than 48 hours afterward. If the student passes the fourth testing, the clinical marginal rating will be removed. If the fourth testing is failed, the student will receive an overall clinical marginal for the course.

Previously Learned Skills – A student who fails a previously learned skill will receive a progress note upon the first failure and is required to meet with a member of their teaching team before re-testing the previously learned skill. A second failure of a previously learned skill will result in a clinical marginal rating (see clinical marginal policy) which requires a face-to-face meeting with a member of the student's teaching team and the Director of Nursing. A student who fails a previously learned skill for the second time must bring his/her progress note (from the first failure), the clinical marginal (from the second failure), and the skill sheet for review with the member of the teaching team. After meeting with a member of the teaching team and having the skill sheet signed, the student may re-test the skill no earlier than 48 hours afterward. If the student passes the third testing, the clinical marginal will be removed. If the third testing is failed, the student will receive a clinical marginal for the course.

5.10.3 Clinical Evaluation

Students in the Associate Degree Nursing Program participate in their own clinical evaluation at the end of each course. Mid-course evaluations are informal for students who are performing satisfactorily, but formal for students who have areas which are <u>not</u> at a satisfactory level.

An informal evaluation may be an oral conference between teacher and student.

A formal evaluation involves a written evaluation as well as an oral conference between teacher and student.

All end-of-course evaluations are formal and must be completed by the end of the first week of the next course. The objective of evaluation is self-growth and includes the determination of strengths and weaknesses and provision for guidance where indicated.

Clinical evaluation forms for each course reflect the specific learning objectives to accomplish in that course. At the end of a course, the course clinical evaluations will be written initially by the student, and then finalized jointly during a conference with the clinical instructor.

Students sign the clinical evaluation to indicate that they have read it. If the student disagrees with any statement in the evaluation, he/she may write an addendum or note of explanation on the evaluation form.

5.10.4 **Clinical Rating**

Satisfactory Clinical Rating

A satisfactory clinical rating will be given for clinical practice when the student demonstrates the knowledge, skills, and attitudes identified as being necessary and appropriate for a student at that level in the program. A satisfactory student requires an average amount of supervision. A student may receive marginal in areas of the evaluation indicating a need for attention and improvement and still receive an overall satisfactory clinical rating.

Mid-Course Clinical Marginal Rating

At any time during a clinical rotation, if it becomes evident that a student is not meeting the expected clinical objectives, a written mid-course evaluation will be done. A meeting with the Program Director will take place to discuss the problems and explore methods of correcting the student's deficiencies. A specific plan, which establishes a time frame for remediation, will be developed. If the student corrects the identified deficiencies within this time frame, his/her final clinical evaluation will reflect this progress. If the identified problems are not corrected, an overall clinical marginal rating will be given for the course.

Overall Marginal Clinical Rating

An overall marginal clinical rating will be given for clinical practice when the student does not demonstrate the knowledge, skills, and attitudes identified as being necessary and appropriate for a student at that level in the program. A marginal student requires more than average supervision. An overall marginal rating may be based on one overriding area of safety or on a group of behaviors that have been identified as "marginal."

First Clinical Marginal Rating for a Course

Students who receive an overall clinical marginal evaluation must see the Program Director with the instructor of record. The objectives of the conference with the Program Director include:

• Reassessment of the problem(s).
• Discussion of methods for solving the problem(s) with a specific plan for correcting student's performance deficiencies.
• Establishment of a time frame for remediation.

  Every opportunity is given to assist the student to bring clinical performance to a satisfactory level.

  Regardless of the theory grade earned, the student's grade will not exceed a "C" in theory and clinical.

Second Clinical Marginal Rating for a Course

A second overall clinical marginal evaluation is equivalent to an unsatisfactory evaluation, and the student cannot continue in the Associate Degree Nursing Program. The student must see the Program Director. Options will be presented to the student at a conference with the Program Director, the instructor of record and the teaching team leader. Options available to the student include:

1)   Agreement with the assessment and withdrawal from the program.

2)   Request that a full Review Committee be convened. (See 6. Grievance Policy)

Irrespective of the theory grade earned, the student's grade will not exceed a "D" in both theory and clinical.

Unsatisfactory Clinical Rating

An unsatisfactory clinical rating will be given for clinical practice whenever the student receives a second overall clinical marginal evaluation or whenever the student demonstrates unsafe clinical practice, i.e., patient safety or welfare is compromised. A student who receives an overall unsatisfactory evaluation requires constant supervision and cannot continue in the Associate Degree Nursing Program. The process and options available to the student are the same as those above under "Second Clinical Marginal Evaluation". Irrespective of the theory grade earned, the student's grade will not exceed a "D" in both theory and clinical.

6. GRIEVANCE POLICY

Students are urged to maintain close and clear communication with their clinical instructor. If problems occur that the clinical instructor cannot resolve, the student may:

STEP 1

Speak with the lead instructor of the course. The lead instructor of the course may act to resolve the problem. If the lead instructor is also the instructor of record then the lead instructor may ask the members of the teaching team to meet with the student to resolve the issue.

STEP 2

If the issue is not resolved at the team level, then the student may make an appointment with the Program Director to discuss the issue. The student will have five working days from the time of the meeting with the team to meet with the Program Director or designee at the discretion of the Program Director.

STEP 3

If after meeting with Program Director or designee and the issue is still unresolved, the student will be directed to meet with the Dean. The student shall meet with the Dean within 10 working days following the meeting with the Program Director.

STEP 4

After meeting with the Dean if the issue is still unresolved the student may request that a full Review Committee be convened to review the student's grievance. Once the student has followed STEPS 1, 2 and 3, the student has five working days to notify in writing the Program Director that he/she has chosen to have a Review Committee hear the grievance. The Review Committee shall be formed within 10 working days of notification.

STEP 5

The student will provide the Program Director with a written statement of the grievance that will be presented at the Review Committee meeting.

The Review Committee shall consist of the following members:

- Dean, School of Health Sciences, Kinesiology & Nursing (chair) – non-voting
- ADN Program Director
- Two registered nursing faculty members (one named by the Program Director, and one named by the student)
- Two nursing students currently enrolled in the nursing program (one named by the Program Director, and one named by the student)
- Two community representatives from either the Nursing Program Advisory Committee and/or registered nurses currently working in the Clinical Agencies. Both members shall be selected by the Program Director.

Immediately after the student request for a full Review Committee meeting, the instructor of record will be notified that a formal grievance has been filed with the Program Director and be provided with a copy of the student's written statement of grievance. The instructor and the student will be notified of the date of the Review Committee meeting and both shall be available to clarify facts. The instructor of record may write a statement pertaining to the grievance. The student's written statement and the instructor's written statements will be presented to the grievance committee by the Program Director. The student and instructor of record may be invited to meet with the Review Committee separately to clarify facts.

The Review Committee will meet within 10 working days and make recommendations to the ADN Student Affairs Committee. The ADN Student Affair Committee will consider these recommendations and make a final decision within no more than 10 days. The decision of the ADN Student Affairs Committee is final. The student will be informed of the decision of the Student Affairs committee in a meeting with the Dean and Program Director. The instructor of record will also be formally notified of the decision by the Dean or Program Director.
If the student is not satisfied with the outcome, he/she has the option of meeting with the Dean of Student Affairs or VP of Academic Affairs as indicated.

7. PROGRESSION AND RETENTION OF STUDENTS IN THE PROGRAM

7.1   Students will be block registered for nursing courses. It is up to the student to ensure that he/she has no other courses scheduled at the same time as this could interfere with registration. It is the students' responsibility to make sure he/she is registered for all required courses and that all fees are paid by the designated deadline.

7.2   Students who earn a "C" or better in the nursing courses and all prerequisites and co-requisites will progress through the program to graduation.

7.3   Students who officially or unofficially withdraw from a nursing course or from the program are defined as re-entry students and must follow the course of action outlined in the re-entry policy.

8. POLICY FOR RE-ENTRY TO THE ADN PROGRAM

8.1 Limitations on re-entry

8.1.1 Re-entry consideration is given to any individual student twice during the completion of the ADN program. Only one re-entry will be allowed for reasons of academic failure. If an individual has a failing grade in the course at the time of withdrawal, this withdrawal is for academic failure. Another withdrawal may be granted for personal reasons provided the withdrawal is effective before the final drop date for the course and the student is in good standing. A student who exits the program with an unsatisfactory clinical rating will not be eligible for re-entry.

      The Re-entry Committee will evaluate situations involving extenuating circumstances.

8.1.2 A student who fails or withdraws from the first course of the first semester of the program shall be required to re-apply for admission to the program.

8.1.3 In situations where a student has exited the program due to two clinical marginals and one of the two marginals is due to excessive absences or tardies, the student can be reconsidered for re-entry to the program based on presentation to the Re-entry Committee of a self-developed plan for correction of the problem behavior.

8.1.4 All re-entry applications are considered on a "space available" basis. Should there be more applicants than spaces available, requests will be prioritized and admitted as space permits in the following manner:

    a. Students leaving the program in good standing.
    b. Students leaving with theory failure and satisfactory clinical standing, who have been out of the program for one semester or more due to a "no space available" situation; in rank order of highest percentage and review of their application by the reentry committee.
    c. Students leaving with theory failure and satisfactory clinical standing, in rank order of highest percentage and review of their application by the reentry committee.
    d. Students who have been dismissed from the semester due to unsatisfactory performance in medication administration proficiency testing (See 5.7).
    e. Students who exited the program in good standing and were previously offered a re-

entry spot but declined.
f. Students who leave with theory failures and marginal clinical standing, in rank order of highest percentage and review of their application.
g. Transfer students from another program.

8.1.5 A student who re-enters or transfers into the nursing program assumes responsibility for all policies and requirements for course completion contained in the **current** handbook in effect on the date of re-entry. The student must comply with changes in the policies of both the program and the college.

8.1.6 Whenever a student withdraws from the program, the theory grade and clinical performance rating earned up to that point will be used to determine the student's status for re-entry consideration and/or eligibility.

8.2 Student responsibilities prior to re-entry include:

8.2.1 Submission of completed Application for Re-entry form to the Program Director eight (8) weeks prior to anticipated re-entry date.

8.2.2 Evidence of physical and mental fitness by medical examination, if previous examination is greater than one year old; and include proof of current immunizations, TB clearance, CPR, and malpractice insurance.

8.2.3 Current GPA of at least 2.0.

8.2.4 Compliance with any changes in the nursing program requirements since the year of original entry; meaning one must meet the nursing requirements reflected in the college catalog in effect for the nursing class with which they will be graduating.

8.2.5 Compliance with the general education pattern and college requirements as it applies to the course and/or semester of re-entry (refer to curriculum and general education guides).

8.2.6 Re-entry must be accomplished within two (2) years of leaving program.

8.2.7 Completion of remediation plan as directed by the Program Director upon leaving the program.

8.2.8 Previous marginal clinical performance evaluations will be carried over upon re-entry.

8.2.9 Any previously noted problem areas (progress reports, mid-course marginal and overall clinical marginal rating) will be carried over upon re-entry.

8.3 Re-entry Committee:

A committee will meet when needed to consider applications for re-entry. The composition of the committee is as follows:

- Program Director
- Assistant Program Director
- Faculty members of the Student Affairs Committee of the Associate Degree Nursing Faculty Organization

The committee will meet to consider the applications for re-entry and will review:

1. Whether previous conditions and/or recommendations have been followed by the applicant, including current clinical experience.

2. Any other information considered pertinent by the applicant and/or the reentry committee members. The Re-entry Committee may consider special student circumstances when making its decision.

3. Students who are dissatisfied with the committee's action may, upon written request, meet with the committee to discuss the issue. This meeting shall take place within two weeks of receipt of the request.

9 Substance Use:

To provide a safe and secure environment for patients, the faculty of the nursing program at Long Beach City College have instituted the following policy:

9.1   When a student in the nursing program arrives at the clinical area and is suspected of being in an impaired state, the student will be dismissed from the unit.

9.2   Assigned clinical facilities may require students to complete drug testing before beginning a clinical rotation. A positive drug test will prevent the student from attending the clinical site and potentially from completing the clinical rotation.

10 STANDARD PRECAUTIONS

10.1 Statement of Policy

Guidelines for Working with All Patients: Standard Precautions shall be always followed for all patients. The following precautions must be taken whenever there is even the slightest possibility of exposure to blood or other body substances:

10.1.1 Wash hands before and after patient care. Wash hands or use hand sanitizer immediately after gloves are removed.

10.1.2 Wear gloves when you anticipate direct contact with moist body substances from any patient. These include blood, semen, vaginal secretions, cerebral spinal fluids, pathology specimens, wound exudate, urine, feces, sputum, vomitus, etc. Remove gloves after each individual task.

10.1.3 Wear mask and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure.

10.1.4 Wear a gown or disposable plastic apron when you anticipate that your clothing may be soiled by any of the body substances noted above.

10.1.5 Protect your non-intact skin from contact with body substances.

10.1.6 Wash your hands, arms, face, etc., as appropriate, if you have had any unprotected contact with blood or other body fluids.

10.1.7 Discard sharp instruments, needles, and syringes in puncture resistant containers. Utilize safety devices such as needle protectors as per agency guidelines. Needles should not be bent, broken, recapped, or unnecessarily handled.

10.1.8 Treat all specimens that you handle as if they were infected.

10.1.9 Notify your instructor immediately if you are accidentally stuck with a needle or come in contact with body fluids.

10.2 Guidelines for Dealing with Accidental Exposure to Body Substances

In the event of accidental exposure to body fluids, the following steps should be taken:

10.2.1 Any remaining blood/body fluid should be washed away immediately. Skin punctures should be allowed to bleed to express any material deposited in the wound, and then thoroughly washed.

10.2.2 Notify the instructor of the body fluid exposure.

10.2.3 The student should be advised to seek treatment immediately at a facility covered by their insurance or the student may be directed to the appropriate facility as determined by the LBCC Student Health Services. A determination of risk of exposure to blood borne pathogens will be made and appropriate therapies will be offered. The source patient may be tested for HIV and hepatitis to determine the student's risk of exposure. In the case of risk of HIV exposure, preventive therapy is most effective if initiated within the hour following the exposure incident.

10.2.4 Documentation of the incident should be made according to the facility's policy. An Accident Report must be completed by the instructor and submitted to the Dean of the School of Health Sciences, Kinesiology & Nursing. The instructor is to notify the nurse in charge at the facility and the ADN Program Director. Student Health Services is to be notified within 24 hours.

10.2.5 The student should be advised to seek follow-up care for testing at appropriate intervals for HIV, immunity to Hepatitis B and to detect exposure to Hepatitis C.

11. HEALTH AND SAFETY REQUIREMENTS

To comply with all standards established by the Orange County/Long Beach Consortium for Nursing and various clinical agencies attended by students throughout the program, health and safety information and records must be maintained online with Certified Background. Each student must be prepared to submit to the Program Director or her designee copies of the documents that prove that requirements have been met and are current. The originals should be kept in a safe place. Students are responsible for assuring documentation with Certified Background is current throughout their enrollment in the program.

REQUIRED

11.1   Physical and Mental Health Evaluation
    All students entering or reentering the nursing program must submit a "Health Evaluation for the Associate Degree Nursing Program" (LBCC form) completed within the last year demonstrating good physical and mental health.

11.2   Tuberculosis Screening
    All students entering the ADN program must have a two-step TB skin test or TB blood test such as QuantiFERON before entering the program If a student has previously tested positive or has received the BCG vaccine, a TB blood test such as QuantiFERON, a TB health questionnaire submitted annually, and a chest x-ray per facility requirement will be required. If the QuantiFERON test is positive, the student will need to provide a negative chest x-ray.

    A two-step TB test involves the following steps:
    1. PPD test to be applied and read within 48 to 72 hours.
    2. If the first test is negative, a second PPD test is applied and read 7 to 21 days after the first test.

    After having a two-step TB test, the student must complete a single step TB test annually. If at any time more than one year passes without a TB skin test, a two-step TB test must be obtained.

    If you received an MMR booster, then you may not have a TB test 4 weeks after.

11.3   Measles, Mumps, and Rubella Immunity
    Must have a positive MMR (rubella, rubeola, mumps) titer. If any part of the MMR titer is not positive, you will be required to have a booster and repeat the titer in 6-8 weeks.

11.4   Varicella Immunity
    Must have positive varicella titer. If negative, then you will need to have a booster and repeat the titer in 4-6 weeks.

11.5   Hepatitis B Immunity
    Must have a positive Hepatitis B titer. If negative, you will need to have a booster and repeat the titer in 4 to 6 weeks.

11.6   Tetanus and Diphtheria Immunizations
    A Tdap immunization is required within the last 10 years

11.7   Influenza Immunization
An annual influenza immunization is required during the months of October through April.

11.8 COVID Immunization
COVID vaccination or frequent COVID testing may be required by facilities in order to participate in clinical rotations.

11.9   CPR
Cardio-Pulmonary Resuscitation (CPR) training for healthcare providers. Must be current and through the American Heart Association. The course must include face-to-face skills testing.

11.10 Malpractice Insurance
Current Malpractice Insurance with $1,000,000 coverage per case and $6,000,000 annual aggregate is required and must be renewed annually.

11.11 Management of Assaultive Behavior (MAB) certification

Management of Assaultive Behavior certification which meets AB 508 requirements must be completed prior to enrolling in ADN 21B Mental Health.

11.12 Drug Testing

A 10-panel drug test is required by some facilities. Students may receive very short notice of this requirement at any time while in the nursing program.

All documentation is to be filed in CastleBranch online. No student will be permitted to attend clinical rotations if any item is delinquent. Any clinical day missed due to incomplete records will count as a clinical absence.

Students returning from a major injury or illness must submit medical clearance documentation from their physician to return to the clinical setting. Pregnant students should notify their physician of their status as a nursing student and inquire about activity restrictions at each visit. The student maintains the ultimate responsibility for adhering to physician-imposed restrictions. Regardless of restrictions, students must satisfactorily meet the clinical objectives of the course to receive a passing grade.

12.0 BACKGROUND CHECKS

A background check must be obtained through CastleBranch by each student prior to enrollment in the nursing program. The background check will include all names and addresses for the past seven years, any sexual offenses, any abuse of others, and any medical fraud. A repeat background check may be required by some facilities.

13.0 TEAS SCORES

A minimum of 62.0 or higher on the ATI TEAS test is required to begin course work in the nursing program. Failure to achieve at least the minimum score disqualifies the student from entering into the program. If ATI TEAS has already been taken outside of LBCC and passed, results must be made available to the LBCC ADN program through ATI.

14.0 FINANCIAL AID

Long Beach City College offers comprehensive student financial aid programs. The Financial Aid Office assists students in accessing a variety of financial aid programs, including federal, state, and local funding. Applications are available year-round. More information is available in the Long Beach City College Catalog. Interested students should contact the Financial Aid Office (562) 938-4257 at the Liberal Arts Campus (LAC) or Online: https://www.lbcc.edu/financial-aid

15.0 COMPLETION, GRADUATION, AND APPLICATION FOR NCLEX-RN

In the last semester, many exciting things occur as students transition from student nurse to graduate nurse. The information included in this section is intended to help you prepare for these activities, but please recognize that things may change between the time you receive your Student Handbook and when your graduation day arrives. Only graduates of the ADN program may purchase the pin, cap, plaque, and participate in the completion ceremony and graduation ceremonies. Both graduates of the Associate Degree Nursing Program and those who have completed the 30-Unit Option Certificate Program are qualified to sit for the NCLEX-RN.

Prior to graduation students will complete the application for licensure to the California Board of Registered Nursing online. The Program Director will assist the graduates in completing the application in ADN 31B, Trends in Nursing. Students who wish to take the NCLEX-RN in another state must contact that state's Board of Registered Nursing.

Nursing Pins

Nursing pins are gold lapel pins which graduates of nursing programs may wear on their uniforms to signify their school of basic nursing preparation. The pins are designed by the first graduates of the school to symbolize the achievement of becoming a nurse. The pin serves the same purpose as a high school or college class ring in identifying the wearer as an alumnus. The LBCC pin can be purchased from the bookstore only by graduates of the ADN program. There are three variations in price, depending upon the amount of gold on or in the pin. The graduates' initials and date of graduation may be engraved on the back of the pin.

Class Plaque

Every graduating class has a photograph of the class which students may purchase as a memento. Usually, a photographer will come to the campus to take pictures of the class members and faculty. A plaque will be prepared from the pictures taken. Students are asked to pay a sitting fee and may purchase a group plaque along with individual print photos. The school uniform is worn for the photo. Hair and makeup must be appropriate for the uniform.

Completion Ceremony

The School of Health Sciences, Kinesiology & Nursing conducts a Completion Ceremony twice a year. Some other schools call this ritual a pinning ceremony because the faculty pin the school nursing pin on the new graduates' uniform. All students will be pinned with a ribbon during the Completion Ceremony. The faculty, Dean, and the Health Care Associates of the Long Beach City College Foundation wish to provide this special night for our graduates by hosting a reception following the

ceremony. A committee that includes the dean, faculty from each program and an elected representative from the graduating class from each program participating decides details of the ceremony. Each participating class also elects a classmate to speak at the Completion Ceremony.

Graduation Ceremony

Students graduate from Long Beach City College in May and December with the appropriate date on their transcript. The transcript will also specify the field of concentration, which is Nursing (RN). The college graduation ceremony is conducted only in early June. Graduates receive a diploma which specifies "Associate in Science" with the appropriate month and year. Students who graduate in December participate in the completion ceremony for the School of Health Sciences, Kinesiology & Nursing in December and in the college graduation ceremony the following May. Rental of black gowns, mortarboard, and cape are offered on campus. Family and friends are seated on the lawn in Veteran's Stadium and the ceremony takes place on the playing field of the stadium.

Announcements

Announcements of your college graduation can be purchased in the LBCC Bookstore. Announcements of your completion of the Associate Degree Nursing Program can be purchased from an outside source and should be ordered at least two months before graduation. The announcement includes a card which specifies "Associate Degree Nursing Program." If you want to include your name card, you will have to purchase that card through the college bookstore. Remember that you cannot put RN after your name on the card. This can only be used after you receive your license.