

2025-2026



Associate Degree Nursing Program

Program Handbook of Policies and Procedures

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Health and Safety Sciences Division
3041 West Avenue K
Lancaster, CA 93536
Phone 661.722.6300 ext. 6402 • Fax 661.722.6403

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Introduction

This handbook represents the collaborative work of the faculty, classified staff, and administration of the Associate Degree Nursing Program of Antelope Valley College. Their participation in the project is greatly appreciated.

The individuals who participated in the development of the handbook are:

Jeana Adams, DNP, RN, CCRN, TCRN
Debra Dickinson, MN, RN
Maria Angela "Peachie" Kilayko, MSN, RN
Maria Luisa "Marissa" Latuno, MSN, RN, LLM, JD
Jennifer Rock, MSN, RN
Kimberly Smith, MSN, RN
Susan Snyder, MA, RN

Katherine Quesada, Counselor
Sylvia Waller, Program Coordinator

Debra Dickinson, MN, RN
Assistant Director

Maria Angela "Peachie" Kilayko, MSN, RN, Department Chair

Maria Luisa "Marissa" Latuno, MSN, RN, LLM, JD
Interim Director of Nursing

Dr. Wendy Stout
Dean of Health and Safety Science

Section 1: Faculty Bylaws

ARTICLE 1

The name of the organization shall be the Antelope Valley College Associate Degree Nursing Program Faculty, hereinafter referred to as the "Nursing Faculty".

ARTICLE 2

The purpose of the Nursing Faculty shall be:

- To serve as the communicating agent regarding curricular and administrative issues between the Nursing Faculty and the following:
 - Students
 - The Academic Senate
 - Director of Nursing
 - Dean
 - Vice President of Academic Affairs
 - President of the College
 - Adjunct faculty
 - Community agencies
 - Faculty from other divisions of the college.
 - To provide a forum for developing policies and procedures for the program.
 - To plan, organize and evaluate the curriculum.
 - To recommend changes to the curriculum.
-

ARTICLE 3

Membership and Meetings

Section A

The Chair of the Nursing Faculty may be the Director of Nursing or the Director's designee.

Section B

Members shall include all full-time and part-time (adjunct) faculty employed as professors/instructors in the Associate Degree Nursing Program during the semester in which the meeting is being held.

Section C

Regular meetings shall be held at least three times a semester at the times and places agreed upon by the members of the Nursing Faculty.

Section D

Special meetings may be held at any time during the academic year. These meetings may be requested by the Chair or any faculty member.

Section E

The meeting dates will be established at the beginning of each semester by the Director of Nursing. Special meetings may be called with a twenty-four hour notification.

Section F

All full-time faculty members are required to be present at the regularly scheduled meetings unless excused by the Chair. Part-time faculty members are encouraged to attend the first scheduled meeting of each semester. Part-time faculty members are welcome to attend any or all meetings of the Nursing Faculty.

Section G

Student participation in meetings is encouraged. Student representatives are elected by all students enrolled in their semester CNSA (California Nursing Student Association). Students will be excused from executive sessions.

ARTICLE 4

Organization and Procedure

Section A

Any member of the Nursing Faculty may submit items for the agenda of the Nursing Faculty. All items must be communicated in writing to the Chair.

Section B

The minutes of each meeting of the Nursing Faculty shall be on file in the Director of Nursing's office and distributed to the members. The appointment of the note taker will be noted on the minutes.

Section C

Questions of parliamentary procedure shall be resolved according to Robert's Rules of Order, Newly Revised.

ARTICLE 5

Committees

Section A

Membership of standing committees is established at the first meeting of the Nursing Faculty for the academic year. Standing committees shall consist of the following:

1. Program Evaluation and Planning
2. Curriculum
3. Nursing Advisory Committee

Section B

The Program Evaluation and Planning Committee shall meet semi-annually. Its duties are to examine the data collected during program evaluation activities and recommend changes to the curriculum. The Co-Chairs of the Program Evaluation and Planning Committee shall be a Faculty member and the Director of Nursing.

The Curriculum Committee will meet monthly during the academic year. Its duties are to plan, organize and evaluate the components of the curriculum. The Chair of the Curriculum Committee shall be the Assistant Director.

Section C

Special Committees shall be appointed by the Chair/Director of Nursing with the concurrence of the Nursing Faculty as deemed necessary.

ARTICLE 6

The Nursing Faculty shall be a duly organized body only during the regular academic year.

ARTICLE 7

Amendments to these Bylaws may be adopted at any regular meeting of the Nursing Faculty by a majority vote, provided that written or printed notice of the proposed amendments has been given to all members one week prior to the meeting. The handbook is updated at least annually.

Revised July 2025

Nursing Organizational Chart

Dr. Jennifer Zellet
President/Superintendent

Dr. Kathy Bakhit
VP of Academic Affairs

Dr. Idania Padron
VP of Student Services

Dr. Wendy Stout
Dean, Health & Safety
Science

Carlos Rosas
Interim Dean of
Counseling

Sylvia Waller
Program
Coordinator

Katherine Quesada,
Nursing Counselor

Toulonne Thomas
Clerical III

Marissa Latuno
Interim Director of Nursing
Point of contact for clinical sites

Peachie Kilayko
Program Chair

Debra Dickinson
Assistant Director of
Nursing

Full Time Faculty ***
(Instructors)

Assistant Instructors (AI) &
Clinical Teaching
Assistants (CTA)

Full-time Faculty:

Jeana Adams (I)

Brandon Diaz (I)

Debra Dickinson (I), Assistant Director

Martin John Gonzales (I)

Peachie Kilayko (I), Program Chair

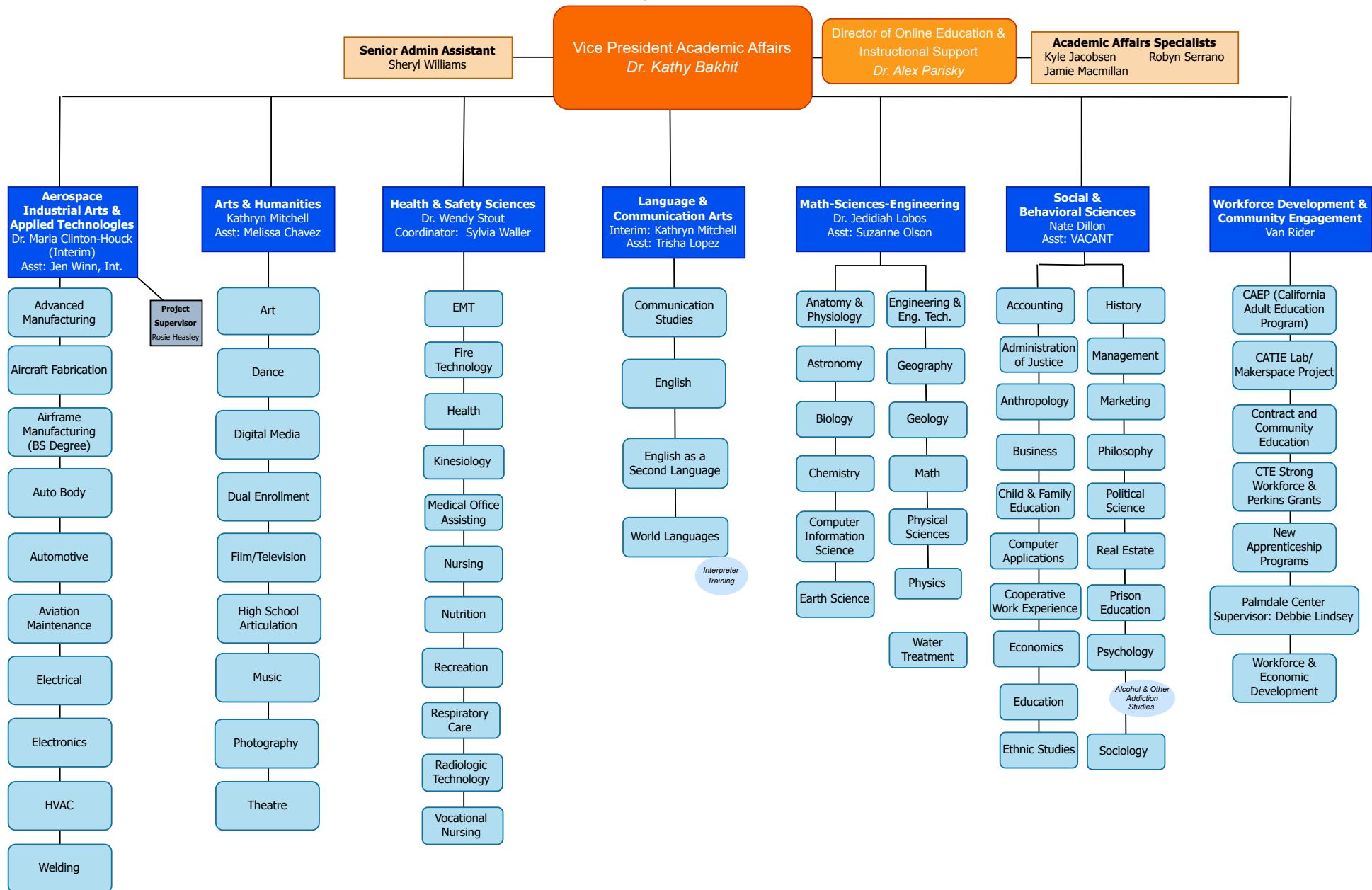
Marissa Latuno (I), Director

Olga Ramirez (AI)

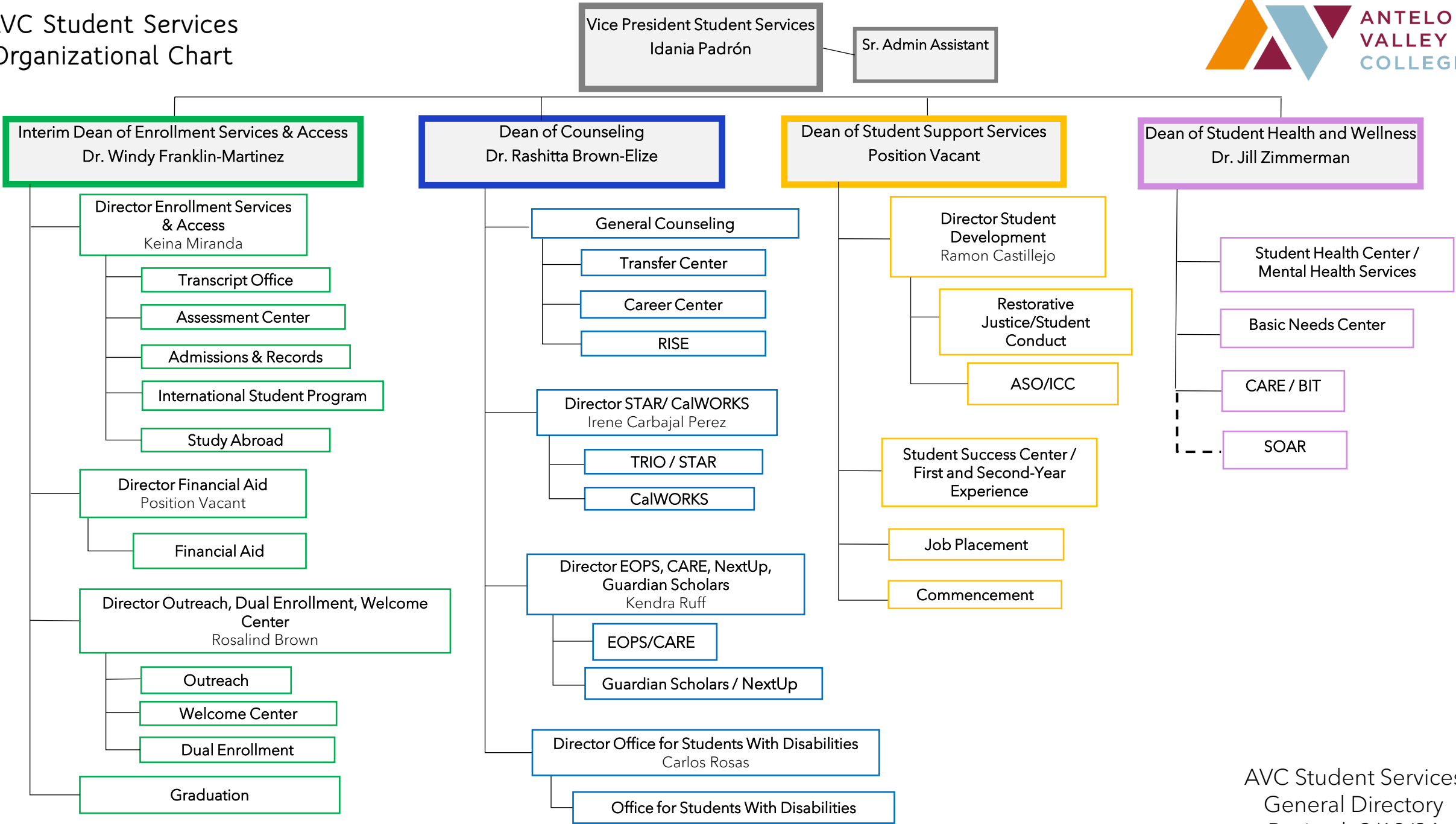
Jennifer Rock, (I) content expert – O/C

Kimberly Smith (I), content expert – MS

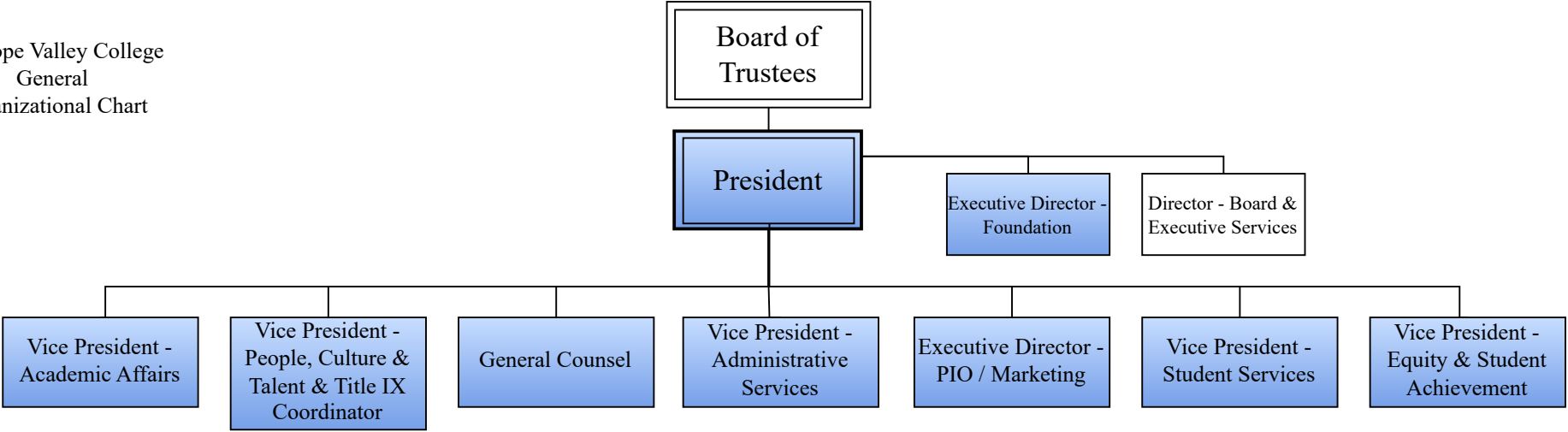
Susan Snyder (I), content expert MH/G



AVC Student Services
Organizational Chart



Antelope Valley College
General
Organizational Chart



Section 2: Instructional Materials

Program Philosophy

The Associate Degree Nursing Program is based on the nursing process and the roles and responsibilities of the professional entry level registered nurse. Copies of the philosophy and conceptual framework are published in the Mandatory Student Resource Manual and this handbook.

Student Handbook

The official student handbook is the Mandatory Student Resource Manual. It is posted online approximately two weeks before the start of the semester. Instructors are given an updated copy each semester or at the beginning of employment in the program. The manual contains program policies about attendance, grading, attire, academic honesty, dismissal and re-enrollment, and classroom rules. Additional sections of the manual give examples of study skills, dosage calculations, and care planning.

Course Outline of Record

Copies of the course outline of record and the Outcomes (Student Learning) for all nursing courses are available online at <http://www.avc.edu/administration/organizations/app> and in eLumen.

PHILOSOPHY

The philosophy of the Associate Degree Nursing (ADN) Program supports and implements the vision and mission of Antelope Valley College and is based on the paradigm of nursing, person, health and environment. The purpose of the program is to provide a quality education that empowers students with the knowledge, skills and caring attitudes to become competent entry-level professional registered nurses, life-long learners, and community service partners.

The nursing faculty believes nursing to be an art and a science that is concerned with maximizing the abilities of the individual to achieve and maintain optimal health. This faculty believes that nursing practice, through a self-care approach wherein the individual takes responsibility for his or her own health care, has a unique contribution to make to society. The uniqueness of nursing is the ability to manage the multiple demands of physical care while addressing the emotional, psychological, social, and spiritual needs of the person, the family, and the community. Nursing coordinates and collaborates with other providers to deliver health care. The nursing process, a problem solving method for meeting people's health and nursing needs, establishes a structure for critical thinking and clinical decision-making. The process involves assessment, problem development, goal setting, implementation, and evaluation to ensure provision of compassionate and coordinated care.

The person is considered a spiritual, cultural, psychosocial and physiological being who is rational and responsible for self. The person is accountable for his or her health care decisions. The faculty acknowledges that personal decision making about health is complex, values the inherent worth and dignity of each person, and believes that competent nursing requires a working partnership with the person.

The faculty believes health is a state of wholeness or integrity of the individual person. Health is a dynamic state in which the individual is in constant interaction with the environment. Health and illness are viewed as on a continuum from optimal well-being to severe illness. The environment represents all that surrounds a person including all conditions, circumstances, and resources. Individuals are constantly in interaction with their environment. An aspect of nursing practice is to examine the relationship between the environment and the health of individuals. A person's progression from birth to death is viewed as a developmental continuum that may intersect the health and illness continuum at any point.

The nursing faculty believes nursing education is a dynamic process that integrates other disciplines in the arts and sciences utilizing the principles of adult learning. Students in a community college reflect a diverse population, and the nursing program utilizes various methodologies to facilitate learning across this population. Instruction progresses from the general to the specific, the usual to the unusual, and the simple to the complex. The faculty encourages and facilitates career mobility. While providing an educational foundation for

matriculation with universities and colleges, the nursing program fosters the intellectual, personal and professional development of students.

CONCEPTUAL FRAMEWORK

The conceptual framework of the Antelope Valley College Associate Degree Nursing Program is based upon the roles and responsibilities of the professional entry level registered nurse as defined in the state's nursing practice act.

The roles and responsibilities of a professional nurse include practitioner, manager of care, scholar, and teacher. Central to the roles of a professional, competent, entry level nurse are core values of caring, excellence and integrity. Integrated throughout the curriculum to equip the professional nurse to carry out desired roles and responsibilities are six concepts derived from Institute of Medicine/Quality & Safety in Education for Nurses pre-licensure competencies.

The six concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics define essential features of what it means to be a competent nurse. Also integrated into the curriculum is the nursing process which is a problem-solving method for meeting people's health care and nursing needs. Finally, the concept of advocacy is threaded throughout the curriculum. Advocacy has been recognized as one of the most vital and basic functions of the nursing profession. It is an inherent part of nursing curricula and is present in all clinical practice settings.

Definitions:

Practitioner: One who meets the health care and nursing needs of people. One who plans, implements, and models best practice; one who understands, respects, and values diversity; and one who makes decisions based on professional standards of care and ethical criteria. Inherent in this role is patient advocacy.

Manager of Care: One who assumes responsibility for the actions of others directed toward determining and achieving patient care goals. Essential to this role is the ability to communicate and collaborate with others.

Scholar: One who accesses and uses knowledge. One who is a developing professional and lifelong learner.

Teacher: One who educates people regarding their actual and potential health or illness problems or the treatment thereof. The ability to communicate is a necessary component.

Patient-centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision-making to achieve quality patient care.

Evidence-based Practice: Integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

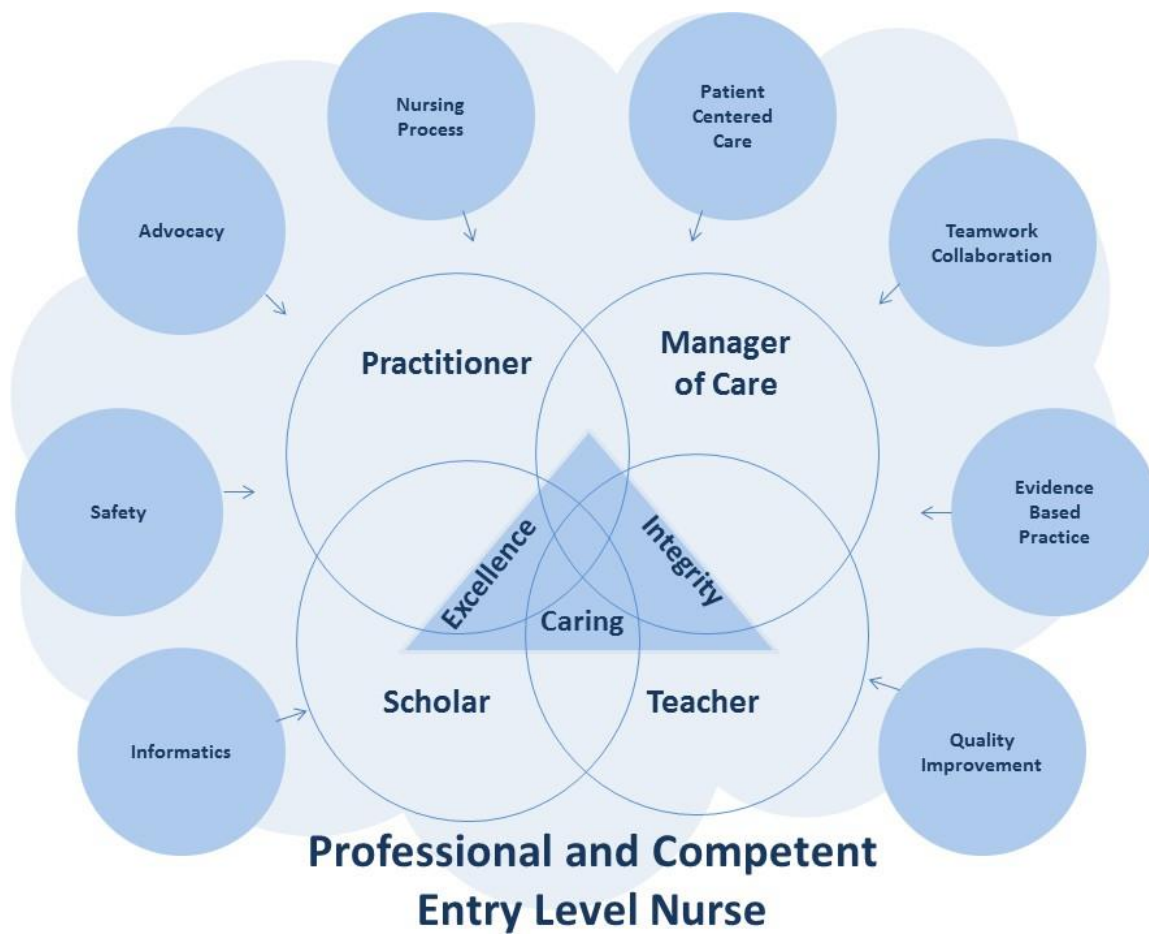
Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Nursing Process: A problem solving method for meeting people's health and nursing needs. The five steps of the nursing process include assessment, diagnosis, planning, implementation, and evaluation.

Advocacy: Initiating action to improve health care or change decisions which are against the interests or wishes of the patient, and giving the patient opportunity to make informed decisions regarding care before it is provided. Advocacy is an integral part of nursing.



GRADUATE LEARNING OUTCOMES

At the conclusion of the program, the student will be able to:

1. Provide quality, safe, patient-centered nursing care using evidence-based practices that result in high quality patient outcomes. (Evidence Based Practice, Safety, Patient Centered Care, Excellence, Practitioner, Manager of care)
 2. Practice as a competent entry level nurse integrating professional standards and ethical and legal principles. (Integrity, Professional Identity, Advocacy, Practitioner, Manager of care)
 3. Participates cooperatively within nursing and multidisciplinary teams respecting the unique and diverse expertise that team members provide. (Teamwork and Collaboration, Manager of Care)
 4. Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity for a diverse patient population. (Advocacy, Patient Centeredness, Caring)
 5. Incorporate nursing process and critical thinking principles to make sound clinical judgments necessary for the provision of patient care and continuous quality improvement. (Critical thinking, Quality Improvement, Nursing Process, Teacher)
 6. Employ technology to effectively communicate, manage information, prevent errors, and support decision-making. (Informatics, Safety)
 7. Exemplifies integrity and commitment to a professional work ethic and lifelong learning. (Professional Behavior, Integrity, Scholar)
-

ASSOCIATE DEGREE NURSING PROGRAM

SLO #1 Practice nursing within the legal, ethical and regulatory frameworks of nursing and standards of professional nursing practice for the:	NS 101 A Stable medical surgical patient	NS 102 A Women and infant patient population	NS 200A Stable medical surgical patient.	NS 103 A Chronic medical surgical patient.	NS201 A Mental health patient.	NS 202A Acute medical surgical patient.	NS 203A Pediatric patient.	NS 204 A Critically ill patient.
Measure: Summative evaluation Target: 90% of students will receive satisfactory on the summative clinical evaluation.								
SLO #2 Integrate nursing process into a plan of care for the:	NS 101 A Stable medical surgical patient.	NS 102 A Women and infant patient population		NS 103 A Chronic medical surgical patient.	NS201 A Mental health patient.	NS 202A Acute medical surgical patient.	NS 203A Pediatric patient.	NS 204 A Critically ill patient.
Measure: Exams Target: 80% of students will receive 70% or	Stable medical surgical patient	Women and infant patient population		Chronic medical surgical patient	Mental health patient	Acute medical surgical patient	Pediatric patient	Critically ill patient

ASSOCIATE DEGREE NURSING PROGRAM

higher on exams.								
SLO #3 Utilize critical thinking for clinical decision making for the:	Stable medical surgical patient	Women and infant patient population		Chronic medical surgical patient	Mental health patient	Acute medical surgical patient	Pediatric patient	Critically ill patient
Measure: Standardized exam Target: 60% of students will meet benchmark on standardized exam at end of course.			Measure: Standardized exam Target: 50% of students will meet benchmark on Fundamental standardized exam at end of course.					

Antelope Valley College Associate Degree Nursing Program Curriculum Plan

First Semester (8 units)	Second Semester (9 units)	Third Semester (8.5 units)	Fourth Semester (10.5 units)
Fundamentals of Nursing Science 8 Units (16 weeks) NS 101A	Medical/Surgical Nursing I 5.5 Units (8 weeks) NS 103A	Mental Health Nursing 3 Units (8 weeks) NS 201A	Medical/Surgical Nursing III 5.5 Units (8 weeks) NS 204A
Air Rest and Activity Hazards (Biological and Chemical) Elimination Water (Fluid/Electrolytes, TPN) Solitude and Social Interaction, Teaching/Learning Normalcy (Self-Concept, Pain, Sexuality, Cultural Diversity, Surgical patient, Aging, Growth & Development), Food NPA/Professionalism Self-Care Theory, Nursing Process Legal and Ethical Aspects Patient's Rights Patient Safety Standards/HIPAA Communication with physicians/report Abuse, FCharting Implicit Bias 4 units lecture 4 unit clinical	Self-Study Module (IV starts) Acid Base balance Diabetes Chronic Respiratory Introduction to Chronic Cardiac/ Dysrhythmias Chronic Peripheral Vascular, HTN Neuro (CVA and degenerative neuro) Chronic renal Geriatric content for all disorders and diseases Blood Products Central Lines End of Life Care 2.5 units lecture 3 units clinical	Mental Health (communication) Diversion Program Psychopharmacology Therapeutic Nurse Communications Schizophrenia Mood disorders Geriatrics and Mental Health Legal and Ethical Considerations Anxiety, Personality Disorders Psychosomatic Disorders Adolescent Disorders Substance Related disorders 2 units lecture 1 unit clinical	Cardiovascular function dysrhythmias and conduction problems acute coronary vascular disorders structural, infectious, and inflammatory cardiac disorders acute complications from heart disease. cardiac surgery gas exchange and respiratory function upper respiratory tract disorders acute chest and lower respiratory tract disorders Acute respiratory distress syndrome Pulmonary embolus Mechanical ventilation The patient undergoing thoracic surgery neurologic dysfunction neurologic trauma autoimmune disorders, and neuropathies degenerative disorders metabolic and endocrine function shock and multisystem organ failure acute renal disorders burn injury emergency care, terrorism, casualty, and disaster nursing 2.5 units lecture 3 units clinical
	Obstetrical/Newborn/Women's Health 3.5 Units (8 weeks) NS 102A	Medical/Surgical Nursing II 5.5 Units (8 weeks) NS 202A	Professionals 1 Unit (8 weeks) NS 205A
	Self-Study Module (IV starts) Antepartum Care Intrapartum Care Postpartum Care Newborn Care Women's health (Preventative medicine Cancer: cervical, endometrial, ovarian Menopause PMS enterocele, rectocele, cystocele endometriosis, s, (STDs) Female Repro Female Growth and Development 1.5 units lecture 2 units clinical	Oncology Acute renal Acute Cardiac Dysrhythmias Male gen/urinary Sensorineural Function Musculoskeletal GI/Hepatic/Hepatitis Hematology (Sickle Cell, Leukemia, Anemia) Infectious Diseases (TB, HIV) Geriatric content for all disorders and diseases 2.5 units lecture 3 units clinical	Professional Nursing: A. Leadership Roles and Management 1. Effective leadership and management 2. Dealing with conflict 3. Process of change 4. Communication B. Working within an organization 1. Delegation 2. Time management 3. Managing patient care 4. Work-related stress and burnout 5. Organizations, power and empowerment 6. Workplace safety 7. Patient safety standards C. Professional issues 1. Nursing practice and the law 2. Values and Ethics 3. Nurse practice act 4. Expanded roles of the nurse 5. NCLEX RN D. Community Nursing II. Nursing Process A. Care plans for groups of patients B. Patient teaching C. Shift report 1 hour
			Pediatrics 4 Units (8 weeks) NS 203 A

ASSOCIATE DEGREE NURSING PROGRAM

Total Nursing Units = 36							Developmental Theory and Health Promotion Infants (Toddlers, Preschooler children, School-age children, Adolescent children) Med administration Respiratory diseases Cardiac congenital defects/diseases Sensory-neurological defects/diseases Infectious diseases 2 units lecture 2 units clinical	
			Lecture		Lecture Reg Meetings			
Course	Attendance	Wks	# mtgs	Final	Start Time	End Time	Total Hrs / mtg	# mtgs
NS 101A	Weekly Census	16	16	Yes	8:00am	12:05pm	4.2	16
NS 102A	Positive Attendance	8	9	Yes	9:00am	11:30am	2.8	8
NS 103A	Positive Attendance	8	9	Yes	9:00am	2:20pm	4.9	8
NS 201A	Positive Attendance	8	9	Yes	9:00am Or 12:00pm Or 1:00pm	12:30pm Or 3:30pm Or 4:30pm	3.8	8
NS 202A	Positive Attendance	8	9	Yes	9:00am	2:20pm	4.9	8
NS 203A	Positive Attendance	8	9	Yes	11:00am Or 12:00pm	2:30pm Or 4:15pm	3.8	8

ASSOCIATE DEGREE NURSING PROGRAM

NS 204A	Positive Attendance	8	9	Yes	9:00am	2:20pm	4.9	8
NS 205A	Online	8		Yes	Online only			

	Lecture Final Meeting					Lecture	Lab	Lab Reg Meetings	
Course	Start Time	End Time	Total Hrs / mtg	# mtgs	Total Hrs	Total Hrs	# mtgs	Start Time	End Time
NS 101A	8:00am	10:30am	included	1	included	67.2	32	6:50am	1:00pm
NS 102A	9:00am	11:30am	2.8	1	2.8	25.2	13	6:50am Or 1:20pm	2:20pm Or 8:50pm
NS 103A	9:00am	11:50am	3	1	3	42.2	13	6:50am	6:15pm
NS 201A	9:00am Or 12:00pm	11:30am Or 2:30pm	2.8	1	2.8	33.2	7	6:50am	1:55pm
NS 202A	9:00am	11:50am	3	1	3	42.2	13	6:50am	7:15pm
NS 203A	12:00pm	2:30pm	2.8	1	2.8	33.2	12	6:50am Or 1:20pm	2:20pm Or 8:50pm
NS 204A	9:00am	11:50am	3	1	3	42.2	12	6:50am	7:15pm

Section 3: Program Evaluation

Course and Clinical Facility Evaluations

Course and clinical facility evaluations are conducted every semester/session by students. The program evaluation is conducted at the end of the fourth semester.

The program faculty develops the course evaluation based on course objectives. The program evaluation is based on the program objectives and student learning outcomes.

The faculty use [ATItesting.com/Program manager](https://ATItesting.com/Program%20manager) to conduct and tabulate the course evaluations.

Antelope Valley College Associate Degree Nursing
Master Plan for Program Evaluation Year

Criteria/ Component to be Evaluated	Data Collection Method/Tools	Individual or Group Responsible	Frequency of Data Collection	Indicators of Achievement	Findings (Agg Data)
Organization/ Administration of Program	Discussion	Program Director or Assistant Director	Annual	Meets BRN regulation at a satisfactory level.	
Philosophy and Outcomes	SLO PLO Course Evaluation Survey	ADN Faculty	Every Semester (each course) End of program	Benchmark met for SLOs Benchmark met for PLOs Course objectives met at 75% or greater Program objectives met at 75% or greater	
Program of Study, Curriculum, Instructional Techniques	Discussion Course Evaluation Survey	Assistant Director (curriculum) ADN Faculty (Instructional techniques)	Annual (for curriculum) Every Semester (each course)	Instructional techniques receive 75% or greater rating on course survey.	
Educational Facilities, Resources, and Services	Course Evaluation Survey	ADN Faculty	Every Semester (each course) End of program	Educational facilities resources, and services receive 75% or greater on course survey.	
Affiliating Agencies and Clinical Learning Activities	Clinical exit survey Course Evaluation Survey Clinical agency form	ADN Faculty	Every Semester (each course) Annual for clinical agency form	Clinical agencies and clinical learning activities receive satisfactory rating on course survey.	
Student Achievement	SLO PLO Standardized Exam	ADN Faculty	Every Semester (each course) End of program	Benchmark met for SLOs Benchmark met for PLOs Benchmark met for standardized exam	

Criteria/ Component to be Evaluated	Data Collection Method/Tools	Individual or Group Responsible	Frequency of Data Collection	Indicators of Achievement	Findings (Aggregate D
Graduate Outcome					
1. NCLEX-RN® performance	NCLEX-RN® annual results	Program Director	Annually	85% pass rate	
2. Employer Survey	Employer Survey Tool	ADN Faculty	Annually	80% of returns respond that graduates are satisfactory in all practice areas.	
Total Evaluation Plan, Methods,	Discussion	Program Director or	Annually	Meet BRN regulation and program needs at a	

ASSOCIATE DEGREE NURSING PROGRAM

Instruments		Assistant Director		satisfactory level.	
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Health and Safety Sciences
(661) 722-6402 • Fax (661) 722-6403

Associate Degree Nursing Program Exit Interview Form

Course _____

Instructor _____

Facility and Unit _____

Date _____

1. Do you have any suggestions or additions to student orientation?

2. Do you have any suggestions to facilitate or improve student learning experiences?

3. Are there problems that you have encountered this semester with the students that I should be aware of?

Solutions:

4. Are there any other comments or suggestions?

ADJUNCT FACULTY FEEDBACK

Course _____

Lead Instructor _____

Adjunct Instructor _____

Facility and Unit _____

Semester and Year _____

All questions are referring to your group of students during this semester.

1. Do you have any suggestions or additions to student orientation?
2. Do you have any suggestions to facilitate or improve student learning experiences?
3. Are there any specific knowledge or skills that students, in general, need to improve on to be more prepared for this clinical setting?
4. Are there any problems that you have encountered this semester?

Recommended solutions?

5. Do you have any other comments or suggestions related to this course?

Section 4: Clinical Agencies

ANTELOPE VALLEY Medical Center PATIENT CARE POLICY & PROCEDURE MANUAL

POLICY NUMBER: PC-HR.5

SUBJECT: CLINICAL AFFILIATIONS WITH REGISTERED NURSING PROGRAMS

REFERENCE: California Board of Registered Nursing, Nursing Practice Act
California Business and Professions Code 2785-2789
The Joint Commission, 2024
Title 16, California Code of Regulations 1427

PURPOSE: To provide standards for nursing students, their instructors, and nursing staff while students provide care as part of their education.

AFFECTED AREAS/DEPARTMENTS: All patient care areas

POLICY:

I. It is the policy of Antelope Valley Hospital to provide clinical experiences for students seeking licensure as registered nurses as part of a nursing program accredited by the State of California. When clinical experiences are limited, the Registered Nurse (RN) students will receive priority for rotation.

II. A nursing faculty member is required to be on the hospital site for all unlicensed students during their clinical rotations.

A. Exceptions – observational experiences, clinical preceptorships, work-study experiences and preparation for clinical practice.

B. A faculty member shall be on call during the time students are in the hospital for clinical preceptorships.

III. Hospital-employed registered nurses may serve as preceptors for students enrolled in a program leading to licensure as a registered nurse during their work-study or practicum experiences.

A. Hospital-employed preceptors shall meet minimum criteria as defined by the Board of Registered Nursing.

B. The criteria are:

1. Active California RN licensure;

2. Employed in the area of the preceptorship for a minimum of one year;
 3. Expertise in delivery of care and ability to direct staff;
 4. Desire to work with students in the preceptor role; and
 5. Effective communication with patients, faculty, students, staff, and physicians.
- C. Students enrolled in clinical preceptorships must have successfully completed the first and second semester of the nursing program prior to starting a preceptorship.
- IV. Students shall provide patient care under the direction of their preceptor or clinical instructor as appropriate to their student classification.
- V. A contract shall be signed by the Chief Executive Officer (CEO) and the educational institution before students can provide patient care in the hospital. The contract shall be filed in Administration.
- VI. Copies of current course syllabi with objectives for theory and clinical experiences shall be filed in Nursing Administration at the beginning of each clinical rotation.
- VII. Instructors shall participate in hospital orientation as directed by the Clinical Nurse Educations Department prior to clinical experience in the institution. This includes training in the use of the computerized documentation systems. It shall be the instructors' responsibility to orient students to the hospital and its processes.
- VIII. The nursing director/designee and the faculty member shall communicate prior to the first day of each clinical rotation. The nursing director/designee shall communicate department specific criteria and review general expectations and learning activities for the clinical experience with the faculty member.
- IX. The hospital staff nurse shall demonstrate accountability for patients assigned to students. The hospital staff nurse shall:
- A. Validate daily patient care according to the department specific criteria.
 - B. Reassess delegated care responsibilities in the event that a patient's condition deteriorates to an acutely unstable condition and reassign care responsibilities as appropriate.
- X. The nursing student enrolled in a registered nursing program shall demonstrate the use of the nursing process while providing patient care during the clinical experience. The nursing student shall participate in ongoing assessment, planning, implementation, and evaluation of care of patients assigned by the instructor. The nursing student will report the care they provided to their patients to the responsible hospital staff nurse.

REGISTERED NURSING PROGRAMS –

XI. The fourth semester Associate Degree Nursing student enrolled in a registered nursing program may not:

- A. Titrate intravenous medications.
- B. Perform hemodynamic monitoring.
- C. Draw blood from Arterial lines (A-lines) or Swam Ganz lines.
- D. Take verbal/telephone orders from physician.
- E. Discontinue arterial lines.
- F. Perform intracranial pressure monitoring.
- G. Administer any medications by the intravenous push method other than those specified in the fourth level course syllabus.
- H. Discontinue wound drains such as Hemovac, Jackson-Pratt, and penrose drains.
- I. Administer intravenous chemotherapy.
- J. Care for patients with radioactive implants.

XII. In addition to the restrictions listed in XII. above, the third semester Associate Degree Nursing student enrolled in a registered nursing program may not:

- A. Administer first doses of intravenous antibiotics.
- B. Administer any medications by the intravenous push route other than those listed in the course syllabus.
- C. Transport patients between hospital departments unless accompanied by hospital staff.

XIII. In addition to the restrictions listed in XII and XIII above, the second semester Associate Degree Nursing student enrolled in a registered nursing program may not, independently:

- A. Administer any medications by the intravenous push route.
 - B. Change chest tube set ups.
 - C. Administer blood transfusions.
 - D. Provide care for ventilator-dependent patients
-

- E. Perform wound debridement.
- F. Interpret electrocardiogram (ECG) rhythms.
- G. Perform vaginal exams.
- H. Administer or manage Patient-controlled analgesia (PCA) pumps.

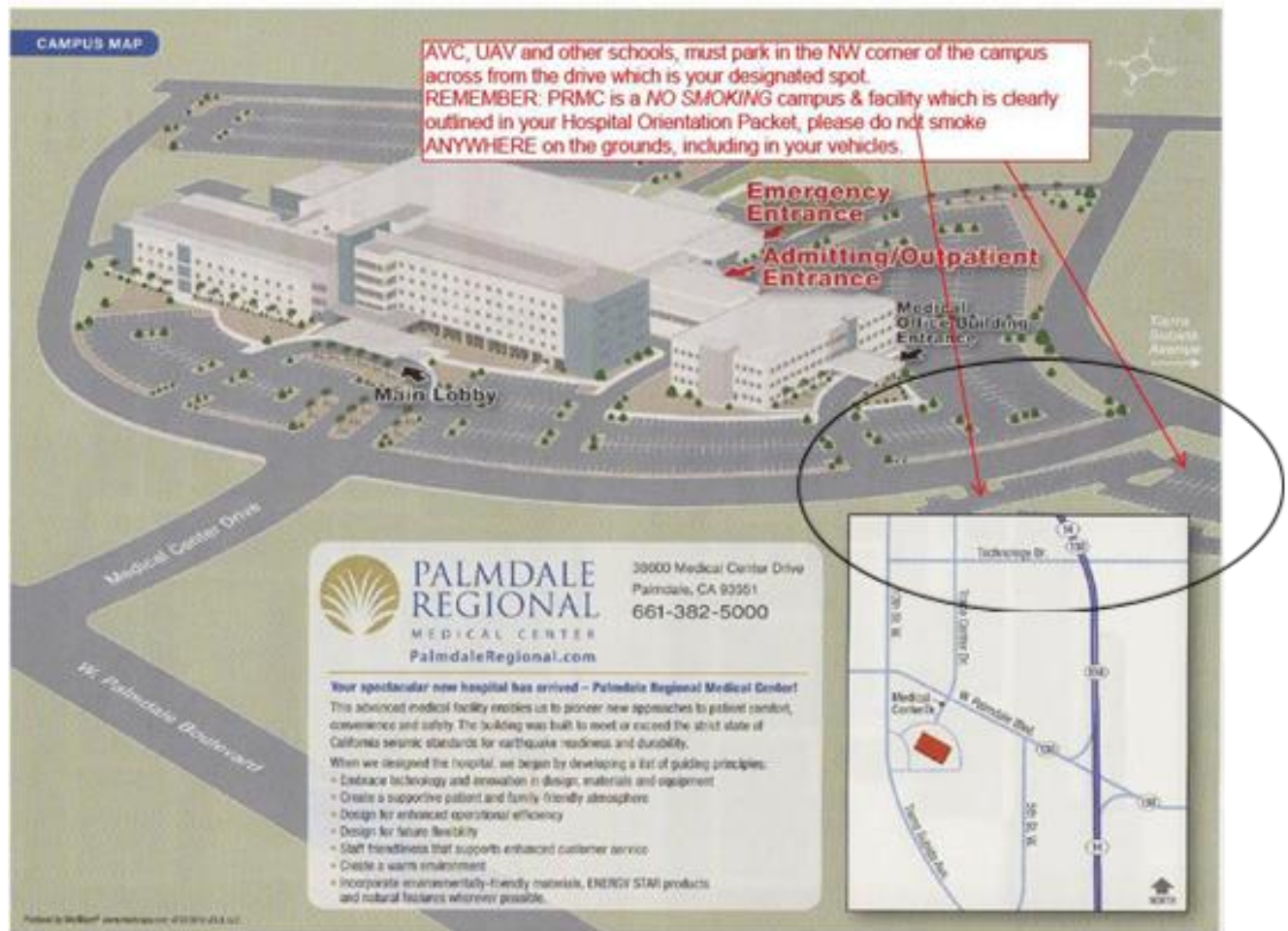
XIV. In addition to the restrictions noted in XII, XIII, and XIV. above, the first semester Associate Degree Nursing student enrolled in a registered nursing program may not:

- A. Start intravenous lines or change intravenous solutions.
 - B. Draw blood.
 - C. Irrigate intravenous lines.
 - D. Perform tracheostomy care or suctioning.
-

AV Medical Center Parking



Palmdale Regional Medical Center Parking



AVMC OnBoarding

1. Contact Crystal Muniz crystal.muniz@avhospital.org (education coordinator) to arrange for badges and IT access. Attestations form to be uploaded to Complio.

PRMC OnBoarding

1. **PRMC Brainshark link:** All instructors/students need to complete designated forms using the Brainshark link prior to being on any unit.
<https://www.brainshark.com/uhsinc/PRMCNewHireOrientation>
 2. **PRMC Computer Access:** See Benny Alvarez benedicto.alvarez@uhsinc.com x16108 for computer access (codes/username/logons) for self and students. Need to complete confidentiality/secure access form and submit to B. Alvarez prior to obtaining codes.
 3. **Cerner Computer Training:** Arrange with the Education liaison to reserve Poppy Room (computer lab) for student training.
 4. **PRMC Accucheck Access:** See Andrew Jimenez in the lab for glucoscan recertification and reactivation of instructor's barcode. (email: Andrew.Jimenez@uhsinc.com)
 5. **PRMC Pyxis Access:** Complete PRMC Department of Pharmacy Pyxis Medication Access-User ID/Password Assignment form. Must be signed by the Education liaison and submitted to pharmacy.
 6. **PRMC ID Badge/access to locked areas:** If new to PRMC, instructor will have to get a badge from human resources). Contact Jennifer Fitzpatrick to get badge reactivated. (email: Jennifer.fitzpatrick@uhsinc.com)
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Student Clinicals Onboarding 2025 Kaiser Permanente, AV

Kaiser Permanente's Mission: Kaiser Permanente exists to provide high-quality, affordable healthcare services to improve the health of our members and communities we serve.

Spreadsheet to be completed with dates of immunizations and BLS. Found in the shared folder.

Student Clinicals Onboarding 2025 High Desert Regional Health Center Group, AV

High Desert Regional Health Center (HDRHC) is a modern ambulatory care clinic located in Lancaster. HDRHC provides outpatient primary care, urgent care, and specialty services, delivered by teams of skilled health care professionals, dedicated to meeting the needs of patients.

HDRHC is part of High Desert Health Center Group, a group of five clinics in the Antelope Valley area under the Health Services' Ambulatory Care Network.

The Ambulatory Care Network has implemented a new onboarding program website (Centralized Clinic Placement System (CCPS)) in addition to the application and clearance process.

STEP 1: Centralized Clinic Placement System (CCPS) Program entry, school enters students into the CCPS Program. You may access the site here: <https://login.centralizedplacements.org/#login>

STEP 2: STUDENT APPLICATION. Link to the Student Application, <https://apps.dhs.lacounty.gov/cef> to complete the application. The PROXY of the SPONSOR, Jacqueline Bisantz (jbisantz@dhs.lacounty.gov), will approve the application. Upon approval, the application is sent to another database in Human Resources.

STEP 3: APPLICATION APPROVAL, when the HUMAN RESOURCES representative, sees that there are student applications waiting in their database, Human Resources will approve or deny those applications.

STEP 4: HEALTH CLEARANCE from EMPLOYEE HEALTH. Once the student application is approved by the proxy and Human Resources Representative, the student needs to complete a Health Clearance pre-placement application with all the appropriate documentation. Link to download the most current version of the form and view directions on how to fill out and submit forms, <https://dhs.lacounty.gov/who-we-are/work-or-partner-with-us/employee-health-services-forms/>. Then complete and submit the Health Forms to Hdesert-EHS@dhs.lacounty.gov.

STEP 5: LIVE SCAN, once Health Clearance has been achieved, LIVE SCAN is completed and processed by Human Resources. The official Live Scan Liaison between the student and Human Resources Representative is Jacqueline (Jackie) Bisantz, jbisantz@dhs.lacounty.gov, telephone number 661-471-4255. When Jackie Bisantz receives the Health Clearance for each student in cohort she will generate a list and she will schedule appointments for each student with Human Resources for their LIVE SCAN. Jackie will send an email to each student on their email address to schedule an appointment for LIVE SCAN. All LIVE SCANS are done by appointment only.

Once LIVE SCAN is clear, student is notified. If LIVE SCAN does not clear, there will be a significant DELAY in the process. Student cannot move forward without FULLY CLEARED LIVE SCAN status.

STEP 6: Once HEALTH CLEARANCE and LIVE SCAN are FULLY CLEARED, the student is cleared to begin their rotation in the High Desert clinics accompanied by a FULLY CLEARED, Instructor. It is important that the Instructor is seen in the clinic areas with their students.

STEP 7: ROTATION DAY. On each day of rotation, students and instructor should come to Nursing Administration, 2nd Floor, area 23 to check in for Health Clearance and Live Scan verification. Once the list has been verified, students may begin their rotation for that day.

Section 5: Policies & Procedures

Administration Office Hours

The Health and Safety Sciences office (Uhazy Hall 198) hours are from 7:30 a.m. to 6:00 p.m., Monday through Friday.

Mesquite Hall (MH) Bldg. is open from 7:30 a.m. until 9:30 p.m.

An evening administrator – referred to as Administrator on Duty – is assigned to be on-call during the college's operating hours. The administrator responds to emergencies during those hours. Contact the administrator through Security at (661) 722-6399 (direct line), Ext. 4444 for emergencies, or *80 from campus pay phones. An evening clerical liaison is normally on the main campus. That individual can be reached at (661) 722-6300, Ext. 6535, to post class cancellation notices or to provide other assistance.

Opening Classroom

If you don't yet have a key for your classroom, the division office will have to send an e-mail message to Security 48 hours in advance for the room to be unlocked. Security officers open classrooms approximately 15 minutes before class begins IF the instructor is present at the time. If you are a regular user of a classroom, you will be issued a Proximity card. Contact Sylvia Waller to obtain the form. Faculty members may also need to apply for a Proximity card that will open classroom doors. If necessary, you can call security at ext. 6399 before class starts to open the classroom. You must show your faculty identification card when they arrive.

Remember to lock the classroom when class finishes.

Keys, Email Address, and Telephone Access

Please contact Sylvia Waller to obtain the forms for requesting room keys, Proximity card (building access), network account, email address, and telephone extension.

Voice Mail and Email Messages

The college provides voice mail services for adjunct and full-time faculty through the ShoreTel phone system. The extension can be reached from campus phones by dialing 6655 or, if off campus, by dialing (661) 722-6300 and then entering the extension 6655. As soon as the recording comes on, enter your extension number. When prompted, enter your password and the # sign. Please see instructions attached at the end of this section.

Adjunct instructors must establish **AVC email** accounts upon hire. Paperwork will be generated by the appropriate division support staff.

Canvas Learning Management System

The campus uses a learning management system to communicate with students. All content including syllabi and grades are posted here.

Mailboxes

Faculty members have mailboxes in the mailroom located in Mesquite Hall. Please check your mailbox frequently. It is important to check your mailbox during the second and third week of classes. Contracts are placed in the mailboxes and place signed contracts in the PCT (People, Culture, and Talent -- formerly HR) mailbox. Full-time faculty members also have mailboxes in Uhazy Hall (UH 198).

Parking Permits

Faculty parking passes (stickers) for the restricted staff parking areas may be obtained from the Office of People, Culture, and Talent (formerly Human Resources – HR) in the Administration Bldg. The sticker is to be placed on the inside right corner of the car windshield. Students may purchase semester (and intersession) parking passes online for \$28 (Note: summer intersession parking pass fee is \$21). Students (and guests) may buy daily parking permits for \$1 from the machines located around campus or online for \$1.28.

Time Cards and Payroll

All employees are required to enter time reporting in the Banner Web Time Entry through MyAVC, if they have exception time (i.e. sick leave, jury duty, personal necessity, etc). If an employee has not been absent, they are not required to submit a timesheet for approval. Pay Day is always the last working day of the Month.

Training videos explaining how to enter time in the Banner Web Time Entry system can be found on the Human Resources Web page.

The first step of the payroll process every semester is signing the contract to teach. The contracts are normally put in Mesquite Hall the first or second week of each semester. Check your mailboxes frequently. Return the contract to the Human Resources office right away, keeping a copy for your records.

Pay is determined by multiplying the LHE (Lecture Hour Equivalent) for a class by your pay rate. Payroll can tell you your pay rate upon hire.

Faculty teaching a full-term class that runs the entire semester are paid in five equal payments in the fall (September through January) and five equal payments in the spring (February through June).

Adjunct and overload assignments are paid on the 5th of the month for teaching completed during the previous month (with some exceptions). For example, teaching that is completed through the 31st of August is paid on the 5th of September. However

for faculty teaching short-term assignments, pay may be divided into two or three months. Faculty will not receive their first payment until the first pay period after the assignment has begun. Contact Payroll for further information or issues with pay.

Paystubs can be found under the Employee Services tab in MyAVC.

For faculty members who do additional work (Independent Study, Evaluation of Adjunct Faculty, Challenge Examinations, etc.), a *Request for Payment of Completed Supplemental Service* form must be completed, signed by the faculty member and submitted for **Pre-Approval** prior to the start date of the assignment. Once pre-approved by the dean, the division office will maintain custody of the original form until the work has been completed. When the work has been completed, it is the responsibility of the faculty member to come to the division office to sign the form, acknowledging that the work has been completed and all associated paperwork has been submitted. The form will then be forwarded for final approval and processing. *It is extremely important that the form be submitted in a timely fashion to ensure sufficient time for Payroll to process the payment based on the end date referenced on the form.*

Typing and Copying

You are responsible for your own typing.

Limited copying is available to adjuncts in the Mesquite Hall (MH) 124 adjunct work room (across from the Mailroom in the MH Bldg.). Sylvia Waller will assign you a code for the copier in that room. Full-time faculty members are allocated a limited number of copies in the designated division copy rooms. Full-time and adjunct faculty assigned to nursing disciplines should contact Sylvia Waller for a code to the copier located in Uhazy Hall administrative suite (UH 198).

Duplicating services can be arranged through the office on the first floor of the MH Bldg. This service is to be used for large quantities of printed material, such as exams and course packets. Obtain the duplicating request form from the mailroom in the MH Bldg., and submit it in the basket in that office. You can also email material to be duplicated to copycenter@avc.edu. Duplicated materials are picked up from the Duplicating Services office. Please plan ahead and allow at least three days for duplication.

Procedure for Acts with Legal Implications (risk management)

Incidents on the campus that involve violence or other disruptive conduct should be reported to Security at 4444 (campus phone) or *80 from a campus pay phone or by personal phone at 722-6300, extension 6399.

Inclement Weather Notification and Other Emergencies

The telephone number for faculty notification of a college emergency is (661) 722-6600. Various local and LA area radio and television stations are also notified about college closings. On the first day of class, please establish a method of communicating emergency information to your students. You may elect to use a telephone notification process (such as a telephone tree) with your students, or you may inform your students that you will communicate via email through *myAVC* or through *Canvas*.

In addition, AVC has partnered with RAVE Mobile Security to alert students and faculty in the event of an on-campus emergency. Once enrolled in the program, individuals would be notified via text message, email, or voice message regarding the emergency. Go to *myAVC* for enrollment information and *FAQs*. Students and employees may sign up at www.getrave.com.

Syllabus & Course Outline of Record

The syllabus for your class must be developed from the official course outline of record (COR) that has been approved by the Academic Senate. Copies of the course outline of record and the Student Learning Outcomes are available online. Go to <http://www.avc.edu/administration/organizations/app> The nursing department uses a syllabus template to improve consistency of expectations for students. This can be found in the shared folder on the Google Drive that accompanies your avc email.

The Academic Senate has produced guidelines for a course syllabus. The guidelines are attached under section 2, Instructional Materials. In addition to the guidelines, Student Learning Outcomes (SLOs) for the course and a statement about plagiarism must be published in the syllabus.

A copy of the course syllabus must be given to your students **and** to your division office by the end of the first week of each semester. You are encouraged to provide it (electronically preferred) to your division office earlier, however, so that any required changes can be made PRIOR to distribution to your students.

Adding/Dropping Students

Enrolled students are expected to attend all of their classes, especially the first day of class. Enrolled students should be dropped as “no-shows” if they do not attend the first day of class (unless you received prior notification from them). Instructors drop students electronically by completing the online *Instructor No-Show and Drop* form from their *myAVC* account. After dropping the no-shows, then look at the list of waitlisted students at the bottom of your roster. If waitlisted students are not present on the first day, they are dropped from consideration. If space allows, you may then add students from the waitlist first and the crashers last. Do not exceed the maximum Fire Marshal limit assigned for each classroom and computer lab.

Class Rosters, Attendance, Census Reporting

Class rosters should be printed through *myAVC*, under the faculty tab. Please check your roster on the first day of class prior to the first class meeting – and frequently thereafter – as students drop without notifying their instructors. Please verify the room assigned for the final exam, it is often different from the normal class meeting.

Census is now reported electronically on *myAVC* under the faculty tab-faculty self-service. Positive attendance courses will not have census sheets. The college's funding depends on accurate census data, and the college must report the information about enrollment in a timely manner. Positive attendance classes will receive a spreadsheet from admissions and records to compare with their actual course hours for auditing purposes. The spreadsheet with comments should be completed every semester and submitted in a timely manner.

It is expected that classes will meet for all hours designated in the schedule of classes. Students are expected to attend all classes. Attendance must be taken at all classes. The college catalog states that a student may be dropped from class if absences exceed the number of hours the class meets per week. The attendance policy for absences, tardies and/or leaving class early is stated in writing in the course syllabus and student resource manual. In addition, students should be dropped if they do not attend the first class, regardless of the reason. *The instructor **may** make an exception if the student notifies the instructor in advance that he/she cannot attend the first class for a legitimate reason.*

Instructors can drop students from class online using the Banner/Ellucian system until the last day students can be dropped with a "W" which is at the end of the 12th week. After that time, the student must be assigned the grade that he/she earned, as withdrawals (by instructor or student) are not permitted after the end of the 12th week of the semester. The timeframe for short-term, Intersession, and Summer classes varies according to the length of the session. A&R notifies instructors of the withdrawal dates, and the division office support staff will be happy to give that information to students who inquire. The last date to withdraw from a class is also listed on the class roster.

For assistance with login errors/difficulties or password resets, please contact the *myAVC* Helpdesk at (661) 722-6300, Ext. 6535 or helpdesk@avc.edu.

Textbooks

Contact your appropriate support staff about textbooks. Instructors are responsible for submitting textbook requisitions for their nursing courses.

Textbook requisitions must be submitted to the bookstore by the following deadlines:

Summer semester	March 1
Fall semester	May 1
Spring	Sept. 15

Although students may be required to have textbooks, instructors cannot drop them for lack of a textbook. However, it is not the responsibility of the instructor to make special arrangements or accommodations for students who choose not to purchase the required textbook. Many textbooks are on the reserve shelves of the library. Students can use the reserve textbooks for up to one hour at a time while they are in the library.

Semester Schedules

We now have a two-year schedule. This allows students an opportunity to schedule their classes accordingly. While classes will be scheduled in advance, faculty assignments will continue to be done on a semester-by-semester basis. The Department chair will send preference sheets to each instructor, soliciting their preference of classes, days, and times. It is vital that every instructor return the preference sheet by the deadline stated. If no preference sheet is returned, the assumption is that the instructor is not interested in teaching during that semester, and no classes will be assigned.

Reporting Grades & Outcomes (Student Learning)

Grades are reported using the Banner system (through myAVC) within one week of the end of the semester. At the same time, *Student Learning Outcomes* findings/assessments and action plans are reported via e-Lumen. An email reminder will be sent with a link to the program. *Outcomes* are assessed after every course and action plans are assessed yearly.

In addition to the electronic submission of grades, hard copies of grade sheets and attendance records should be submitted to A&R via its mailbox in the MH Bldg. mailroom, at the A&R counter in the SSV Bldg or uploaded via myAVC.

Incomplete grades are given by instructors only at the end of the term to students who are passing the course but cannot complete it because of an unusual circumstance such as illness, hospitalization, death in the family or other emergency. The incomplete grade contract is completed at A&R in the SSV Bldg. by the instructor. A copy of the contract is given to the student. If the student does not complete the contract by the date specified, the student's grade converts to an "F" or failing grade.

Non-progressing students cannot receive a grade higher than a "D".

Once the incomplete contract has been fulfilled, the instructor must submit a *Change of Grade* form. *Change of Grade* forms are also available from A&R or the division support staff.

Grades must also be entered into the ADN Student Nurse Tracker in the shared Google Folder.

Instructor Evaluations

Faculty members are evaluated according to the procedure delineated in the Antelope Valley College Federation of Teachers Collective Bargaining Agreement, Article VIII (Tenure and Evaluation), Section 5.0. For adjunct faculty, a full-time faculty member or the dean will serve as evaluator and will orient the adjunct faculty to the process.

Instructors due for evaluation in the coming semester will be notified in advance by division support staff and an evaluator will be selected. At the beginning of the semester, an email notification (with relevant articles of the contract and all related forms and information forwarded as attachments) will be sent. The instructor being evaluated will receive a timeline indicating when key elements of the evaluation process must be completed.

Tenured full-time faculty members have three options for evaluation: *Peer evaluation* – an evaluation committee composed of a tenured faculty member from the division, a tenured faculty member from outside the division, and the division dean. *Self-evaluation* – Make sure to follow the process. Self-evaluation and responses must be signed and dated. *Administrator evaluation* – the dean and/or their appointee.

Students complete an evaluation of faculty **every semester**. The full-time faculty member or dean who orients the adjunct to the evaluation process will provide the *Student Evaluation of Faculty* forms to the adjunct. According to the Collective Bargaining Agreement, student evaluations of faculty occur between weeks 9 and 14 of the semester for a full-term course. For short-term courses student evaluations are completed after the midpoint of the course. If a faculty member is formally being evaluated, either the dean or another faculty will conduct the student evaluations using Class Climate. An email with the Class Climate survey will automatically be delivered to the students' email. Faculty members who are not being formally evaluated are encouraged to conduct student evaluations for their own use.

Faculty Professional Development (Flex) Activities

AVC has adopted a Flexible calendar (professional development activities) – an option given by the California Education Code (Article 8, section 84890-95). Generally, professional development activities foster the professional growth of the faculty. Adjunct faculty (except for a very few exempt faculty) must outline their proposed professional activities to satisfy their faculty professional development (FPD) obligations for the semester. The due date is specified. The professional development obligation is equal to the number of hours spent in class during a normal instructional week (see the professional development booklet for more information). The Academic Senate coordinator calculates adjunct faculty professional development obligations with the Vice President for Academic Affairs. Contact the coordinator at (661)

722-6300, Ext. 6989, for answers to questions about professional development requirements. Information can also be obtained from:

<http://www.avc.edu/administration/organizations/fpd/>

Faculty must participate in *institutional* professional development activities and *individual* professional development activities every semester. Examples of individual professional development activities include attendance at conferences or workshops, professional research and publication, attending division meetings, offering a professional development presentation to college faculty, and major revision of an existing course. The professional development offering list is available on *myAVC*.

Contracts need to be submitted directly to the Dean of Health and Safety Sciences and not to the Academic Senate office. How to Locate the Training Videos for Using Vision Resource Center (VRC):

Go to Canvas

Go to the Technical Training Canvas Course

Click on Modules in the navigation pane

The modules are in alphabetical order, scroll down to FPD

Go through the training videos to see a demonstration of how to use VRC to enter your FPD planned/attended events

Office Hours

Full-time faculty members are contractually obligated to post and hold five office hours per week. If a faculty member is unable to fulfill office hours as scheduled, the program Coordinator should be notified so a notice can be placed on the faculty member's office door. Adjunct faculty members can request to have paid office hours at the beginning of the semester.

Timely Reporting

Instructors expect students to submit their assignments on time. The same applies to instructors, as well. It is very important for instructors to submit reports, FPD plans/contracts, grades, Outcomes assessments, forms, preference sheets, etc., on time. Failure to meet established deadlines may be reflected in the instructor's next evaluation.

Reporting Instructor Absences (Leave)

If an instructor cannot teach an assigned lecture, lab, or clinical, the instructor must notify Sylvia Waller at 722-6300 (ext 6402), Marissa Latuno at 722-6300 (ext. 6099), and Wendy Stout at 722-6300 (ext. 6402) immediately. After 5:00 p.m., an evening

clerical liaison is normally on the main campus. That individual can be reached at (661) 722-6300, Ext. 6535, to post same-day class cancellation notices for evening classes. If you are unable to reach that person, please contact Security at Ext. 6399.

On Fridays after 11:30 a.m. and on Saturdays, instructors should notify Security (Ext. 6399), if class is canceled and a sign needs to be posted.

If an instructor knows in advance that he/she will be absent on a particular day, a leave form must be completed and submitted to Sylvia Waller. The class cancellation notices will be prepared, and will be posted on the classroom door on the appropriate day. If plans change and class will NOT be canceled after all, it is **very** important for the instructor to notify the division office support staff.

Substitutes

Substitutes for classes can only be approved by the Dean. If a faculty member anticipates that they will miss a class, please contact the Department Chair or the Director of Nursing to attempt to arrange a substitute. Faculty **must not** “trade” teaching assignments. Faculty members may not hire a substitute to teach in their place.

Requests for substitutes should be requested in writing (email is fine) as far in advance as possible. Faculty must take leave in order for the substitute to be paid. Substitutes are paid at the hourly substitute rate, which generally is less than a faculty member’s normal rate of pay. Faculty should send an email to Sylvia Waller, confirming that they completed their substitute assignment.

Long term absences are arranged by a different procedure. If a faculty member anticipates a long term absence, the Department Chair and the Director of Nursing should be notified as far in advance as possible.

CPR Certification

Students are required to be certified in American Heart Association for Healthcare Providers CPR biannually. They must present their CPR card to the Health and Safety Sciences office.

Instructors are required to be CPR certified. Please submit a copy to Castlebranch.

Malpractice Insurance

Antelope Valley College holds malpractice insurance in the amount of \$1 million per incident and \$3 million aggregate. The insurance covers both instructors and students during clinical practice associated with college courses. Personal malpractice insurance is required for instructors and required for students.

Licensure Requirements

Current licensure as a Registered Nurse in the state of California is required of all instructors. Please provide the Director of Nursing with a copy of your current license for our records.

Procedure for Student Injury

If a student is injured, the incident should be reported to Security. Security officers will notify emergency services by calling "911". Please do NOT call "911" yourself, as this has previously resulted in confusion for paramedics about the exact location of the incident. Some security officers are EMTs and will handle minor emergencies.

Students are covered under a student accident insurance policy (secondary coverage) while they are on campus, at the clinical facilities, Fox Field, the Los Angeles County Fire Department North County Training Center, or on a school-sponsored trip.

If a nursing student incurs a non-life threatening injury, or comes into contact with a potentially hazardous body fluid, the supervisor (instructor) must call the Company Nurse (877-518-6702) prior to seeking treatment. If the injured/exposed student is referred for medical treatment, the student and his or her supervisor must complete all AVC documentation that was previously required by the Human Resources Office. If an instructor is injured the instructor is to contact Marissa Latuno or Dr. Wendy Stout.

First-aid kits are located in various labs. Please check the expiration date on fluids and first aid ointments before using them. Additional First Aid supplies can be ordered through the division support staff.

Physical, Dental, Vision and Mental health services are available for currently enrolled students as well as health education and prevention activities. Students are required to pay the Student Health fee each semester or term. Students must present proof of current enrollment when using all of the health services. To provide proof students will be asked to show their student ID card and a print out of their current class schedule.

Medical Services

Medical, Dental, Vision and Mental Health services are available for currently enrolled students as well as health education and prevention activities. Students are required to pay the Student Health fee each semester or term. To schedule an on-campus appointment with a Student Health Services representative please go to <https://www.avc.edu/virtualstudentservices>

Personal Mental Health Services

If you think you need help and need to talk, you can utilize TimelyCare Telehealth TalkNow for AVC Students. TalkNow is free, 24/7/365, on-demand access to a mental health professional to talk about anything at any time. Students can choose to have 12 sessions per year with the same certified licensed counselor at no cost.

[Click here to register for and access telehealth services.](#) You can then have visits from any web-enabled device throughout the United States – smartphone, tablet, laptop, or desktop. You must use your legal name as listed in Banner to create a profile. You may then change to a preferred name. Please call TimelyCare Customer Support at (833) 484-6359 if you are looking for a therapist that meets your specific criteria, so you get the right support for you.

Dental Services

Please email Student Health Services at studenthealth@avc.edu for dental resources in our community, questions or concerns.

Student Code of Conduct

See the attached board policy #5500 and administrative policy #5520 for guidelines for student conduct (attached).

As specified in the AVC College Catalog, food and children are not allowed in the classrooms. In most cases, bottled water is permitted. At the end of your class, make sure you have wiped down the whiteboards, and put back in place any desks and chairs you may have moved during your class. Lock the classroom door (if you can) after your class so that no one has unauthorized access to the room. Students are not allowed in the room without their instructor being present. Please help us maintain a clean and safe learning environment by enforcing these rules.

Instructors are encouraged to carry a cell phone for communication with Security officers. Most classrooms are equipped with telephones to call Security and other internal phone numbers only.

Student Grievances and Appeals

Most student complaints can be handled using the procedure described in *The Student Complaint Policy* brochure published by the Office of the Vice President-Student Services. Generally, the student should be encouraged to resolve concerns with the instructor directly **prior** to speaking to the person at the next level. Dr. Wendy Stout have the complaint policy that should be given to the student when the student initiates a complaint that cannot be resolved with the instructor.

Students may appeal decisions concerning grievances involving the RN program to the Board of Registered Nursing, 1625 North Market St. #N-217, Sacramento, CA 95834. The BRN may be reached by telephone at 916-322-3350.

Statement on Plagiarism (Academic Violations)

Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating or plagiarism. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos, and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether the ideas are spoken, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism.

Even if only bits and pieces of other sources are used, or outside sources rewarded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work. **An instructor who determines that a student has cheated or plagiarized has a right to assign an “F” grade for the assignment or examination. Want to learn more about plagiarism? Visit AVC’s Writing Center located within the Learning Center on campus.**

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Admissions for Generic Students				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: May 2001			
APPROVAL:				REVISION DATE: January 2021			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	10/2016	8/2022	7/2024				

Purpose: To provide consistency in admitting students to the program.

Procedure: Incoming first-semester students must submit complete enrollment forms according to the steps given on the Verification of Prerequisites form.

Enrollment packets are accepted year round.

Students are ranked according to the multi screening criteria, which consider previous academic degrees, GPA in relevant science courses, GPA in remaining prerequisite courses, life experiences and special circumstances, proficiency or advanced coursework in specific languages other than English, and results on the TEAS®7 test.

Successful completion of the TEAS®7 is required prior to entry. Any pre-entry coursework indicated by the TEAS®7 must be completed within one year (365 days) of the test date.

Applications are good for 2 years and then will be shredded. Applicants will need to reapply after 2 years.

Students are advised of acceptance or non-acceptance by mail. It is the student's responsibility to inform the Health and Safety Sciences Division of any change of address, telephone number, or email address.

Eligible students who are not accepted for the semester for which they apply will go back into the pool for consideration each semester.

Students who defer enrollment may defer to the next semester and return to the pool of candidates, following the "Re-enrollment Policy".

A physical examination will be required after conditional acceptance into the program. Background screening and drug screening are required by clinical agencies. Students are required to have their own personal liability insurance for student activities in the amount of \$1 million per incident and \$3 million aggregate. These requirements are completed at the student's expense. If any part of the admission process (background screening, drug screening, physical examination or other pre-enrollment requirement) is not submitted by the due date, the student will be removed from the list of entering students for that semester and must re-apply for the program. The student will go into the pool of students awaiting entry into the program.

Student's Points

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Student's Name _____

AVC ID _____

ANTELOPE VALLEY COLLEGEPOINT ASSIGNMENT and ENROLLMENT PROCESS INTO ASSOCIATE DEGREE NURSING PROGRAMFOR APPLICANTS WHO APPLY FOR ENROLLMENT FOR THE FIRST SEMESTER CLASS

	CRITERIA	POINTS CATEGORY	POINT DISTRIBUTION	PTS FOR STUDENT
1	Academic degrees of diplomas, or relevant certificates held by an applicant. Must have a letter or appropriate certification document for credit. LVN Bridge only: Verify transcript OB/Peds □	15 points	BS/BA 10 points C.N.A. 5 points EMT 5 points LVN 15 points Medical Corpsman 15 points Monitor Technician 5 points Paramedic 15 points Radiology Technician 5 points Respiratory Therapist 10 points Surg/Psych Tech 5 points	
2	Grade point average in relevant coursework Anatomy Physiology Microbiology English 101 Statistics Overall	40 points VN-RN min 2.0	Minimum 2.5 GPA in anatomy, physiology, and microbiology. GPA of 4.0=20 points GPA of 3.5 to 3.99=15 points GPA of 3.00 to 3.49=10 points GPA of 2.5 to 2.99=5 points Minimum 2.5 GPA in remaining prerequisite courses: ENGL 101 and MATH 115 GPA of 4.0=20 points GPA of 3.50 to 3.99=15 points GPA of 3.00 to 3.49=10 points GPA of 2.5 to 2.99 = 5 points	
3	Life experiences or special circumstances of an applicant, including but not necessarily limited to, the following: • Disabilities • Low family income • First generation of family to attend college • Need to work • Disadvantages social or educational environment	5 points		

	• Difficult personal and family situations or circumstances • Refugee or veteran status • Active military or spouse (copy of Military ID must be included, with active status)			
4	Proficiency or advanced level coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office. These may include but are not limited to the following: (i) American Sign Language (ii) Arabic (iii) Chinese, including its various dialects (iv) Farsi (v) Russian (vi) Spanish (vii) Tagalog (viii) The various languages of the Indian subcontinent and Southeast Asia (ix) Other language (list) _____	5 Points	Verification form must be attached.	
5	Assessment/readiness test results	25 points	The points assigned are dependent upon the test cut score. Arrange points to equal the score. The ATI minimal cut score is 62. 90 to 100 = 25 points 82 to 89 = 20 points 74 to 81 = 15 points 62 to 73 = 10 points	
6	Community support: All required prerequisites (Eng, Stats, A&P, Micro) taken at AVC An additional 12 units at AVC	5 points		
7	Work Experience Documentation of 50 hours paid or volunteer work in acute, long term, clinical, or community settings which involves direct human-client/patient interactions. Hours may be combined from multiple locations. Template and form must be included.	5 points		

Faculty/administrator/staff who calculated points_____

Faculty/administrator/staff who verified points_____

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Admissions for LVN to RN Students				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: May 2001			
APPROVAL:				REVISION DATE: January 2021			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	4/2016	8/2022	7/2024	7/2025			

Purpose: To provide consistency in admitting LVN to RN students to the program.

Procedure: LVN to ADN students must submit complete enrollment forms according to the steps given on the Verification of Prerequisites form. Students should be referred to the program flyer for information about the options available to LVNs and transfer students.

Students are ranked according to the multi screening criteria, which consider previous academic degrees, GPA in relevant science courses, GPA in remaining prerequisite courses, life experiences and special circumstances, proficiency or advanced coursework in specific languages other than English, and results on the TEAS®7 test.

*Applications are good for 2 years and then will be shredded. Applicants will need to reapply after 2 years.

After prerequisites are verified, students are given permission to take the TEAS®7 diagnostic assessment one semester prior to entry into the program. Any pre-entry coursework indicated by the TEAS®7 must be completed within one year (365 days) of the test date before entering NS 200A. Students are placed in the next available NS 200A class upon completion of the pre-entry coursework.

After receiving permission to enter the program, all LVNs are required to take NS 200A/200L, Nursing Transition.

Applicants are advised of enrollment status by email.

It is the student's responsibility to inform the Nursing Department Office and Admissions and Records Office of any change of address, telephone number, or email address.

Eligible students who are not accepted for the semester for which they apply will be placed on a list for admission based on a one-time lottery into the next ADN Program class. If they are successful on their second TEAS®7 attempt they will be scored and placed in the pool of applicants.

A physical examination will be required after conditional acceptance into the program. Background screening and drug testing are required by clinical agencies. These must be completed at the student's expense. Students are required to hold professional liability insurance in the amount of \$1 million per incident and \$3 million aggregate.

Transfer credit for non-nursing courses is granted by the Office of Admissions and Records based on equivalency evaluation of official transcripts from a regionally accredited college. The nursing program cannot accept anatomy and physiology courses that total less than six semester hours or microbiology courses that are less than four semester hours. Students electing to complete the 30-unit option must have at least four units of physiology and at least four units of microbiology to meet program requirements.

Upon completion of NS103A and NS202A, credit for the course work that is equivalent to the first year of the ADN Program nursing courses will be recorded on the student's transcript by the Office of Admissions and Records.

Licensed Vocational Nurses must maintain an active California Vocational Nursing license while they are enrolled in the program.

Student's Points

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Student's Name _____

AVC ID _____

ANTELOPE VALLEY COLLEGEPOINT ASSIGNMENT and ENROLLMENT PROCESS INTO ASSOCIATE DEGREE NURSING PROGRAMFOR APPLICANTS WHO APPLY FOR ENROLLMENT FOR THE FIRST SEMESTER CLASS

	CRITERIA	POINTS CATEGORY	POINT DISTRIBUTION	PTS FOR STUDENT
1	Academic degrees or diplomas, or relevant certificates held by an applicant. Must have a letter or appropriate certification document for credit. LVN Bridge only: Verify transcript OB/Peds ☐	15 points	BS/BA 10 points C.N.A. 5 points EMT 5 points LVN 15 points Medical Corpsman 15 points Monitor Technician 5 points Paramedic 15 points Radiology Technician 5 points Respiratory Therapist 10 points Surg/Psych Tech 5 points	
2	Grade point average in relevant coursework Anatomy Physiology Microbiology English 101 Statistics Overall	40 points VN-RN min 2.0	Minimum 2.5 GPA in anatomy, physiology, and microbiology. GPA of 4.0=20 points GPA of 3.5 to 3.99=15 points GPA of 3.00 to 3.49=10 points GPA of 2.5 to 2.99=5 points Minimum 2.5 GPA in remaining prerequisite courses: ENGL 101 and MATH 115 GPA of 4.0=20 points GPA of 3.50 to 3.99=15 points GPA of 3.00 to 3.49=10 points GPA of 2.5 to 2.99 = 5 points	
3	Life experiences or special circumstances of an applicant, including but not necessarily limited to, the following: - Disabilities - Low family income - First generation of family to attend college	5 points		

	• Need to work • Disadvantages social or educational environment • Difficult personal and family situations or circumstances • Refugee or veteran status • Active military or spouse (copy of Military ID must be included, with active status)			
4	Proficiency or advanced level coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office. These may include but are not limited to the following: (i) American Sign Language (ii) Arabic (iii) Chinese, including its various dialects (iv) Farsi (v) Russian (vi) Spanish (vii) Tagalog (viii) The various languages of the Indian subcontinent and Southeast Asia (ix) Other language (list)	5 Points	Verification form must be attached.	
5	Assessment/readiness test results	25 points	The points assigned are dependent upon the test cut score. Arrange points to equal the score. The ATI minimal cut score is 62. 90 to 100 = 25 points 82 to 89 = 20 points 74 to 81 = 15 points 62 to 73 = 10 points	
6	Community support: All required prerequisites (Eng,Stats,A&P, Micro) taken at AVC And an additional 12 units at AVC	5 points		
7	Work Experience Documentation of 50 hours paid or volunteer work in acute, long term, clinical, or community settings which involves direct human-client/patient interactions. Hours	5 points		

	may be combined from multiple locations. Template and form must be included.			
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Faculty/administrator/staff who calculated points_____

Date calculations were done_____

Faculty/administrator/staff who verified points_____

Revised October 2021

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Admissions for Transfer Students				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: May 2001			
APPROVAL:				REVISION DATE: January 2021			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	2/2017	8/2022	7/2024	7/2025			

Purpose: To provide consistency in admitting transfer students to the program.

Procedure: Transfer students must submit complete applications according to the steps given on the back of the face page of the program application. Students should be referred to the program flyer for information about the transfer and challenge policy and procedure. Students who wish to transfer from another program must have a letter from the director of nursing of their previous program stating that the student is eligible to re-enroll in their previous program.

Applications are accepted on a first-come, first-served basis. Applicants will be accepted into the ADN Program in numerical order until each class is filled.

*Applications are good for 2 years and then will be shredded. Applicants will need to reapply after 2 years.

Transfer students are required to successfully complete NS 200A, Nursing Transition.

Applicants are advised of acceptance or non-acceptance by mail. It is the student's responsibility to inform the Health and Safety Sciences Division of any change of address or telephone number.

Eligible students who are not accepted for the semester for which they apply will be placed on a list for admission into the next available class.

A physical examination will be required after conditional acceptance into the program. Background screening and drug screening are required by clinical agencies. Students are required to have their own personal liability insurance

for patient care activities in the amount of \$1 million per incident and \$3 million aggregate. These requirements are completed at the student's expense. If any part of the admission process (background screening, drug screening, physical examination or other pre-enrollment requirement) is not submitted by the due date, the student will be removed from the list of entering students for that semester and must re-apply for the program. The student will go to the bottom of the list of students awaiting entry into the program.

Transfer credit for non-nursing courses is granted by the Office of Admissions and Records based on equivalency evaluation of official transcripts from a regionally accredited college. The nursing program cannot accept anatomy and physiology courses that total less than six semester hours or microbiology courses that are less than four semester hours.

Students must submit course descriptions, course outlines, and/or syllabi for evaluation of content as necessary. Faculty members review the nursing course(s) and make a recommendation to the Director of Nursing concerning the transferability of nursing courses. If a specific nursing course from an accredited nursing program is comparable in content and level to a course offered in the ADN Program, transfer credit is granted.

Faculty decisions about transferrable nursing courses are recorded in the minutes of monthly faculty meetings.

**ANTELOPE VALLEY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM****ADMINISTRATIVE POLICIES AND PROCEDURES**

SUBJECT: Admissions for First Semester				POLICY:			
SUBMITTED BY: Casey Scudmore				ORIGINATION DATE: April 2021			
APPROVAL: 3/2021				REVISION DATE:			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	4/21	8/22	7/2024	7/2025			

Purpose: To provide consistency in admitting students to the program.

Procedure: Students will not be admitted to the first semester after the first day of class.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Advanced Placement Exams				POLICY:			
SUBMITTED BY: Elizabeth A Sundberg				ORIGINATION DATE: October 2016			
APPROVAL:				REVISION DATE:			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	8/22	7/2024	7/2025				

PURPOSE: To grant credit and placement for AP scores.

PROCEDURE: AP scores are reported on a 5-point scale as follows:

- 5 = Extremely well qualified
- 4 = Well qualified
- 3 = Qualified
- 2 = Possible qualified
- 1 = No recommendation.

Antelope Valley College gives credit for an AP score of 3, 4, and 5. For calculating GPA for the nursing program AP scores will be calculated as follows:

- 5 = A
- 4 = B
- 3 = C

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: ASSIGNMENT TO CLINICAL GROUPS					POLICY:		
SUBMITTED BY:					ORIGINATION DATE: October 2013		
APPROVAL:					REVISION DATE: December 2014		
PROGRAM LEVEL: RN					SUPERSEDES:		
Review dates:	1/2015	8/22	7/2024	7/2025			

PURPOSE: To ensure that students have adequate access to registration for courses.

POLICY: Students register for clinical groups according to the schedule of classes. Students who have satisfactorily completed prerequisites courses in the first through third semesters are guaranteed space in the class in the subsequent semester.

Students can register for clinical courses for second through fourth semesters once they have met three conditions:

1. Students must have satisfactorily completed all prerequisite courses.
2. Students must have current physical exams, CPR cards, and tuberculosis testing on file with the Health and Safety Sciences office.
3. Students must have a valid registration date.
4. Students must have the required vaccination forms.

Until the last day for online registration for a semester, students may use the college registration system to register or to switch clinical groups. After the first day of the semester, students cannot switch clinical groups.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: ATTENDANCE POLICY				POLICY:			
SUBMITTED BY: Elizabeth Sundberg				ORIGINATION DATE: October 2003			
APPROVAL: Curriculum committee				REVISION DATE: December 14, 2011			
PROGRAM LEVEL: ADN				SUPERSEDES: 11/07 policy			
Review dates:	10/03	11/07	1/2015	8/2022	7/2024		

PURPOSE: To provide a consistent attendance policy.
To provide maximum number of absence hours for lecture and clinical courses.

PROCEDURE: The attendance policy is described in the Mandatory Resource Manual and course syllabi.

The faculty or administrator orienting new students to the program reviews the policy in the orientation session.

Instructors review the attendance policy in the classroom during the first week of the course.

Students sign a form indicating that they have read and they understand the attendance policy at the beginning of every course.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: CHALLENGE/ADVANCED PLACEMENT FOR MILITARY PERSONNEL				POLICY:			
SUBMITTED BY: Elizabeth Sundberg				ORIGINATION DATE: March 2016			
APPROVAL:				REVISION DATE:			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	10/2016	8/2022	7/2024				

Purpose: To provide individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) advanced placement into the 2nd semester of the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam, dosage calculation exam and skills competency evaluation.

Requirements: The veteran needs to have an “honorable discharge.”

Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS®7).

Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability, skills competency, 70% or above on the Challenge Exam and 90% on a dosage calculation quiz.

Military Challenge students admitted to the Associate Degree Nursing Program after academic failure at another school will not be eligible for re-entry after academic failure, or withdrawal to avoid academic failure, from the Antelope Valley College Associate Degree Nursing Program.

Procedure: Interested candidates must request an appointment with the Program Director at least four weeks prior to the enrollment period to discuss eligibility requirements for the Associate Degree Nursing Program.

1. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:
 - a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
 - b. Army Healthcare Specialist (68W Army Medic)
 - c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
 2. Applicants applying for transfer credit must submit the following materials verifying education and experience:
 - a. transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience;
 - b. documentation of experience
 3. After a review of the applicant's documentation, and upon determination that the applicant has met the educational and experience requirements, as well as the additional nursing program admission requirements, the student will be required to take a written challenge examination, a competency skills evaluation and a dosage calculation exam.
 4. The following materials will be available to the applicant once challenge confirmation is made:
 - a. course syllabus, including course objectives;
 - b. content outline;
 - c. bibliography and textbook lists; and
 - d. example of the style and format of the examination.
 5. Written and skills competency examinations for advanced placement or challenge must be completed one semester prior to enrollment to the program.
 6. Advanced Placement will be granted if the applicant meets minimum requirements equivalent to those required of students enrolled in the actual course.
-

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Antelope Valley Medical Center Identification Badge				POLICY:			
SUBMITTED BY: Elizabeth Sundberg				ORIGINATION DATE: October 3, 2007			
APPROVAL:				REVISION DATE: March 2016			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	3/2016	8/22	7/2024				

PURPOSE: To describe the process for obtaining and returning an Antelope Valley Hospital identification badge.

PROCEDURE: Students will be required to sign an Intranet /Internet Security Form (Attachment A). When the Intranet/Internet (Attachment A) form is submitted for log-on a notification list will be sent to AVH's security Department via email. The badge authorization will be generated via those notifications.

Please submit the Attachment A form to the Program Coordinator. She will forward to the appropriate individual at Antelope Valley Medical Center.

After the form has been submitted the ADN student will go to the cashier's office at AVMC and pay for their badge. Then the ADN student will go to the security office at AVMC to have their picture taken and obtain their badge.

The student is then responsible for the appropriate use of the badge during their enrollment in the ADN program. Failure to do so will result in action up to and including dismissal from the ADN program.

Badges are collected at the end of each semester. When the student exits the program, the instructor must collect the badge and return it to the education office at AVMC.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Release of Confidential Information		POLICY:					
SUBMITTED BY:		ORIGINATION DATE: November 2007					
APPROVAL:		REVISION DATE:					
PROGRAM LEVEL: ADN		SUPERSEDES:					
Review dates:	8/22	7/2024					

PURPOSE: To protect the confidentiality of students' medical and academic records.

PROCEDURE: The student needing release of confidential information must obtain and sign the release form from the Program Coordinator. Only a student or his/her designated power of attorney may request release of confidential information unless a subpoena is obtained. Subpoenas must be served on the Vice President for Student Services.

Upon receipt of the signed release form, the Program Coordinator will notify the dean that confidential information is being requested. The dean will consult with the Vice President for Academic Affairs and/or the Vice President for Student Services if there is a concern about the request.

Responses for requests for confidential information are made within ten working days of the request.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Leaving assigned clinical unit during class/clinic hours				POLICY: CLINICAL DUTY HOURS AND BREAKS			
SUBMITTED BY:				ORIGINATION DATE: April 18, 2011			
APPROVAL: 5/2/11				REVISION DATE:			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	1/2015	8/2022	7/2024				

PURPOSE:

- To ensure patient safety.
- To ensure that students meet hours and supervision required by Title 5 of the California Code of Regulations (sections 58003.1, 58006, 58008, 58023, and 58056).
- To hold the students to the ethical standards of the profession.

POLICY:

Students can leave their assigned clinical units for the following reasons:

1. Assigned breaks and lunches;
2. Assignment to another clinical unit;
3. At the end of the clinical day (For example, the clinical hours have ended or the student is ill and must leave the clinical unit);
4. At the change of assignment. For example, the student may be assigned to the simulation lab for part of a clinical day and to the hospital clinical unit for another part of the clinical day.

Assigned breaks and lunches must be approved by the clinical instructor. Students are expected to adhere to professional standards for reporting to staff and students when they are leaving the clinical unit.

Students must remain in the assigned clinical facility or on the campus of the clinical facility during breaks of their clinical classes. Exceptions must be approved by the director of the nursing program prior to the actual event.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Cardiopulmonary Resuscitation (CPR)				POLICY:			
SUBMITTED BY:				ORINATION DATE:			
APPROVAL:				REVISION DATE: December 2014			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	9/03	1/2015	8/2022	7/2024			

Purpose: To ensure safe patient care in the event of cardiac or respiratory arrest.

Policy: Students are required to be competent in Cardiopulmonary Resuscitation (CPR) as evidenced by current certification in CPR for Healthcare Providers.

Students must take CPR for Healthcare Providers every two years.

American Heart Association CPR is mandatory. CPR courses taught by the Red Cross curriculum are not acceptable.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: USE OF ELECTRONIC DEVICES IN THE CLASSROOM				POLICY:			
SUBMITTED BY: Elizabeth Sundberg				ORIGINATION DATE: December 14, 2011			
APPROVAL: Curriculum committee				REVISION DATE: New			
PROGRAM LEVEL: ADN				SUPERSEDES: Not applicable			
Review dates:	1/2015	8/2022	7/2024				

PURPOSE: To provide guidelines for instructors and students for appropriate use of electronic devices in the classroom.

PROCEDURE: The use of electronic devices in the classroom policy is described in the course syllabi.

The faculty or administrator orienting new students to the program reviews the policy in the orientation session.

Instructors review the use of electronic devices in the classroom during the first week of the course.

Students sign a form indicating that they have read and they understand the use of electronic devices in the classroom policy at the beginning of every course.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Diagnostic Assessment				POLICY:			
SUBMITTED BY: Elizabeth A Sundberg				ORIGINATION DATE: May 4, 2007			
APPROVAL:				REVISION DATE: February 13, 2017			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	1/2015	10/16	2/17	8/2022	7/2024		

PURPOSE: To establish the sequence of admissions based on diagnostic assessment for generic students, LVN-to-RN students and transfer students.

POLICY: The California Community College System requires pre-entry diagnostic assessment for all students wishing to enter ADN programs with attrition rates higher than 15%. All students wishing to enter the program at Antelope Valley College will be required to complete diagnostic assessment. Students entering in spring 2008 or later will be required to complete diagnostic assessment and must demonstrate proficiency after completing pre-entry coursework/workshops in specified areas.

Students submit the "Verification of Prerequisites" form with all required supporting documents to the Program Coordinator in the Nursing Office.

Because the Chancellor's Office monitors gender, age, ethnicity, language spoken at home, number of students taking the diagnostic assessment, number of students meeting proficiency, number of students needing additional preparation, and number of months between meeting proficiency and enrollment in the ADN program, this information will be gathered from all students. The information will be confidential and will not be used in consideration of an individual student's entry into the program.

Upon verification of prerequisites by the Director of Nursing or department chair, students are assigned a date to take the Test of Essential Academic Skills (TEAS®7), a nursing diagnostic assessment test approximately one semester prior to anticipated entry into the program. The test is free to the student. Students who attain a satisfactory score on the test (currently 62% or higher) will be considered for the next step in the enrollment process.

Students will be given permission to take the TEAS®7 a second and **final** time. Students who attain a satisfactory score on the second test will be considered for the next step of the selection process. Students who do not meet proficiency on the second diagnostic assessment will be counseled by the nursing success counselor regarding career options.

Students will only be allowed to defer the TEAS®7 two times.

If a student failed the TEAS®7 twice while applying to the generic ADN program and later applies to the LVN-RN program, the student will be allowed to take the TEAS®7, following the diagnostic assessment policy.

If a student failed the TEAS®7 twice while applying to the LVN-RN program, the student will not be allowed to take TEAS®7 to enter the generic ADN program.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Exam Review Time Period				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: March 7, 2005			
APPROVAL:				REVISION DATE:			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	11/07	1/2015	8/2022	7/2024			

PURPOSE: To define the amount of time students have to review exams.

PROCEDURE: Students will have a limited amount of time to review exams.

In full term classes, students will have one week after the date of the exam to review their exams.

In part-of-term classes, students will have one week after the date of the exam to review their exams.

Information on time limits for exam review will be published in the Mandatory Student Resource Manual and in the course syllabi.

In the event that a student uses the student complaint policy to grieve a course grade, the student shall retain the right to review his/her exams for the entire course. Under no circumstances will a student be able to review his/her exams after the one-year time limit to grieve a course grade has elapsed.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Faculty Orientation				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: May 2001			
APPROVAL:				REVISION DATE: December 2014			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	5/03	9/03	1/2015	8/2022	7/2024		

Purpose: To provide orientation to the program and the course in which the faculty will be teaching.

Procedure: Full time faculty members are required to attend college-wide orientation. Adjunct faculty are encouraged, but not required, to attend the college-wide orientation specifically for adjuncts held prior to the beginning of the academic year. Full time and adjunct faculty members are encouraged to attend the annual faculty professional development day for the ADN program.

Full time and adjunct faculty will be oriented to the program by the department chair or the Director of Nursing or his/her designee.

Full time and adjunct faculty will be oriented to the course(s) they will be teaching by the lead instructor(s) of the course(s).

The faculty handbook will be given to all full time faculty and adjunct faculty at the beginning of the first semester that they teach. The handbook will be posted on the college website.

Documentation of orientation to the course is recorded on the Adjunct Orientation form. The adjunct instructor initials the areas to which he/she has been oriented. Completed forms are kept on file in a notebook in UH 211F or electronically in the shared folder.

Clinical agencies establish their own faculty orientation policies. If a clinical agency mandates orientation to the facility, the college compensates the faculty for the experience upon submission of the "Request for Pay for Supplemental Services" form.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Students falsifying enrollment forms				POLICY: FALSIFICATION OF DATA ON ENROLLMENT FORMS			
SUBMITTED BY:				ORIGINATION DATE: March 1, 2010			
APPROVAL:				REVISION DATE:			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	1/2015	8/2022	7/2024				

PURPOSE:

- To ensure that qualified students enter and graduate from the program and that all student information is accurate and truthful.
- To hold the students to the ethical standards of the profession.
- To ensure that students are treated equitably.

POLICY:

Students are required to submit accurate and truthful information on the Verification of Prerequisites for the Nursing Science Courses for Admission to the Registered Nursing Program. Students who falsify or omit any information that is requested on the Verification of Prerequisites for the Nursing Science Courses for Admission to the Registered Nursing Program will not be considered for entrance into the program.

At any point if it is discovered that a student has omitted or falsified academic or personal information required by the college or the program, the student will be disciplined according to Antelope Valley College Board Policies Section 5500 and the college disciplinary process.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: MATH POLICY					POLICY:			
SUBMITTED BY: Elizabeth Sundberg					ORIGINATION DATE: 2/27/2012			
APPROVAL: Curriculum Committee, 2/27/2012					REVISION DATE:			
PROGRAM LEVEL: RN					SUPERSEDES:			
Review dates:		1/2015	2/2017	8/2022	7/2024			

PURPOSE: To provide a consistent math policy and to document student competency in math.

POLICY: The math policy is described in the Mandatory Student Resource Manual and the course syllabus.

Students will take a math exam each course in the nursing program. The mandatory passing score for the exam is 90%. This competency is required for students to pass medications in the clinical area. If a student does not pass the math exam with a score of 90% in the specified number of attempts, the student will be dropped from the course.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Admissions for Foreign Graduate Students					POLICY:				
SUBMITTED BY: Elizabeth Sundberg					ORIGINATION DATE: August 2017				
APPROVAL: September 11, 2017					REVISION DATE: 2/8/2021				
PROGRAM LEVEL: ADN					SUPERCEDES:				
Review dates:	2/21	8/2022		7/2024					

Purpose: To provide consistency in admitting foreign graduate students to the nursing program.

Procedure: Foreign graduate students must enter the program as traditional students, VN-RN students, whichever is applicable. They may follow the challenge process or transfer student policy as applicable.

Foreign graduates will not be allowed to apply and take only the classes they are missing.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Re-enrollment				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: October 2003			
APPROVAL:				REVISION DATE: March 29, 2016			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	4/2021	8/2022	7/2024				

Purpose: To provide consistency in repeating nursing courses and re-enrolling students into the program.

Procedure: Students should be referred to the Student Resource Manual for the procedure for repeating nursing courses and re-enrolling.

Students are expected to complete the RN program in four semesters after initial admission.

Students may re-enroll in the nursing science program once. A student will not be allowed to re-enroll in the program after two unsuccessful completions or withdrawals from any nursing science courses. The nursing program will only be available to returning students who have been out of the program 3 years (36 months) or less. NS 200A is considered a nursing science course. NS099 is not a required course for the nursing curriculum and therefore it is not taken into consideration.

In rare circumstances a student may be eligible for an exception. Circumstances in this category include personal injury, prolonged illness, or similar crises that result in a student's inability to complete a course successfully.

Students requesting an exception must submit a written request for consideration to the Director of Nursing explaining the unique circumstances and include supporting documentation. The request for consideration of a crisis situation as a reason for repeating a course must occur within thirty days of withdrawing from the course.

For an exception to be granted an attrition assessment form must have been completed and be on file and the student must have satisfactory standing at the time of withdrawal.

The request for an exception is reviewed by the ADN faculty. Students are notified of the faculty's decision by mail.

A student who leaves the program during the first semester or who is unsuccessful in the first semester must submit a new application (including current transcripts showing unsuccessful completion of the first semester nursing courses) to the Nursing Program Coordinator. The student will be placed on the list for enrollment in the pool of candidates who meet the enrollment criteria.

If a student chooses to re-enroll in the program after 36 months, the student will be required to submit a new application (including current transcripts) to the Nursing Program Coordinator. If the student was in good standing the student will be placed on the list for enrollment in the pool of candidates who meet the enrollment criteria and will enter the nursing program in the first semester. Students will follow all District repeat policies. Unsuccessful completions and withdrawals (strikes) from previous admissions will be retained.

Second, third and fourth semester students and students who elect an LVN-to-RN option must submit a letter of intent to re-enroll and an attrition assessment form each time they plan to re-enroll. If the number of students who apply to re-enroll in a course exceeds the number of available spaces in the course, the Director of Nursing will conduct a lottery for the spaces that are available. Students are placed in the lottery by student identification number and are admitted in the order in which their number is drawn. Students who are not given spaces in the course will not be entered in a second lottery. They will be admitted in the order in which their numbers were drawn in the initial lottery.

Re-enrollment is on a "space available" basis.

Students who defer enrollment may defer to the next semester and return to the pool of candidates. They can defer twice in a 2-year period.



Associate Degree Nursing Program Attrition Assessment

1. Why are you leaving the program or what led to failure in the course?
 - a. Medical reasons
 - b. Poor academic performance (in what course? _____)
 - c. Poor clinical performance
 - d. Family problems or lack of family support
 - e. Financial difficulties
 - f. Other reason(s) (describe _____)
2. Do you believe you received adequate **information** about the course and the program before starting it? If not, describe the information you believe you were lacking.
3. Do you believe that you received adequate **support services** to facilitate success in the course? If not, describe your perception of the services you needed to be successful.
4. In your opinion, what could you have done differently to facilitate your success in the course?
5. What are your plans for the future with regards to nursing education?
6. Instructor's statement of student's academic and clinical status in course (or program) at time of withdrawal:

*I understand this is a strike and will submit this form, with an email stating an intent to re-enroll addressed to the Health and Safety Sciences Division office.

_____(Student's Name – Please Print) _____(Student's Signature)
_____(Instructor's Signature) _____(Date)

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Notification of Unsatisfactory Performance Form				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: March 18, 2002			
APPROVAL: Curriculum Committee				REVISION DATE: November 2007			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	10/03	1/2015	8/2022	7/2024			

PURPOSE: To document unsatisfactory performance in academic or clinical performance.

POLICY: The Notification of Unsatisfactory Performance form may be used when a student has poor academic or clinical performance.

For poor academic performance the Unsatisfactory Performance form may be used to summarize the problem and make suggestions for improvement. The student sets goals and actions for which the student intends to take responsibility. The instructor and student mutually set a date for re-evaluation. The student receives a copy of the notification. The last day to withdraw from the course is noted on the Notification of Unsatisfactory Performance.

For unsatisfactory clinical performance the Unsatisfactory Performance form is used when a student violates or fails to meet expectations or standards in the clinical area as evidenced by the formative evaluation. The instructor will be responsible for initiating the form as close to the time of the incident as possible.

The student is to give a written account of how and why the incident occurred. The instructor and the student will collaboratively develop a performance improvement plan. The instructor will complete a follow up of the unsatisfactory performance and document the resolution.

Upon resolution, the original copy of the form will be placed in the student's file, and a copy will be given to the student.

ANTELOPE VALLEY COLLEGE

HEALTH AND SAFETY DIVISION/NURSING

NOTIFICATION OF UNSATISFACTORY PERFORMANCE

(To be filled out by the instructor)

STUDENT _____

COURSE _____

Critical Incidents:

Summary Statement of Problem:

Suggestions for Improvement:

Instructor's Signature: _____

Date: _____

The last day to withdraw from this course with a "W" is: _____

(To be filled out by student)

GOAL(S):

Date for re-evaluation: _____

Actions for which student is responsible:

I understand that if the above goals are not met by the end of the semester, I will receive a maximum grade of "D" in _____

The student's signature indicates that he/she has read this statement. It also indicates that the student has received a copy of this statement.

Student's Signature: _____ Date: _____

NOTICE OF UNSATISFACTORY PERFORMANCE

Name:

Course:

Date of Occurrence:

Instruction: this form is to be used when a student does not meet the expected standard of performance. The instructor will complete the form and obtain student input no later than the next clinical day. The form will be placed in the student's file.

Type of Occurrence

Circle the occurrences which apply:

- | | |
|--|---|
| 1. Medication administration error | 6. Failure to demonstrate accurate assessment skills |
| 2. Lack of preparation for passing medications | 7. Failure to apply theory to the clinical setting |
| 3. Failure to document pertinent patient information | 8. Failure to demonstrate responsibility and accountability |
| 4. Failure to communicate critical information | 9. Failure to complete assignments in a timely manner |
| 5. Failure to maintain safe patient environment | 10. Other: _____ |

Instructor's Description of the Error

Student's Analysis of How the Error Was Made

Performance Improvement Plan

Instructor Follow up

Student Signature

Date

Instructor Signature

Date

ANTELOPE VALLEY COLLEGE

NURSING SKILLS LAB REFERRAL

Student's Name _____ Date of Referral _____

REASON FOR REFERRAL:

- ☐ Review of _____
- ☐ Practice of _____
- ☐ Check-off _____
- ☐ Test _____
- ☐ Competency testing required _____

Referring faculty _____

Comments:

COMPETENCY COMPLETED:

Faculty _____ Date _____

- ☐ Review
- ☐ Competency
- ☐ Check-off
- ☐ Test

Comments:

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: APPROPRIATE FACULTY UNIFORM IN CONTRACTED CLINICAL FACILITIES				POLICY:			
SUBMITTED BY: Faculty Uniform Subcommittee of ADN Nursing (Curry, Dedrick, Harmon, Scudmore, Stewart). Revision submitted by Marianne Stewart				ORIGINATION DATE: June 3, 2010.			
APPROVAL:				REVISION DATE: August 18, 2014			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	8/2022	7/2024					

PURPOSE: To assure that all nursing faculty members of Antelope Valley College present themselves professionally by wearing proper uniform attire in contracted clinical facilities.

POLICY: The approved uniform for Antelope Valley College nursing faculty members, consists of a solid color or print top with complimentary solid color pants and a white lab coat or lab jacket. In cool environments, faculty members may wear white undergarments that have a rounded neck, but no turtleneck, and sleeves as long as three-quarter length. Any color pant is acceptable if a print top is worn. Uniform shoes are to be any color and can be leather or canvas with closed heel and closed toe. Appropriate name badge must be worn above the waist.

Good hygiene is expected. This includes, but is not limited to clean hair, absence of body odor and halitosis. No perfumes, cologne, or other strong fragrances should be applied prior to the clinical experience. Uniforms must be clean and pressed. The only acceptable pieces of jewelry to be worn are wedding rings, wrist watch, and one pair of plain studs in pierced lower ear lobes, if one chooses to wear earrings. Visible body piercing jewelry is not permitted. Body art should be covered to the maximum extent possible. Hair style and color (naturally colored hair) should be fashioned to promote safety and professionalism, and should be worn above the collar and away from the face. Facial hair must be neatly trimmed and close to the face. No acrylic or gel nails are permitted in the clinical area. No nail polish may be worn. Chewing gum in the clinical facilities is not permitted.

ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Physical Examinations				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: unknown			
APPROVAL:				REVISION DATE: August 2009			
PROGRAM LEVEL: ADN				SUPERCEDES:			
Review dates:	9/03	8/09	8/2022	7/2024			

Purpose: To ensure the absence of communicable diseases and to ensure that candidates for the ADN Program do not have physical and/or mental illness that may endanger the health and safety of a patient.

Procedure: A physical examination will be required after conditional acceptance into the program. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the candidate is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient.

Students and instructors are required to submit evidence of the following immunizations or positive titer results: measles (rubeola), mumps, rubella, chicken pox (varicella), tetanus (with booster), hepatitis B and seasonal flu (or declination form) and updated Covid (or declination form). These immunizations are required by the facilities where students will be having clinical experiences.

Students and instructors must maintain an annual two-step TB test, i.e., two TB tests within a 365-day period. If the student or instructor has a positive PPD, a negative chest x-ray (taken within the last 6 months) must be submitted. The annual TB questionnaire will be accepted after the two step test has been provided.

Physical examinations must be completed no earlier than one semester prior to enrollment and must be completed no later than the first clinical day of the semester (excepting the hepatitis B series).

Students who have had immunizations more than five years prior to the first semester of enrollment or employment in the ADN Program will be required to have titers for communicable diseases. Copies of the lab work showing the results of the titers must accompany the physical examination form and are submitted via Castlebranch.

Students returning to the program after an absence of more than one year must complete a health self-history and have a physical exam by a healthcare provider. Proof of tuberculosis testing that was completed within one year of re-entry must be submitted with the physical examination and any immunizations missed in the prior enrollment to the program must be completed.

After initial enrollment in the program, students must have an annual physical exam. The physical exam must include annual two-step tuberculosis testing using the Mantoux method or chest x-ray.

Clinical agencies may have physical exam policies that differ from the program policy. Students will be advised of any deviation for the program policy in advance.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: TB Testing				POLICY:			
SUBMITTED BY: Elizabeth Sundberg				ORIGINATION DATE: November 14, 2016			
APPROVAL: November 14, 2016				REVISION DATE:			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	8/2022	7/2024					

Purpose: To satisfy California Education Code and Hospital Requirements.

Procedure: All students and instructors must present a document stating a negative Mantoux skin test. They must maintain a two-step TB test, i.e., two TB tests within a 365-day period. Thereafter, they may submit an adult tuberculosis risk assessment questionnaire completed. If the student or instructor has a positive PPD, a negative chest x-ray (taken within six months) must be submitted. Thereafter, students and instructors with a positive PPD must submit an annual chest x-ray or an adult tuberculosis risk assessment questionnaire completed and signed by a licensed healthcare provider. Faculty working in the lab only, must submit an adult tuberculosis risk assessment questionnaire completed every 4 years.

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Tracking Forms				POLICY:			
SUBMITTED BY:				ORIGINATION DATE: Unknown			
APPROVAL:				REVISION DATE: October 1, 2012			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:	9/03	11/07	10/12	8/2022	7/2024	1/2025	

Purpose: To document student progress in the Associate Degree Nursing Program.

Policy: The ADN Student Tracking Form (via Google Drive) is used to note completion of courses, withdrawals and other unsuccessful attempts at course completion, and referrals to college student services. The tracking form of each student who graduated will be moved to the graduated tab and failed out students will be moved to the strike out tab.

The electronic ADN Student Tracking Form is initiated by the instructor of the first course in which a nursing student enrolls. Name, entry date, OSD status, LVN license, and 30-unit option are noted in the spaces provided on the form.

As the student exits each course, a comment box for that course is completed and includes comments on the electronic form.

Tracking forms are electronically accessed by faculty with secure login. The student success advisor is also able to view and add comments to aid in counseling the students.

Testing Policy, Guidelines & Student Success Strategies

AVC Nursing Policy –

- Students must achieve 70% (non-rounded) on theory course proctored tests to pass the course.
- NS 101A will have 4 exams worth 75 points each and a final exam worth 100 points. The final exam will be comprehensive and given at the end of the semester.
- NS 102A, 103A, 201A, 202A, 203A, and 204A will have 3 exams (50 items each) worth 50 points and a final exam (75 items) worth 75 points. The final exam will be comprehensive and given at the end of the semester. Point totals should be about 225 cumulative.
- NS 205 A will have 1-2 exams worth about 75 points.
- Eight-week clinical courses will have 100 clinical points. The Kaplan should account for 15 points of the total clinical points. All students are required to complete remediation, which consists of the Remediation Form and 1-hour of focused review. Remediation is graded as complete/incomplete. Failure to complete it is considered "Unsatisfactory" places the student at high risk of failing the course.
- NS 101A will have 180 clinical points. The Kaplan exam should account for 15 points of the total clinical points.
- Standardized End-of-Course and Program Exams – Benchmarks 70%. These exams are part of the clinical points.
 - NS101A Fundamentals of Nursing Science
 - NS102A Maternal and Newborn Nursing
 - NS103A Medical Surgical Nursing I
 - NS201A Psychiatric-Mental Health Nursing
 - NS202A Medical Surgical Nursing II
 - NS203A Pediatric Nursing
 - NS204A Medical Surgical Nursing III
 - NS205A Transition to Professional Nursing
 - NS200A Nursing Transition

KAPLAN EXIT EXAM SCORING (For all courses)

Score	Points
70% or greater	15
65% - 69.99%	13.5
60% - 64.99%	12
55% - 59.99%	10.5
50% - 54.99%	9
45% - 49.99%	7.5

40% - 44.99%	6
35%-39.99%	4.5
30%-34.99%	3
25%-29.99%	1.5
24.99% and below	0

Remediation: All students are required to remediate whether the student achieves benchmark or not. Students must complete the remediation form (attached), and a minimum of 1 hour of focused review of their exam content. Students must complete and submit all remediation requirements before the end of the clinical rotation. The remediation assignment will be scored as "complete" or "incomplete".

Benchmark (70%) and above - 100% of the points

65% - 69.99% - 90% of the points

60% - 64.99% - 80% of the points

55% - 59.9% - 70% of the points

50% - 54.9% - 60% of the points

45% - 49.99%-50% of the points

40% - 44.99%-40% of the points

35% - 39.99%-30% of the points

30% - 34.99%- 20% of the points

25% - 29.99% - 10% of the points

24.99% and below-0 points

- Grade grievances must follow the protocol in the AVC handbook, per college policy.
- Academic misconduct must follow the guidelines within the AVC Student Handbook.

MATH EXAM

- o Fundamentals, 30 question math test, have 4 attempts, and must achieve 90% or will be dismissed from the program. After the 1st attempt, the next tests are 10 questions each for retakes.
- o No math test for NS205A.
- o Week 1-2, all other courses:10 questions per blueprint, have 3 attempts, must achieve 90% or will be dismissed from the program.
- o Weekly Math homework: 5 questions, Satisfactory, Unsatisfactory on formative evaluations.
 - Graded by clinical instructor
 - Math homework electronic or hardcopy as requested by the instructor
 - 90-100% Satisfactory
 - 70-89% Needs improvement
 - 0-69% Unsatisfactory (Remediation necessary) Learning center computers-dosage calculations or skills lab referral

Item #	Objective	Cognitive Level	Nursing Process	Client Need
--------	-----------	-----------------	-----------------	-------------

1	Insulin with sliding scale	AP	I	S
2	Fahrenheit to Centigrade	AP	I	S
3	mcg/kg/min to mL/hour	AP	I	S
4	% solution to grams of dextrose	AP	I	S
5	mL/hour	AP	I	S
6	ML/hr: what time will it finish?	AP	I	S
7	Reconstitute in a syringe	AP	I	S
8	mg/kg/day-how many mL will you give for one dose	AP	I	S
9	gtt/min	AP	I	S
10	Units/mL-how many mL will you give	AP	I	S

Key: AP-application, I-Intervention, S-Safety

Nursing Guidelines & Student Success Strategies

Blueprint – Leveled to semesters (Template attached)

*All values are approximate and may vary. May start first exam at previous semester ending percentage. i.e. 3rd semester may start at 15% select all.

NCLEX Test Plan Categories	NCLEX %	1 st semester%	2 nd semester%	3 rd semester%	4 th semester%
Critical Thinking	100	50	70	85	100
Non-Critical Thinking	0	50	30	15	0
Select All/NGN	Up to 50	10	15	20	25

Item/Exam Development

- Exams should be peer reviewed for content validity.
 - Publisher test bank items should not be used unless they are modified. Modification is required for security of questions.
 - Alternative Items options – students should be exposed to all types in the classroom and/or testing environments.
 - Select all that apply- Multiple Response (5 to 10 answer options)
 - Correct answers may be 1 or up to all of the options.
 - Fill in the blank
 - Math questions will be on the math exam at the beginning of the semester. Any math questions on other exams will pertain to the specific content in the course.
 - NS 101A may incorporate math questions on every exam due to it being a new skill.
 - Drag and drop – Ordered response
 - Hot spot
-

- o Multiple choice (4 answer options)
 - Chart exhibit
 - Tables and graphs
 - Audio
 - Video

Next Generation NCLEX (NGN) items as above and Case study style

Item Writing Style

Each stem should pose a question, ending in a question mark.

Each item response should begin with upper case and end with a period.

Client should be used rather than patient; prescription rather than order; parent rather than mom/dad; health care provider rather than doctor.

Proper names should not be used – refer to “The nurse” and “The client”.

Negatively referenced stems should be avoided. (i.e. all except, the nurse should not)

All test items should stand alone. (i.e. using the scenario in the question above...)

Medications should be generic names only – no brand names.

Eliminate age, culture, gender unless pertinent to the question.

Eliminate bias. (i.e. soda vs. pop)

Length of the Exam

NCLEX® does not have a time limitation per item. Length of the exam should be based on the number of minutes per test item.

- o Multiple Choice 1.2 min/item
- o Select all that apply (SATA) 1.5 min/item
- o Math or fill in 2 min/item
- o NGN items 2 min per question.

Allowing an unlimited amount of time will often lead to students changing answers.

Considerations may be needed for alternative items that are more time consuming:

- o Fill-in-the-blank
 - o Drag and drop
 - o Chart exhibit
 - o Tables and graphs
-

Item Analysis

	Range	What it Means	Considerations
KR20	0.0 to +1.0	The higher the number, the more reliable an exam is considered	- When the item difficulty of several items is a high number (high % = easy questions), the KR20 will be lower - Smaller classes have less statistical significance and this should be considered when analyzing the KR20. - The way to improve a KR20 is to: - Have more test takers - Improve the individual items.
Item Difficulty (p-value)	30% to 80%	Tells the % of students that got an item correct	- Optimal = 63% for a 4-option multiple-choice exam. - Items >90% are considered too easy; unless pre-identified as Mastery. - Items < 30% are considered too difficult. - In a four-option multiple-choice item, 30% can be achieved by guessing alone.
Item Discrimination Ratio (IDR)	> 40%	Excellent Discriminator	<u>Calculate IDR by using this formula</u> (Upper-scoring 27%) – (Lower-scoring 27%) - A negative IDR occurs when more low-scoring students answer the item correctly than high-scoring students.
	> 25%	Acceptable Discriminator	
	< 25%	Poor Discriminator	
Point Biserial (PBCC)	> 0.25	Acceptable Item	
	< 0.25	Review and Edit	- The higher the number, the better the question is at discriminating between high and low achievers. - If PBCC is a negative number, then low-achieving students got it right and high-achieving students got it wrong. Item must be revised.

Course _____ Analyzed Date/Time: _____ KR Score ____ Faculty Members: _____ & _____

Test #: _____ Administered Date/Time: _____ Median/Possible: _____ N: _____

	Point Biserial > 0.25	Point Biserial 0.25 - 0	Point Biserial Negative	Total
P Value 0-30%				
P Value: Very Difficult: 31-50%				
P Value: Difficult: 51-62%				
P Value: Average: 63-80%				
P Value: Easy: 81-95%				
P Value: Very Easy if not predesignated as Mastery: 96-100%				
Total Number of Items				

KR Score: Reliability - Trustworthiness/consistency of results. Range 0.0 to +1.0 - higher is better
p-Value: % correct. Level of item Difficulty. Range should be in 30% -80%
Point Biserial: Discrimination ability of each question with consideration of the upper and lower performers > 0.25 - Acceptable - higher is better

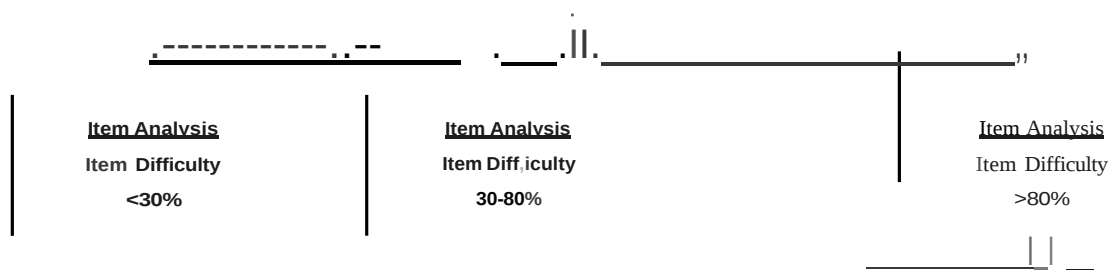
Black: Invalid question, adjust scores per department guidelines and rewrite
Dark Gray: Item needs revision: furthest from Ideal
Light Gray: Consider revision - approaching ideal
White: Ideal for discrimination & level of difficulty

Alternative Overall % of exam: _____ Number of Select All That Apply Questions: _____ Fill in the Blank (Math): _____ Chart Exhibit: _____
 Hot Spot: _____ Graph: _____ Drag and Drop: _____ Audio/Video: _____ Total Number: _____

Questions Adjusted:	Questions to be Revised:	Summary of scores after adjustments:			
Example: #3 - accept C or D, #110 - nullify	(list by number)		A	92-100	#
			B	84-91	
			C	76-83	
			D	68-75	
			F	< 68	

Exam Analysis

Examine the Mean, Median, Standard Deviation and KR2,0



Item too difficult. Consider 1 credit to more than one answer, nullify or delete.
 Exam should then be rescored

Evaluate the IDR and Point Biserial!

Is item pre-identified as **Mastery?**
 No - Item is too easy, revise.

Is item pre-identified as **Mastery?**
 Yes - Keep it.

Point Biserial > 0.25
 Evaluate IDR and each individual response. Consider adjusting the item to improve PBCC

Point Biserial < 0 (a negative number). Item must be looked at closely and revised,

Point Biserial < 0.25

Revise item

Approved by Curriculum Committee Fall 2018

Item Analysis Outcome

Grades should not be posted until after the adjustments are made.

Electronic exams will display a preliminary score, prior to any adjustments.

Review with a second faculty member the items being adjusted.

Complete analysis and archive, in case there is a student grievance related to the exam.

For items identified as “poor” consider the following:

- o Give credit for more than one choice, if there is more than one correct answer (preferred action).
- o Remove item and add an additional item to the next exam, if there is no correct answer.

Revise questions identified in the analysis.

- o When revising items, the first step is to create at least 4 answer options that are plausible.
- o Clarify any questions where credit was given for more than one choice and it was not multiple response.

Recommended Honesty Statement

Evidence shows that when students are faced with reminders of honesty prior to testing events they are less likely to be dishonest. The following form is signed at the beginning of each course.

Academic Honesty Understanding:

I: Student Name, agree that I will not:

- Talk to anybody about any exam that I have or have not taken of any type in this course or any other nursing course, whether or not the other person has taken the same exam.
- Copy, photograph or in any manner replicate any exam in part or whole in this or any other course.
- I also understand that it is ethically imperative that any instance of a violation of the above understanding be reported to the instructor immediately.
- Finally, I also acknowledge that any violation of the above understanding may result in a zero on the exam in question.

Student's name (Please Print)

Student's Signature

Date

Environment and Exam Security

- Testing security should be consistent within the program.
- Faculty should actively proctor during the examination.
- Students should not leave the room for any reason without a proctor escort.
- Lockdown browsers should be used for electronic testing to prevent accessing other sites and screenshots.
- Students not taking the exam at the same time may be given a different version of the exam that fulfills the same blueprint, with a minimum of 20% change from the first version.
- The instructor may provide an English dictionary for students to use at the front of the room. Medical terminology, if a part of the question, will not be provided.
- English translation dictionaries should not be used during testing.
- Starting Spring 2019, all exam settings will not allow the student to go back to previous questions.

Recommended Test Day Rules (including students using OSD services):

- *Students should only have a pencil, scratch paper and a calculator at their desk or computer (scratch paper should have a student name and turned in at the end).*
- *All books, notebooks, backpacks, purses, or other luggage used to transport class material should be in the front, back, or sides of the room.*
- *All electronic devices and cell phones should be turned off and secured at the front of the room.*
- *Hats, ball caps, sunglasses, visors, smart watches, or other electronic devices that record, are not permitted during the exam.*
- *Ear plugs may be worn during the exam, if approved by the instructor.*
- *All food should be placed at the front of the room. Capped, bottled drinks may be allowed at instructor's discretion.*
- *Once the exam has started, students should only leave the testing area at the instructor's discretion.*
- *If a calculator is required for the exam, students should only use the calculator provided by the instructor.*
- *The instructor should not answer any content-related questions about the exam once the exam begins.*

Student Test Review and Remediation

- Exam review should take place in a timely manner; within 1 week of the exam date.
 - Test review should be conducted in a scheduled, exam setting as described in the previous section, to protect exam security.
 - Students should be offered suggestions for improvement of study and testing strategies for each exam (for failing or passing grade) and be made aware of campus student success services.
-

Student Success Strategies

- High-risk students should be identified, provided with, and encouraged to create a success plan with the guidance of the faculty. A high-risk student is considered to have one of more of the following:
 - o Received less than 72% on prior exams.
 - o Failure of a prior nursing class.
 - o Current theory grade of 72% or less.
 - o Kaplan exam score of less than 70% (if available).

General Success Plan Recommendations

- o *Make an appointment with the student success counselor.*
- o *Review Kaplan remediation for all Kaplan tests. Use areas of weakness to create a study plan, review and remediate.*
- o *Math calculation and remediation.*
- o *Practice NCLEX style test questions every week.*
 - *Study mode: take item, review answer, and read rationale*
 - *Testing mode: take many items with a time limitation, then check answers – simulate the testing environment.*
- o *Counselor center for stress management, test anxiety and life skills.*
- o *Office of Students with Disabilities (OSD) for concerns about disabilities.*

Kaplan Resources

- Kaplan is an exam preparation and content resource to assist with learning and test taking. It is important to utilize this resource effectively.
 - Login at least weekly and make a "focused review test", choosing content that you are currently studying, or take pre-existing exams from the list.
 - Review remediation material and exam rationales for all items.
 - Also visit "Go to your study plan". This area contains many helpful videos and remediation content to help you master the content and learn how to take test items.
 - The "Kaplan Channel" has live and pre-recorded webinars covering content in 30-minute blocks.
-

- ## Pre-Exam

- Ask for clarification if unclear
- Identify key words

Insufficient Information or Knowledge

Insufficient information or knowledge is the result of poor or inadequate study skills and preparation. If you continue to have difficulty, see the student success departments on campus. They can help with strategies and life management skills. Below are some specific suggestions.

- *I did not read the textbook thoroughly*
 - o Take notes while reading – reread before exam; summarize the readings; highlight key ideas while reading
- *The information was not in my notes*
 - o Record lecture if allowed and update notes after class
- *I studied the material but could not remember it*
 - o May not have been focused when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- *I knew the main ideas but needed the details*
 - o May not have been focused when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- *I knew the material but could not apply it*
 - o Create patient scenarios for each topic – apply while studying.
- *I studied the wrong information*
 - o Clarify the areas of content; review the test blueprint if available.
- *Missed or did not understand the terms*
 - o Make flash cards of all unfamiliar words while studying.

Test Anxiety

Test anxiety is common in nursing school. You cannot eliminate test anxiety, but need to learn how to control your stress levels while testing. Counseling services on campus can provide assistance in managing the anxiety you are experiencing. Here are some other suggestions.

- Get a good night of sleep the night before the exam. Do not study 2-4 hours before bedtime, otherwise you will not sleep restfully.
- Prepare a method of meditation or relaxation that can be used during the exam. Reflect in your mind, on a word, phrase, image, or positive affirmation that brings you calm. Use it while studying and during the exam, hang it on your bathroom mirror and reflect on it each day.
- Take a brisk walk around campus before the exam, think positive thoughts.

Careless Mistakes

Careless mistakes are often the result of going too fast or too slow. The person that moves too rapidly through the exam glosses over key points and misses key words. The person that goes too slow, second guesses themselves and changes answers. It is important to develop both speed and accuracy when taking an exam.

- Budget enough time to review your exam before submitting but **do not** change answers unless you are 100% confident that you’ve marked it incorrectly.
 - Remember, the NCLEX® does not allow for exam review, so learn how to take each item and move forward.
-

Lack of Test Wisdom

Learning to take nursing exams is a skill that needs development. Learn how to take these types of exams and practice, practice, practice!

- o Practice exam items in “study mode” where you take a question, select your answer and read the correct answer with rationale.
 - o Practice exam items in “testing mode” where you take 75+ items in a single setting, timing yourself and ‘simulating’ an exam. This will develop your “mental muscle” to sustain concentration over a sustained period of time.
-

ANTELOPE VALLEY COLLEGE

Health and Safety Sciences DIVISION

NOTIFICATION OF UNSATISFACTORY PERFORMANCE

(To be filled out by the instructor)

STUDENT _____

COURSE _____

Critical Incidents:

Summary Statement of Problem:

Suggestions for Improvement:

Instructor's Signature: _____ Date: _____

The last day to withdraw from this course is: _____

(To be filled out by student)

GOAL(S):

Date for re-evaluation: _____

Actions for which student is responsible:

I understand that if the above goals are not met by _____, I will receive a "U" in _____.

The student's signature indicates that he/she has read this statement. It also indicates that the student has received a copy of this statement.

Student's Signature: _____ Date: _____

Resources

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Oermann, M. & Gaberson, K. (2014). *Evaluation and Testing in Nursing Education* 4th ed, New York: Springer Publishing Company.

Sutherland, S., Schwartz, J., Dickison, P. (2012). Best practices for writing test items. *Journal of Nursing Regulation* 3(2), 35-39.

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Kaplan Remediation Form

Student Name:

Name of Test:

Percent Score:

Goal: 70%

Date of completion:

Date of review

Section 1

1	Correct to Incorrect *If this is a large number, force yourself to move to next question. Do not change answer.	Yes	How Many
2	Incorrect to Correct *If this is a large number and larger than your #1 sum, it is okay to change answers.	Yes	How Many
3	Incorrect to Incorrect *Most likely means you are guessing and do not know content. Review content resources. (Basics Book, Focused Review Test, Content Videos, Content Guide)	Yes	How Many
4	Level of difficulty: (write in the percentage on the top bar graph for each area) Recall____ Understand Concepts____ Making Nursing Judgments____ Setting Priorities____ Which area was your strongest? Recall____ Understand Concepts____ Making Nursing Judgments____ Setting Priorities____ Which area was your weakest? Recall____ Understand Concepts____ Making Nursing Judgments____ Setting Priorities____ *Why do you think this area was your weakest? *What will you do to improve this area?		
5	Nursing Process: (write in the percentage on the top bar graph for each area) Assess____ Diagnose____ Plan____ Implement____ Evaluate____ Which area was your strongest? Assess____ Diagnose____ Plan____ Implement____ Evaluate____ Which area was your weakest? Assess____ Diagnose____ Plan____ Implement____ Evaluate____ *Why do you think this area was your weakest? *What will you do to improve this area?		

6	Clinical Concept: (write in the percentage on the top bar graph for each area) Diagnostic procedures_____Therapeutic Procedures_____Meeting client needs: Physical_____ Meeting client needs: Psych_____Health Promotion: _____Communication_____Critical Think_____ Which area was your strongest? Diagnostic procedures_____Therapeutic Procedures_____Meeting client needs: physical_____ Meeting client needs: Psych_____Health Promotion: _____Communication_____Critical Think_____
	Which area was your weakest? Diagnostic procedures_____Therapeutic procedures_____Meeting client needs: physical_____ Meeting client needs: psych_____Health Promotion: _____Communication_____Critical Think_____ *Why do you think this area was your weakest? *What will you do to improve this area?
7	Client Needs: (write in the percentage on the top bar graph for each area) Safe/Effective Care Env_____Health Promotion_____Psych Integ_____Physio Integ_____ Which area was your strongest? Safe/Effective Care Env_____Health Promotion_____Psych Integ_____Physio Integ_____ Which area was your weakest? Safe/Effective Care Env_____Health Promotion_____Psych Integ_____Physio Integ_____ *Why do you think this area was your weakest? *What will you do to improve this area?
8	Client Need Category: (write in the percentage on the top bar graph for each area) Safety/Infection_____Health Promotion_____Psych Integ_____Pharm_____Reduction Risk_____ Physio Adap_____ Which area was your strongest? Safety/Infection_____Health Promotion_____Psych Integ_____Pharm_____Reduction Risk_____ Physio Adap_____ Which area was your weakest? Safety/Infection_____Health Promotion_____Psych Integ_____Pharm_____Reduction Risk_____ Physio Adap_____ *Why do you think this area was your weakest? *What will you do to improve this area?

Section 2

Collaborative

1	I finished the exam and did not run out of time. If not, time management issue. *Create a calendar with dates and times for studying-be specific.	Yes	No
2	I felt calm and in control. If not, empowerment issue. *Why do you not feel in control? Were you not adequately prepared? Did you not understand the information? Are you practicing negative talk?	Yes	No

Section 3
Collaborative

After everyone is finished with the exam:

20 min.- Individual review

- o Review your report and complete the remediation form. **10 min.**-Trends
- o Review all of your past reports and notice any trends.

Identify the top 3 areas of difficulty where you scored the lowest on all of your past exams

1.

2.

3.

30 min.-Collaborate with peers to identify areas that need improvement in the clinical setting.

- o Compare top 3 areas of difficulty with the group
- o Identify the top 3 for the group as a whole
- o Write 3 exam questions total using the above 3 areas of difficulty and the following prompts:

- ☐ The nurse is assessing a client who has/had (disease/procedure). What would be a priority action for the nurse?
- ☐ The nurse is caring for a client who is scheduled to have a [laboratory test; invasive procedure].
 - o Which information would be [most] important for the nurse to obtain from the client [before, during, after the procedure]?
 - o Which assessment(s) would be [most] important for the nurse to perform [before, during, after the procedure]?
- ☐ The nurse is assessing a client with [].
 - o It would require [immediate] follow-up by nurse if the nurse observes
 - o It would require [immediate] follow-up by the nurse if the client
 - o The nurse is admitting a client with (suspected) [indicate diagnosis]. It would indicate a correct understanding of infection control guidelines if the nurse (i.e., wears a surgical mask when standing within three feet of the client, wears a gown and gloves when entering the client's room)

- ☐ The charge nurse of a [indicate client care area] is planning assignments for the next shift. It would be [most] appropriate for the nurse to assign [indicate assignments appropriate for RN, LPN or nursing assistant. Remember delegation principles.]
- ☐ The nurse is reviewing newly written prescriptions for a client admitted with [indicate diagnosis, or procedure to be performed].
 - It would be appropriate for the nurse to question/follow-up with the primary health care provider if
 - Which medical prescriptions should the nurse implement first?
- ☐ The nurse is participating in the discharge plans for a client with [indicate diagnosis and new prescription for medication, equipment, stoma, BKA, etc.].
 - It would be [a priority, important, appropriate] for the nurse to obtain a referral for [home health nurse, physical therapy, social services,]
 - It would be [essential, a priority, (most) important, appropriate] for the nurse to determine if the client
- ☐ The nurse is assessing/caring for a client with [indicate diagnosis] who has been receiving [indicate treatment].
 - Which findings would indicate that the client is experiencing an expected outcome?
 - Which findings would indicate that the client is having an unexpected outcome?

1.

2.

3.

Last:

- Pick one question to share with the class
 - Student keeps this form to assist with NCLEX preparation
-

Exam Blueprinting

Item #	Module	Objective	Blooms Cognitive Level	Nursing Process	Integrated Process	Client Need	Difficulty
1							
2							
3							
4							

Key:

Module: Include the number of course objective for the course corresponding to the syllabus

Course Objective: Include a one or two-word description of the content in the question

Cognitive (Blooms) Level:

C= Comprehension

Ap= Application

An= Analysis

Integrated Processes:

N=Nursing process C=Caring

T=Teaching/Learning

CD=Communication/Documentation

Client Need:

S=Safe and Effective Care

Environment H=Health

Promotion/Maintenance

Ps=Psychosocial Integrity

Ph=Physiological Integrity

NCLEX Test Plan Categories	NCLEX %	1 st semester	2 nd semester	3 rd semester	4 th semester
Critical Thinking	100	50	70	85	100
Non-Critical Thinking	0	50	30	15	0
Select All	Up to 50	10	15	20	25
Safe and Effective Care Environment:					
Management of Care	17-23				
Safety/Infection Control	9-15				
Health Promotion/Maintenance	6-12				
Psychosocial Integrity	6-12				
Physiological Integrity:					
Basic Care and Comfort	6-12				
Pharmacological and Parenteral Therapy	12-18				
Reduction of Risk Potential	9-15				
Physiological Adaptation	11-17				

ANTELOPE VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Professional Conduct, DUI Incidents, and Compliance with Healthcare Requirements				POLICY:			
SUBMITTED BY: Marissa Latuno				ORIGINATION DATE: May 19, 2025			
APPROVAL: May 19, 2025 by Faculty				REVISION DATE:			
PROGRAM LEVEL: ADN				SUPERSEDES:			
Review dates:							

Nursing Program Policy on Professional Conduct, DUI Incidents, and Compliance with Healthcare Requirements

I. Purpose

The nursing profession upholds the highest standards of professionalism, ethical behavior, and responsibility. This policy establishes clear expectations for students regarding professional conduct, legal compliance, and adherence to healthcare requirements. Failure to comply with this policy may result in disciplinary action, including dismissal from the program, in accordance with Antelope Valley College (AVC) student conduct procedures.

II. Scope

This policy applies to all students enrolled in the nursing program, including conduct within the classroom, clinical settings, and any off-campus activities associated with the program.

III. Professional Conduct Standards

Students are expected to demonstrate professional behavior at all times. The following actions constitute unprofessional behavior and may result in disciplinary action including written warnings, removal from clinical placement, probation, or dismissal from the program, depending on the nature and severity of the behavior.

Examples of unprofessional behavior include, but are not limited to:

- Disruptive behavior in the classroom or clinical setting
- Disrespectful communication with faculty, staff, peers, patients, or healthcare personnel
- Violation of patient confidentiality (e.g., HIPAA violations)

- Dishonesty, including falsification of records or academic dishonesty
- Failure to adhere to professional dress code and conduct standards
- Engaging in any behavior that compromises patient safety
- Inappropriate use of personal electronic devices during class, lab, or clinical time (e.g., texting, social media, or taking unauthorized photos/videos).
- Failure to maintain professional boundaries with patients, clinical staff, peers, or faculty (e.g., engaging in overly personal relationships, boundary violations).
- Substance use or appearing under the influence of drugs or alcohol while engaged in any school-related activities, including class, lab, or clinical.
- Unexcused absences or chronic tardiness to class, clinical, or lab, which disrupt the learning environment and patient care.
- Disregard for infection control protocols or other safety policies in clinical and lab settings.
- Failure to report unsafe, unethical, or illegal behaviors observed in the classroom or clinical setting.
- Harassment, bullying, or discriminatory behavior toward any member of the academic or clinical community.
- Posting inappropriate content on social media that references the program, patients, faculty, or clinical experiences, even if de-identified.
- Refusal to follow faculty or clinical instructor directives or argumentative/disrespectful responses to feedback or correction.
- Misuse of program or clinical resources, including equipment or access to confidential information.
- Failure to comply with parking or access policies at clinical facilities

In addition, students wearing the insignia of the nursing program—including uniforms, name badges, or any item identifying them as part of the school—are representing the nursing program and must behave in a professional manner at all times, **both on and off campus**. Students must remove uniforms, name badges, or any identifying program insignia when engaging in activities such as visiting bars, consuming alcohol, or participating in other environments or behaviors that may be inconsistent with professional nursing standards. Unprofessional conduct while representing the program may result in disciplinary action, including dismissal, following appropriate due process.

IV. DUI Incidents and Legal Infractions

A Driving Under the Influence (DUI) charge is a serious offense that raises concerns regarding judgment, responsibility, and fitness for clinical practice. The following provisions apply:

- Students charged with or convicted of a DUI or other serious legal offense must report the incident to the nursing program director within 24 hours.
- The student may be subject to immediate removal from clinical placement pending formal review.
- A DUI offense may result in dismissal from the nursing program, following a comprehensive review and in compliance with AVC disciplinary procedures.
- Failure to report a legal infraction constitutes a violation of ethical standards and may result in disciplinary action, up to and including dismissal.

- Students are responsible for reviewing and understanding the California Board of Registered Nursing (BRN) policies regarding licensure eligibility. Certain offenses, including DUIs and other criminal convictions, may result in delayed, denied, or restricted licensure by the BRN.
- The nursing program does not guarantee a student's eligibility to take the NCLEX-RN exam or obtain licensure upon graduation. All decisions regarding licensure are at the sole discretion of the BRN.

V. Compliance with Healthcare Facility Requirements

Participation in clinical education is an essential component of the nursing program. To engage in clinical experiences, students must meet all compliance requirements established by the program and affiliated healthcare facilities. These requirements are determined by the clinical partners and may change at any time.

Students are solely responsible for ensuring they meet and maintain compliance with all clinical placement requirements. These may include, but are not limited to, the following:

- Verification of required immunizations (e.g., MMR, Varicella, Hepatitis B, Tdap)
- Annual tuberculosis (TB) screening (e.g., PPD, QuantiFERON, or chest X-ray, as indicated)
- Seasonal influenza vaccination or approved declination form (if permitted by the facility)
- COVID-19 vaccination and booster documentation, if required by the clinical site
- Current American Heart Association BLS CPR certification for healthcare providers
- Negative drug screening and criminal background check
- Completion of all required onboarding, orientation, and safety modules assigned by the clinical facility (e.g., HIPAA, infection control, workplace safety)
- N95 mask fit testing and medical clearance, if required
- Adherence to facility-specific uniform, dress code, and identification badge policies
- Proof of professional liability or malpractice insurance, if mandated
- Approved documentation of medical exemptions, when applicable
- Submission of signed attestation or acknowledgment forms required by the clinical facility
- Timely renewal and submission of all time-sensitive documentation (e.g., CPR, TB clearance, immunizations)

Clinical facilities reserve the right to deny access to any student who does not meet their requirements. The nursing program does not control, influence, or appeal clinical site decisions regarding student eligibility.

Failure to meet or maintain compliance will result in the following:

- Immediate removal from the clinical setting
- Inability to progress in the course or program due to unmet clinical objectives
- Program dismissal if compliance cannot be achieved by a facility-imposed deadline or if no alternative placement is available

The nursing program is not obligated to arrange alternate clinical placements for students who are denied access due to non-compliance or failure to meet clinical facility requirements. In such cases, students may be unable to complete the nursing program.

By enrolling in the program, students acknowledge that successful progression and completion depend on meeting all clinical facility requirements, which are subject to external control. The college and nursing program assume no liability for delays, removals, or dismissal resulting from a student's non-compliance or a facility's decision.

VI. Disciplinary Process and Sanctions

All violations of this policy will be reviewed by the nursing program administration in accordance with AVC's student conduct policies. Depending on the nature and severity of the violation, sanctions may include:

- Written warning
- Suspension from clinical or academic activities
- Mandatory remediation or counseling
- Dismissal from the nursing program

All students are entitled to due process and the right to appeal any disciplinary action in accordance with Antelope Valley College procedures.

VII. Clinical Site Bans

Students who are banned from any clinical facility affiliated with the nursing program will be subject to administrative review. Because clinical placements are essential for meeting course objectives and clinical competencies, a ban from a clinical site may result in dismissal or inability to continue in the program. Each case will be evaluated individually, with respect to the student's ability to meet program outcomes.

VIII. Acknowledgment Requirement

All students are required to sign an acknowledgment form indicating they have read, understood, and agree to comply with this policy. Failure to sign does not exempt students from adherence.

IX. Institutional Policy Alignment and Legal Disclaimer

This policy is intended to supplement, not supersede, Antelope Valley College's Student Code of Conduct and institutional procedures. In the event of a conflict, college-wide policies shall prevail. Students retain all rights afforded by the college, including access to due process and appeal procedures.

X. Final Review and Determination

Final decisions regarding student status based on conduct, legal issues, or compliance will be made by the nursing program director in consultation with faculty and in alignment with AVC policy. The program is committed to fairness, student success, and upholding the ethical standards of the nursing profession.

Antelope Valley College Registered Nursing Program

ANTELOPE VALLEY
COLLEGE ASSOCIATE
DEGREE NURSING
PROGRAM

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: Artificial Intelligence (AI) Use Policy				POLICY:			
SUBMITTED BY: Marissa Latuno				ORIGINATION DATE: July 28, 2025			
APPROVAL: Faculty				REVISION DATE:			
PROGRAM LEVEL: RN				SUPERSEDES:			
Review dates:	07/2025						

Purpose:

The purpose of this policy is to provide guidance on the ethical, responsible, and professional use of Artificial Intelligence (AI) tools within the Antelope Valley College (AVC) Registered Nursing Program. AI technologies (e.g., ChatGPT, Grammarly, Microsoft Copilot, etc.) can be valuable learning resources when used appropriately. However, improper use may compromise academic integrity, hinder the development of essential nursing competencies, or create unsafe clinical reasoning habits.

This policy applies to all academic, clinical, and lab-related activities within the nursing program.

Definition of Artificial Intelligence (AI):

AI refers to computer programs and applications that can generate or process human-like text, images, code, and data. This includes—but is not limited to—the following tools:

- **Generative AI:** ChatGPT, Claude, Copilot, and etc.
- **Writing/Editing Tools:** Grammarly, etc.
- **Search & Study Helpers:** AI flashcard generators, auto-summarizers, AI notetaking bots
- **Clinical Decision Aids:** Diagnostic or drug-interaction AI assistants (not approved for academic assignments)

Policy Statement:

The use of AI tools must support—not replace—the student’s independent learning, clinical reasoning, and personal accountability. All submitted work must reflect the student’s original thinking, understanding, and synthesis of nursing knowledge, consistent with the ethical standards of the nursing profession.

Permitted Uses of AI (with faculty guidance):

AI may be used *only in ways that support academic success and do not replace the student’s own work*. Examples of appropriate use include:

- Checking grammar, spelling, or sentence clarity (e.g., Grammarly)
- Formatting references or generating APA citations (e.g., Citation Machine)
- Generating practice questions for self-study (not submission)
- Summarizing or paraphrasing textbook readings for personal study
- Brainstorming or organizing outlines for assignments (with disclosure, if required)

*****Use of AI in these ways does not guarantee accuracy. Students must verify all information against reliable, peer-reviewed, or instructor-approved sources.**

Prohibited Uses of AI (regardless of intent):

AI **may not** be used to generate content that is submitted for academic credit, clinical evaluation, or as evidence of professional competency. The following uses are strictly prohibited:

- Submitting AI-generated essays, discussion posts, reflections, or Clinical Worksheets/care plans as original work
- Using AI to complete exam questions, quizzes, or online assessments
- Relying on AI to generate nursing diagnoses, interventions, evaluations, or therapeutic responses
- Fabricating or altering citations, references, or clinical data using AI
- Using AI to complete skills checklists, journaling, or patient documentation
- Using AI to mimic reflective thinking, empathy, or ethical reasoning

Any submission that includes AI-generated content without prior faculty approval may be considered academic dishonesty or plagiarism and will be reported.

Academic Integrity and Accountability:

Nursing students are held to the highest standards of academic honesty and professional conduct. Violations of this AI policy fall under the AVC Academic Integrity Policy and may result in:

- A failing grade for the assignment or course
- Referral to the Dean of Student Services
- Disciplinary action up to and including dismissal from the program

Students are expected to disclose any use of AI on assignments when required. Faculty may utilize AI-detection tools (e.g., Turnitin) to evaluate submitted work

Faculty Authority and Course-Specific Expectations:

Individual course instructors may:

- Prohibit or limit AI use on specific assignments
- Require students to submit an AI Use Disclosure Statement
- Provide additional AI-related guidelines in clinical, lab, or theory syllabi

Students are responsible for following each instructor's expectations and asking for clarification when in doubt.

Professional Considerations:

The nursing profession demands integrity, accountability, and sound clinical judgment. Overreliance on AI tools undermines the development of these competencies. While AI may become a tool in future healthcare environments, it cannot replace the nurse's critical thinking, ethical reasoning, or compassionate care.

As a student nurse, you are expected to build the knowledge, skills, and values necessary for safe, independent practice—free from reliance on automated content.

Questions or Clarification:

If you are uncertain whether your use of AI is appropriate, consult your course faculty or clinical instructor before using AI on any assignment.

AI Use Acknowledgment and Disclosure Form

Antelope Valley College Registered Nursing Program Artificial Intelligence (AI) Use Policy – Student Acknowledgment

I, _____, acknowledge that I have read and understand the Artificial Intelligence (AI) Use Policy for the Antelope Valley College Registered Nursing Program.

I understand the following:

- AI tools (e.g., ChatGPT, Grammarly, Copilot) may only be used in ways that support my learning, not replace my original work.
- Submitting AI-generated content without permission is considered academic dishonesty and may lead to disciplinary action.

- It is my responsibility to ask faculty for clarification if I am unsure whether AI use is appropriate for a specific assignment.
- I understand that all submitted coursework, clinical documentation, and reflections must reflect my own thinking, knowledge, and skill.

I agree to comply with the AI Use Policy throughout the nursing program.

Student Name (Printed) _____

Student Signature _____

Date _____