



NURSING STUDENT HANDBOOK

Revised 05/02/2011

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HISTORY OF THE NURSING PROGRAM

The two year Associate Degree Program in Nursing in community colleges has been one of the most significant developments in the field of higher education. To date, it has had its widest application in California.

As in other occupational programs in community colleges, nursing programs evolved out of an acute community need. In San Francisco, the rapid closing of hospital schools of nursing alarmed the community to such an extent that in 1959 the college was approached to study the feasibility of beginning a nursing program. After a two-year period of study and planning, the first class was admitted in September, 1961.

The advantage of the Community College program over the older traditional hospital based nursing programs is that by cooperative effort of College faculty and nurse specialists, and by utilizing community resources, the curriculum offers a better educational base for student learning. This is accomplished by including general education and by integrating nursing courses with allied courses in other fields.

The Associate Degree Nursing program is unique because it is community centered and draws the majority of its applicants from the community. Our program attracts men and women of all ages, ethnic, and cultural backgrounds.

The nursing program has proven highly successful, both as to –the number of applicants and to the success rate of the graduates on the State Board Examination.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

PHILOSOPHY

The Faculty of the Department of Nursing ascribes to the philosophy and goals of City College of San Francisco and functions within the policies of the college and the guidelines and rules and regulations of the California Board of Registered Nursing. The Department of Nursing has identified Maslow's Hierarchy of Motivational Needs as the primary theoretical framework for educating nursing students and the basis for delivering priority—based care.

Professional nursing encompasses the acquisition and application of scientific knowledge, psychomotor skills and an understanding of human behavior. Nursing is a dynamic field which is continually evolving. Critical thinking is necessary for nurses to help people cope with difficulties in daily living which are associated with their actual or potential problems in the health/illness continuum.

Students are respected as individuals with different backgrounds who demonstrate the common goal of attaining the knowledge necessary to practice as registered nurses. The Department of Nursing is committed to supporting students in the successful achievement of their goals through a curriculum designed for the adult learner, which includes career ladder options.

PHILOSOPHY OF MAN

The faculty believes that Man is viewed in his totality, as a mortal human being with a varying capacity to function in society. He is a unique individual who defines his own system of daily living that takes into account his values, motives, and life style. Each person is viewed as having the right and responsibility to direct his own health—related activities. Even when self-direction is not possible, each person has a right to qualify health care consistent with his individual and/or his family's beliefs.

PHILOSOPHY OF NURSING

Nursing is perceived as deliberate action of a personal and assisting nature. The practice of nursing requires knowledge: 1) normal growth and development; 2) basic human needs; 3) coping mechanisms used by individuals; 4) actual or potential health problem; 5) the effects of age, sex, cultural, religious, and racial factors on health needs; and 6) the ways by which nursing can assist individuals to maintain health and cope with health problems. The concepts of management, accountability, life cycle, and client environment are considered relevant to nursing practice and are embodied in these six categories of essential knowledge. These concepts are threads throughout the entire educational program. Through the acquisition of scientific knowledge and nursing skills, the student learns the process(es) that assist patients to cope with difficulties of daily living related to actual and/or potential health problems.

**CITY COLLEGE OF SAN FRANCISCO
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PURPOSE AND LEARNING OUTCOMES

The purpose of the City College of San Francisco Nursing Program is to recruit, counsel, and prepare qualified people in our community to function effectively at an entry level Registered Nursing position. This purpose is attained when the student completes the curriculum and succeeds in the following learning outcomes.

The successful graduate of the Nursing Program will be able to

1. Identify as a member of the health team in rendering holistic care to patients, and provide support to patients' families;
2. Utilize the Nursing process to formulate a plan of care and provide problem oriented individualized patient care;
3. Demonstrate the ability to prioritize nursing care by application of Maslow's hierarchy of needs theory;
4. Apply principles of health care ethics to guide professional conduct in the provision of care to patients, families, and the community;
5. Identify the cultural or ethnic influences on patients and formulate nursing care according to the patients' values;
6. Identify as a health advocate and participate in activities to benefit patients, families and the community at large;
7. Apply physical or technical skills that promote patients' health or welfare;
8. Provide health education to individual patients, families, and the community at large;
9. Apply the principles of effective communication in the delivery of health care to the patient and with other health care professionals;
10. Demonstrate the ability to supervise and delegate patient care based on the skill level of the care provider;
11. Assume the responsibility and accountability for one's nursing actions, self-evaluation, continuing education, and personal growth;
12. Utilize the principles of leadership in the health care setting, community, professional organizations, and legislative & regulatory areas.
13. Demonstrate competencies in basic health care informatics necessary to deliver safe and effective nursing care.
14. Exercise critical thinking skills when applying the nursing process to patient care.

**CITY COLLEGE OF SAN FRANCISCO
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GENERAL INFORMATION

1. All students are required to adhere to the Nursing Department dress code for uniforms. Uniforms are to be worn in most clinical areas. Exception to this rule will be provided by the Instructor.
2. Regrouping of nursing students will be done each semester in accordance with clinical and theoretical needs of individual students.
3. If for some reason a personal problem causes difficulty in the days and hours assigned, a student might consider taking a Leave of Absence or withdrawing for one semester to allow time to resolve the problem. Those students who obtain a Leave of Absence or withdraw due to personal problems and are not failing will be given high consideration for readmission. Re-admission is based on recommendations from the admission committee and on space availability.
4. All students must come in at least once each semester to meet with the Chairperson or Assistant Chairperson to review courses needed to satisfy BRN & CCSF graduation requirements. Do not assume that all courses submitted for entrance to the program were accepted. Reviewing your file is necessary for your scholastic security. The responsibility lies with you.
5. CPR: All nursing students must have certification of Basic Life Support as “Professional Rescuer CPR with AED” (automatic external defibrillator) or “Healthcare Provider CPR with AED.” This certification will include CPR for infants, children, and adults as well as 2 person rescue. **No other CPR certification will be accepted.** Students must obtain certification before first day of entering the program and must comply with recertification guidelines. A copy of the CPR card which shows your name and expiration date must be brought to the Nursing Department Office (C340) on the first day of class or as soon as the certification is completed.

CLASS & CLINICAL ATTENDANCE

All students must be enrolled in the course prior to the beginning of the semester. Any student not enrolled will not be allowed to attend class or clinical. Students are expected to attend class regularly and punctually. At the first class meeting, the instructor will give students a written statement of how many times a student can miss class without penalty. Students’ excessive tardiness or failure to participate in the work of the class is considered equivalent to absence. If a student exceeds this number, the instructor can remove the student from the class roll within certain dates as specified in the Calendar of Instruction (see the section under Credits and Grades entitled “W” Withdrawal). If a

student disagrees with having been removed from the class roll, the student can appeal to the Dean of Students. The student will not be allowed back into the class unless the Dean of Students and the instructor agree.

A student who is absent from a class for any reason is responsible for the content covered during the absence and for making up any required course work.

NURSING CURRICULUM
DESCRIPTION AND SEQUENCING

COURSE NUMBER AND TITLE

1st Semester

Nursing 50 – Fundamentals of Nursing
Nursing 50A – Pharmacology in Nursing
Nursing 50L – Nursing Skills Laboratory
MABS 25, Keyboarding
OR
N50T- LVN to RN Transition

2nd Semester

Nursing 50B – Pharmacology in Nursing
Nursing 51 – Basic Medical-Surgical Nursing
Nursing 51L-Nursing Skills Laboratory

3rd Semester

Nursing 53 – Maternal and Newborn Care
Nursing 55 – Psychosocial Nursing

4th Semester

Nursing 54 – Nursing of Children
Nursing 56 – Advanced Medical-Surgical Nursing
Nursing 58 – Trends and Issues in Nursing

NOTE:

The CCSF Office of Instruction has added one hour per week in the core nursing courses (N50,N51,N53,N55,N54,N56) to represent the time students are to use the Nursing Skills Lab. All students must sign in at the Skills Lab as a means of verifying attendance of at least one hour per week per semester.

All students are required to schedule an appointment with the Department Chair/designee every semester to review student records.

*All students are required to take MABS Keyboarding or may challenge out of it. Requirements are 25 words without errors and use of proper fingering. Course must be successfully completed before going into the 2nd nursing semester.

COURSE DESCRIPTIONS

FIRST SEMSTER

NURSING 50 – INTRODUCTION TO NURSING (FUNDAMENTALS) – 6 Units.

3 hours lecture and 18 hours clinical experience every other week

This course is an introduction to medical-surgical nursing and principles of nursing common to the care of all patients with instruction practice in a clinical area.

The student will begin to develop as a professional person and as a technical nurse by building a foundation on which to cultivate an understanding of health, knowledge of the basic principles of nursing, and an opportunity to practice basic nursing skills.

NURSING 50L – NURSING SKILLS LABORATORY – Credit/No Credit 1 Unit.

3 hours skills laboratory per week

Designed to assist the student in the development of psychomotor and cognitive skills involved in the performance of selected nursing procedures. The use of modular approach provides an opportunity for the student to work independently and/or in small groups.

NURSING 50A – PHARMACOLOGY IN NURSING – 2 Units.

To be taken concurrently with Nursing 50.

2 hours lecture per week

This course focuses on the principles of drug action; drugs affecting the central and autonomic nervous system, on systems of the internal environment, infectious and neoplastic diseases, metabolic and endocrine systems. Dermatologic preparations and toxicology will also be covered. Emphasis will be made on the preparation, dosage, administration, mechanism of action, pharmacologic effects, clinical uses, adverse effects and nursing implications.

NURSING 50T – LVN TO RN TRANSITION – 2 Units

2 hours lecture and 1 hour skills laboratory per week

This Transition course focuses on theory content and skills not required for the LVN but required for the first semester RN student, so that the LVN is successful in advancing on the nursing career ladder.

SECOND SEMESTER

NURSING 51 – BASIC MEDICAL-SURGICAL NURSING – 6 Units.

3 hours lecture per week and nine hours Clinical Experience per week

This course is designed to acquaint students with the basic principles of the causes of disease; the body's response to disease; and the diagnosis, treatment and prevention of disease. Emphasis on nursing skills essential to meeting the physical, psychological and social needs of patients in the hospital and elsewhere in the community. Health and social aspects of nursing and basic principles of diet therapy, pharmacology and pathology are studied. Students care for selected medical and surgical patients in the cooperating hospitals.

NURSING 51L—NURSING SKILLS LABORATORY- Credit/No Credit optional- 1 unit

3 hours skills laboratory per week

This course is to assist the student in the understanding and performance of complex skills and patient assessments required for safe practice in acute care. The method of instruction will include skills books and an interactive internet program.

NURSING 50B PHARMACOLOGY IN NURSING – 2 Units.

2 hours lecture per week

Prerequisites: Completion of Nursing 50A and Nursing 50 with final course grades of C or higher. Nursing 50B is to be taken concurrently with Nursing 51.

This course focuses on specific drug used in the management of cardiovascular, respiratory, gastrointestinal, urinary, reproductive, and psychiatric disorders, the autonomic nervous system and nutrition. Emphasis will be placed on nursing implications of drugs; i.e. dosages, administration, pharmacologic effects, clinical uses, and adverse effects.

THIRD SEMESTER

NURSING 53 MATERNAL AND NEWBORN CARE – 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

Principles and practices in maternal health and care of the newborn. This course covers the complete maternity cycle and the growth and development of the newborn from embryonic stage to Neonatal life. Nursing experience in the cooperating hospitals augmented by observations in clinics and community agencies contributing to the

welfare of mothers and children.

NURSING 55 – PSYCHOSOCIAL NURSING – 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

The study and investigation of the etiology, dynamics, nursing care and therapeutic modalities of those persons with moderate to severe emotional problems. Mental wellness is viewed in relation to patient education, growth and development. Emphasis is placed on interpersonal and problem-solving processes used in the care of all patients.

FOURTH SEMESTER

NURSING 54 – NURSING OF CHILDREN – 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

The child is an individual and is a member of a family and the community. Physical, emotional and social growth and development; and the causes, treatment and prevention of childhood diseases are studied. Emphasis on the nursing skills essential to meeting the physical, psychological and social needs of the child. Nursing clinical experiences take place in elementary and middle schools, hospitals and community agencies caring for children.

NURSING 56 – ADVANCED MEDICAL-SURGICAL NURSING – 6 Units

6 hours lecture and 18 hours clinical experience every week for one-half semester

Nursing 56 builds upon previous learning. Introduction of advanced theories from biological, nutrition, pharmacology and psychosocial sciences with the integration of cultural diversity, essential to prepare the student nurse to apply the nursing process, utilizing Maslow's Hierarchy of Needs Theory to provide care for the adult patient experiencing major health alterations in the acute care setting and care of the older adult in non-acute care setting. Emphasis is on the application of leadership and management theory to clinical practice. Instruction is augmented by supervised clinical experience in cooperating hospitals and selected agencies.

NURSING 58 – TRENDS AND ISSUES IN NURSING – Credit/No Credit – 1 Unit.

1 hour lecture per week

The historical and present trends, the legal aspects of nursing, and the responsibilities of the new graduate nurse are examined.

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DRESS CODE

STUDENT NURSES

WOMEN:

White Dove uniform dress or pantsuit with CCSF patch sewn on left sleeve and pictured ID name tag.

Length of skirt is to middle of kneecap and no shorter.

Full length flesh color or white nylons are to be worn with dress. Nylons or white socks are to be worn with pantsuits only.

MEN:

White Dove slacks and white Dove tunic with CCSF patch sewn on left sleeve and pictured ID name tag.

White socks are to be worn with uniform at all times.

Beards may not be any longer than one inch from the chin, and must be neatly trimmed.

ALL:

Shoes are to be white leather, low heel, and enclosed. No clogs, high-tops, open toed or sling shoes are allowed. Athletic shoes must be all white.

Uniforms are to be worn to, from, and in clinical areas only.

Uniforms are to be clean and free of wrinkles. Shoes and laces are to be clean.

Fingernails should be clean and short. No colored nail polish is to be worn.

No fragrances or aromas are to be worn.

Hair is to be clean, away from face and off the collar. Extreme hair fashions are not acceptable including trendy hair coloring. No ribbons or colored hair clips.

No necklaces, bracelets or extra rings. No earrings are to be worn during clinical. No nose, eyebrow, lip piercing, tongue pegs or other visible body piercing.

Tattoos are to be covered.

Only white tee shirts are allowed under uniforms.

THE DRESS CODE MUST BE ADHERED TO DURING CLINICAL EXPERIENCE

REQUIRED ACCESSORIES:

Stethoscope and penlight

Wristwatch with second hand

Bandage scissors

Pen with black ink

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HEALTH POLICY

This section is currently being revised. The new policy will be either hand delivered, emailed, or mailed to all incoming students for the Fall 2011 semester.

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STUDENT LEAVE OF ABSENCE POLICY

A student may take a Leave of Absence (LOA) if she/he is not on clinical probation and not failing any nursing courses. Up to two (2) LOAs may be taken throughout the nursing program. This same policy applies to all current nursing students including transfer and BRN applicants.

FIRST SEMESTER STUDENTS

Students in the 1st semester may take only one LOA for medical or personal reasons, and request for re-enrollment. The student must meet the following criteria:

1. Must be passing all nursing courses and are not on clinical probation at the time of LOA
2. Documentation of necessity for leave must be submitted to the Nursing Department Chair at the time of the LOA.
3. Approval for re-enrollment must be made by the Nursing Department Chair or designee.

SECOND, THIRD, AND FOURTH SEMESTER STUDENTS

Students in the 2nd, 3rd and 4th semesters may take an LOA for medical and/or personal reasons.

These students must meet the following criteria:

1. Students who take an LOA during the 2nd, 3rd, 4th semesters from the Nursing Program may be re-enrolled in the course from which they withdrew if space is available.
2. Documentation of necessity for leave must be submitted to the Nursing Department Chair at the time of LOA.
3. If a student officially withdraws from the nursing course she/he is failing, a failing grade "F" will be recorded for that course. ***Second semester students will not be eligible for re-enrollment. Third and Fourth semester students may request re-enrollment to repeat the failed course only one time.***

4. If a student officially withdraws from the nursing course while on clinical probation, a failing grade "F" will be recorded for that course. **Second semester students will not be eligible for re-enrollment. Third and Fourth semester students may request re-enrollment to repeat the failed course only one time.**

5. Approval for re-enrollment in the 3rd and 4th semesters must be made by the Nursing Department Chair or designee.

6. The student who seeks readmission at the level at which she/he withdrew, must first demonstrate to the satisfaction of the Department Chair or her designee that she/he remains academically prepared for advance placement. **Readmission must occur within 2 consecutive semesters (this includes the semester of withdrawal) OR if the student's date of withdrawal is greater than 2 semesters but less than 4 semesters, placement would require the successful challenge of all preceding nursing courses.**

7. The student would be considered a new applicant if placement is not recommended by the Enrollment Committee or for any of the following reasons:
 - a. Student fails to successfully challenge the required courses.
 - b. Student's withdrawal date is more than 4 semesters.

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CHEATING POLICY

Definition:

1. The sharing of information of the exam questions/answers and practical skills testing.
2. Unauthorized viewing or copying from another person's paper and/or exam.
3. Knowingly assisting another person in committing an act of academic dishonesty.
4. Unauthorized possession of an exam.
5. Using memory aids such as cheat sheets, writing answers/notes on hands or other body parts, and unauthorized use of internet/electronic devices such as but not limited to cell phones, calculators, IPOD, PDA.

Discipline for Cheating:

1. Any student who is caught cheating on an exam/assignment in class and/or skills lab will receive a zero "0" grade for that exam/assignment.
2. The instructor will counsel the student regarding the incident in the presence of another faculty.
3. The instructor will document the incident and the contents of the counseling session.
4. The student will be asked to sign a paper acknowledging the incident. If the student refuses to sign then the instructor must document "student counseled and refused to sign."
5. A copy of this written statement goes to the student and the original copy is filed in the student's academic folder.

6. If a student is caught cheating more than once in the nursing program, he/she will be immediately dismissed from the program and become ineligible for readmission.

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PLAGIARISM

DEFINITIONS

“Plagiarism is the deliberate copying or using someone else’s work without crediting the source.” (Plagiarismdotorg, 2010).

How to Avoid Plagiarism

Always give credit whenever you use:

- Another person’s idea, opinion/quotation, theory, phrase
- Any facts, statistics, graphs, drawings
- Paraphrase another person’s spoken or written words

(Indiana University, 2004)

EXAMPLES

Here is the **ORIGINAL text**, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden lived) which became the centers of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Borden lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, “steam-driven companies” in sentence two misses the original’s emphasis on factories).

Here’s an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original uses her own words.
- lets her reader know the source of her information.
(Indiana University, 2004)

STUDENT EXPECTATIONS

- Students are expected to review the definition of plagiarism.
- Demonstrate honesty and integrity by citing all materials/works that are not your own.

DISCIPLINE

- The instructor will meet with the student to discuss the plagiarism issue.
- A record of this meeting will be written and kept in the student’s file.
- Academic discipline will be executed as follows:
 - Theory: Receive zero “0” for the assignment.
 - Clinical: Student must rewrite the assignment.
If the rewritten assignment continues to contain plagiarism or does not rewrite the assignment as instructed, then the student will be placed on probation for lack of integrity and failing to follow instructions.
 - Theory & Clinical: Any subsequent repetition action of plagiarism in any nursing course (including the student’s current course) will result in permanent expulsion from the nursing program.

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THEORY DISMISSAL & CLINICAL PROBATION FROM THE NURSING PROGRAM

I. Clinical Probation and Dismissal

A student based on any performance that demonstrates the lack of necessary knowledge or skills may be placed on clinical probation and potential dismissal from the Nursing Program.

A. Clinical Probation

1. The cause for probation and required remedial action will be documented by the appropriate instructor and a copy of the probationary report will be given to the student in a timely manner.
2. The student may respond in accordance with section "B".
3. Probation time will be enforced for the remainder of the course.

B. Performances that result in Clinical Probation or Dismissal include but are not limited to the following:

1. Unsafe preparation or administration of medications and nursing procedures.
2. Failure to follow the instructional directions of faculty or clinical supervisors.
3. Inappropriate personal behavior at the clinical facility with the medical staff, peers, instructors, or patients (misusing the patient's trust for personal advantage or demonstrating disregard for the patient and/or the patient's rights).
4. Leaving the patient or the patient care area without notifying the faculty or the patient's nurse.
5. Failure to provide nursing care as required.
6. Failure to exercise a degree of learning, skill, care and experience ordinarily possessed of a nursing student at the same level of his/her training where the failure could jeopardize the patient's health or safety.
7. Ineffective communication skills (written, oral, and listening) that could jeopardize the safety of the patient, peers, faculty, medical staff, or the student.
8. Jeopardize the patient's confidentiality.

C. Clinical Dismissal

2. The student does not master the nursing course objectives.
3. Removal from the specific nursing course **and** the Nursing Program.

4. Clinical dismissal may be imposed in lieu of probation due to severe and/or repetitive clinical performance deficiency in relation to the potential safety or harm to the patient or others.

NOTE: A nursing student may be dismissed from the Nursing Program for clinical performance but may not necessarily be dismissed from the college (CCSF) unless the condition for the institutional dismissal is present.

Students who are dismissed for clinical performance that endangers the health and/or safety of the patients or others are not eligible for re-enrollment.

All student files may be subjected to a review by the program's faculty.

RE-ENROLLMENT OPPORTUNITIES FOR STUDENT WITH ACADEMIC DEFICIENCIES IN 3RD OR 4TH SEMESTER

(There is currently no re-enrollment for students who fail or withdraw failing in N50, N50L, N50A, N51, N51L or N50B. This applies to transfer students who failed or withdrew failing from the first or second semester from another nursing program.)

- 1) The student has failed only one Nursing course OR
- 2) The student voluntarily withdrew while failing only one Nursing course OR
- 3) The student voluntarily withdrew while on probation in one Nursing course.

Please note: Pharmacology in Nursing 50A & Nursing 50B are considered Nursing courses.

5. Criteria for re-enrollment:

- 1) The student will be required to write a letter to the Nursing Department requesting re-enrollment. This letter must be submitted a semester before intended admission. Admission will be based on space availability.
- 2) Meet with his/her instructor and the Dept. Chair to discuss and develop a remedial plan to assist the student to succeed on his/her return to the program.
- 3) The remedial plan would specify goals to be met and may be recommended or mandatory. The remedial plan would be written and given to the student and also placed in his/her file.
- 4) Before admission is considered, student must submit evidence of successful completion of remediation of mandatory plan.

B. Re-enrollment after academic dismissal in the 3rd or 4th semester (N53, N55, N54, N56, N58):

- 1) Re-enrollment opportunities for these students will be based on space availability.
- 2) Students who request readmission are required to meet the time limitations

stated in “Student withdrawals for Personal Reasons”.

- 3) **One failure is allowed in the total Nursing Program in the 3rd or 4th semester of the nursing program.** This applies to a transfer student, who failed or withdrew failing from a nursing course in another R.N. program.

6. Rebuttal: Clinical Probation and Dismissal will begin immediately. The student has five working days from the date of official notification by instructor to rebut. The following guidelines must be adhered to:

- 1) Written rebuttal submitted by the student will be addressed to the Department Chair, Assistant Chair and involved instructor(s).
- 2) The student will be notified in writing of the committees’ decision. This notification will be sent to or given to the student by the Department Chair with in five working days after receiving the student’s rebuttal.
- 3) At the time of notification (listed above #2) the student will be informed of her/his rights as listed in the College Catalogue under “Student Complaint” or “Student Grade and File”.

7. Disciplinary Dismissal: All students at City College are required to abide by the basic code of conduct. The following conduct (as outlined in the College Rules and Regulations, “Rules for Student Conduct”) is prohibited for all City College students, including Nursing students.

- 1) Continued disruptive behavior; continued willful disobedience, habitual profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of district personnel or officials acting in the performance of their duties.
- 2) Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community of District visitor engaged in authorized activities.
- 3) Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own.
- 4) Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District document, records, or identification.
- 5) Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property.
- 6) Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources.

- 7) Obstruction or disruption of classes, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities.
- 8) The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or dangerous or hallucinogen drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
- 9) Willful or persistent smoking in any area where smoking has been prohibited.
- 10) Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
- 11) Violation of the District's Sexual Harassment Policy (see appropriate sections of the Catalog for a complete version of the Policy).
- 12) Violation of the District's Computer Usage Policy (see appropriate sections of the Catalog for a complete version of the Policy).
- 13) Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District's primary educational responsibility.
- 14) Possession while on District property or at a District-sponsored function, of any of the following weapons (except persons given permission by the Chancellor of a designee as members of law enforcement operations) any instrument or weapon of the kind commonly known as blackjack, fire bomb, billy club, sand club, metal knuckles, any dirk, dagger, firearm (loaded or unloaded) such as a pistol, revolver, rifle, etc., knife having a blade longer than two inches, any switchblade longer than two inches, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club, or any item such as a chain used as a threat to do bodily harm.
- 15) Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties.
- 16) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning, verbal and/or written reprimand, a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty, disciplinary probation, in-eligibility to participate in extra-curricular activities, removal from classes by the instructor for no more than two class meetings, removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings, suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms, and expulsion.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee (CCSF, 2010, pp. 377-378).

The misconduct of nursing student, particularly in the clinical setting, must be addressed with the recognition that such misconduct may create a risk of harm to patients, peers, faculty and staff. The faculty and/or clinical supervisor will take immediate corrective action to remove a student if the student demonstrates behavior that creates a potential danger to the health or safety of any patient, peer, faculty or staff.

Examples of conduct related to the Program that could result in disciplinary action include the providing of false or incomplete information in securing enrollment to the Nursing Program, dishonesty in test-taking or in patient care, documentation, or reporting harmful or grossly negligent acts taken against a patient, peer, faculty or staff, or failure to follow the directions of faculty or clinical supervisors.

The Nursing Department follows the City College guidelines for student conduct and discipline as provided in the City College catalog.

8. **Alcoholism, Drug Abuse, and Emotional Illness Policy:** The Nursing Department recognizes that alcoholism, drug abuse, and emotional illness, are illnesses from which Nursing students may recover. Impairment by alcohol, drugs, and emotional illness can affect academic and clinical performance and the impaired Nursing student may be a danger to self and a grave danger to the patient in his/her care. Additionally, the use of alcohol or narcotics, or the presence on campus or at clinical sites under the influence of alcohol or narcotics violates the rules of student conduct for City College students.

The Nursing Department provides factual material to incoming students regarding its policy on drug and alcohol abuse among Nursing students. It is the responsibility of students to voluntarily seek diagnosis and treatment for any suspected illness that might endanger patient care, including treatment for impairment by alcoholism, drug abuse, and emotional illness. The following policies govern the participation for alcohol-impaired, drug impaired, or emotionally impaired students in the Nursing Program.

- 1) The Program includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor and/or clinical supervisor may take immediate corrective action to remove a student if the student demonstrates by behavior or performance that he/she is a potential danger to the health and safety of any patient.

- 2) If the student's conduct violates the City College rules of conduct, the due process procedures available to students will be observed in connection with disciplinary action taken.
- 3) Information regarding student illness, including alcoholism, drug addiction, or emotional illness will be maintained in confidence and be disclosed except as necessary to protect the safety of others and within the disciplinary and/or counseling processes.
- 4) The instructor or clinical supervisor who removes a student under this policy will notify the Department Chair who may refer the student to the appropriate campus resources for counseling. It is the responsibility of the student to take advantage of treatment and/or rehabilitation programs that may assist him/her in overcoming the problem.
- 5) Students who, prior to removal from the Nursing Program for impairment under this policy, had satisfactory academic standing, may be re-enrolled in the Nursing Program by filing a request for reinstatement. The student seeking reinstatement must submit a letter requesting reinstatement and demonstrating evidence of remediation of the cause for removal.

F. Request for Reinstatement/Remediation: Where documented impairment was the cause of conduct which violated the Rules of Student Conduct or endangered the safety of patients, students who were dismissed from the Nursing Program for that conduct may request reinstatement under the following procedure.

- 1) The student must provide written documentation from a health care provider that the conduct which resulted in his/her removal was the result of an illness. The student must also provide written evidence of completion of rehabilitation or appropriate control of the cause of the illness.
- 2) The letter must be submitted to the Chair of the Department of Nursing no later than 30 calendar days prior to the beginning of the next semester. The Chairperson and the Dean of Students will assess the letter to determine whether the student may be readmitted to the Program.
- 3) The Dean of Students will determine whether the remediation addresses all necessary aspects of any discipline previously imposed. Students will be notified in writing of the decision regarding the request for reinstatement.

G. Illness, Withdrawal, Failure and Leave of Absence: A student who leaves this program due to any of the above conditions and wishes to return to the program must submit a complete physical form stating that they are fit to resume the Nursing Program.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

GRIEVANCE PROCEDURES

DEFINITION:

A grievance is defined as an urgent problem of dispute that a student has with an individual instructor, the classroom work assigned, clinical assignments and/or the Nursing Department.

PROCEDURE:

9. All grievances should be written and submitted to the faculty member(s) involved and the student should make an appointment with the faculty member(s) to discuss the grievance.

2. If the grievance remains unresolved, the instructor will notify the Department Chair and will give a full appraisal of the grievance and the suggested resolutions. The Department Chair will meet with the student and faculty member(s) within seven (7) working days to facilitate the exploration of further avenues to solve and settle the problem(s).

10. If satisfaction is not achieved at this level, the student is advised of his/her rights of grievance according to the current college catalogue.

11. All faculty members will be notified on the status of resolution of all grievances.

IMPAIRED NURSING STUDENTS

GUIDELINES FOR SCHOOLS OF NURSING IN HANDLING NURSING STUDENTS IMPAIRED BY CHEMICAL DEPENDENCY OR MENTAL ILLNESS

BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof. (B&P 2762).

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established a diversion program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

NURSING PROGRAMS ARE EXPECTED TO:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment.
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities.
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students.
- Handle the matter confidentially.

STUDENTS ARE EXPECTED TO:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program.
- Show evidence of rehabilitation when submitting their application for licensure.
(California BRN, 2010)

Board approved 11/84; Revised 08/10 (EDP-B-03)

**CITY COLLEGE OF SAN FRANCISCO
DEPARTMENT OF NURSING**

IMPAIRED STUDENTS

The Nursing Department recognizes

- That drug impairment is a condition from which nursing students can be assisted to recover.
- That personal and health problems involving these diseases can affect academic and clinical performance
- and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care.
- That confidential handling of the diagnosis and treatment of these diseases is essential.

BOARD OF REGISTERED NURSING

POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

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

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

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

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

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

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

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

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

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

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing (California BRN, 2010).

BOARD OF REGISTERED NURSING EVIDENCE OF REHABILITATION

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence, which the applicant should consider providing to the Board. The individual or agency that is providing information about the applicant should mail all items directly to the Board.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of:
 - a. Formal accusation and determination of other state,
 - b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
 - c. Terms of probation and evidence of current compliance if currently on probation in another state (California BRN, 2010).

BOARD OF REGISTERED NURSING

STATUTORY AUTHORITY FOR DENIAL OF LICENSURE **(Summarized Version of Business & Professions Code)**

Grounds for Denial

- 480 (a) Board may deny a license on the basis of:
- (1) Conviction of a crime, after time for appeal, irrespective of a subsequent order under Section 1203.4 of the Penal Code.
 - (2) Any act involving dishonesty, fraud or deceit with intent to substantially benefit self or another, or substantially injure another.
 - (3) Any act which is grounds for suspension or revocation of registered nurse's license.
- (b) May not deny license solely on basis of felony conviction if there is certificate of rehabilitation. (Penal Code 4852.01)
- (c) May deny license if applicant knowingly made false statement of fact required in application.

Criteria for Related Crimes Required

- 481 Board must have criteria to assist in considering denial, revocation, and suspension of license in order to determine whether a crime or act is substantially related to nursing qualifications, functions, or duties. (BRN criteria specified in Section 1444 of California Code of Regulations).

Criteria for Rehabilitation Required

- 482 Board must have criteria to evaluate rehabilitation when considering (a) denial or (b) suspension or revocation of license. Board must consider all competent evidence of rehabilitation furnished by applicant or licensee. (Section 1445 of California Code of Regulations).

Attestations of Good Moral Character Not Required

- 484 No applicant can be required to submit attestations of good moral character.

Procedure for Board Upon Denial

- 485 Upon denial the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

Reapplication After Denial

- 486 Upon denial the Board must inform the applicant of the earliest date for reapplication, state that all competent evidence of rehabilitation will be considered upon reapplication, and send a copy of the criteria for rehabilitation.

- 487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant's request.
- 492 Successful completion of any diversion program under the Penal Code or successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon the underlying misconduct.
- 493 The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

Violations of Exam Security

- 496 Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination (California BRN, 2010).

BOARD OF REGISTERED NURSING

REGULATIONS RELATING TO LICENSE DENIAL **(Summarized Version of California Code of Regulations)**

1444. Substantial Relationship Criteria

A conviction or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare.

Such acts or crimes include, but are not limited to:

- (a) Assaultive and abusive conduct under Penal Code Section 11160.
- (b) Failure to comply with any mandatory reporting requirements.
- (c) Theft, dishonesty, fraud, and deceit.
- (d) Conviction or act subject to registration under Penal Code Section 290.

1445. Criteria for Rehabilitation

- (a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.
 - (1) Nature and severity of acts or crimes.
 - (2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
 - (3) Time that has elapsed since commission of acts or crimes.
 - (4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.
 - (5) Evidence of rehabilitation submitted by applicant.

(California BRN, 2010)

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

SUBSTANCE IMPAIRED STUDENT

The City College of San Francisco determined that the following policies govern the participation for substance impaired students in the Associate Degree Nursing Program:

1. The Nursing Program, in addition to offering an academic program, includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor will take immediate corrective action to remove a student impaired by drug abuse from the clinical program if the student demonstrates that he or she is a danger to the health and safety of patients under his or her care.
2. Information on the student's condition/situation is confidential and will not be disclosed except when necessary to protect the safety of others or to refer for assistance.
3. The student will be referred to Student Health Services.
4. The Department of Nursing adheres to the SFCCD Sexual Harassment Complaint Policies and Procedures, District Policy 5.08. A copy may be obtained from the Department of Nursing Office.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

NURSING STUDENTS ASSOCIATION

The CCSF Nursing Student's Association is the local chapter of CNSA (California Nursing Student's Association) which is a state constituent of NSNA (National Student Nurses Association) CCSF/NSA, CNSA, and NSNA exist to assist the nursing student to develop into a professional nurse.

Through your membership and active participation in CCSF/NSA you can develop the skills necessary for leadership and decision-making. Become involved in the activities and planning of your nursing school. Not only are you offered the opportunity to further interact with your peers in class but with students in other levels of nursing education.

We strongly feel that CCSF and CCSF/NSA have much to offer and also that the key to your success relies not only on your academic achievements but the degree of your involvement within your nursing students' association. Those students who have accepted the challenge have found that active membership has given them a gratifying and invaluable experience which has greatly contributed to their individual and professional growth.

Health and Liability Insurance are available through NSNA. The faculty highly recommends that students purchase professional liability insurance coverage for their own safety in covering legal motions not covered by the college.

PURPOSES AND FUNCTIONS OF THE NURSING STUDENTS' ASSOCIATION

1. To promote communication between students and faculty of the CCSF Nursing Department.
2. To facilitate the expression of concerns and issues important to nursing students to Community College administrators, local, state and national elected officials, State Nursing Association and Faculty of the Nursing Department.
3. To promote communication between the four classes of the Nursing Department.
4. To act as a resource for vocational and educational opportunities.
5. To encourage financial and other support for the CCSF Nursing Department from students, alumni, and other community groups.
6. To be a vehicle for course evaluations by students.
7. To help orient the incoming nursing class.
8. To organize tutoring for nursing students in nursing classes.
9. To join the California and National Student Nursing Association.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

POLICY ON CCSF STUDENT NURSE REPRESENTATION

CCSF student nurse representation is encouraged on some committees in the Nursing Department. Student volunteers will facilitate exchange of information between the student population and the faculty. One student from each semester/class may volunteer to serve on the committee during the first week of each semester and will serve for the semester. The term is not necessarily limited to one semester. The role of the student is to be facilitator between peers and faculty. The committees meet monthly with the date, time and place posted in advance.

Descriptions of Nursing Department Committees involving student participation follow below:

- Nursing Skills Laboratory Committee reviews the practices and procedures of the Skills Laboratory and makes recommendation for improvement.
- The Policy Committee reviews and revises present policies and generates new ones as situations change or a need arises. A proposed policy is then presented to the faculty for approval.
- The Alumni Committee strives to maintain graduate information, fundraising, share educational material and heighten awareness of political issues.
- The Student Handbook Committee reviews and revises information in the Handbook and submits those recommendations to the faculty.
- The Curriculum Committee reviews, revises, develops and evaluates changes in the Nursing curriculum in accordance with BRN regulations.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

SPECIAL FACILITIES AND SERVICES

THE STUDY CENTER is located in the Rosenthal Library. The Study Center provides an academic support service for all City College students.

The Study Center provides free tutorial services; programmed, self—instructional materials; study skills assistance; and referral to campus learning resources outside the Study Center such as the Listening Center, the Math Lab, and the Reading Lab. The Study Center encourages reliable responsible students enrolled for six units or more who have an “A” or “B” in courses to become tutors. Interested students may pick up an application form at the Study Center. Tutors may receive pay or academic credit for tutoring.

The Study Center houses: (1) campus—wide tutorial services; (2) Writing Lab (3) a collection of programmed self— instructional materials (COIL) (4) a communication lab for English 9 (5) the Reading Lab and (6) Computer Assisted Basic Skills Tutoring.

The Campus Library houses: Nursing Journals, Nursing Textbooks and Reference Books.

Tutorial Services - The Study Center provides free tutoring services for most academic and occupational subjects. Student tutors who have been recommended by instructors, are available to offer tutoring assistance on a one—to—one basis or in small groups.

Tutors are prepared to offer assistance in the following ways:

- explain methods for studying a course
- review and explain class assignments
- explain difficult concepts, methods, or information in the course
- check students’ work for errors and offer suggestions for improvements
- refer students to supplementary materials available in their subject area

If you wish tutorial assistance, you should come to the study center and fill out an application, if you would like to be a tutor for pay, credit or as a volunteer, you should also come to the study center and fill out an application. Tutors should have an “A” or “B” in the course(s) they wish to tutor, and they should obtain recommendation from instructors in those subject areas.

Financial Aid - Current information (including scholarships) is available in a Binder in the Nursing Program Office, in the College Catalog and the Scholarship Handbook.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

NURSING SKILLS LABORATORY

Please sign in and out of lab on the cards at the front table.

Date and log in time you enter and time you leave. This is very important for funding and accountability.

Please fill out your positive attendance sheets and return them to your instructor prior to the end of the semester.

The skills lab is designated for practice and not for use by study groups.

Models and charts may be checked out upon request.

REFERENCES

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**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

ACKNOWLEDGEMENT FORM

I, _____, acknowledge the receipt of this manual and am aware that I am responsible for following the policies and procedures Included In this manual.

Signed

Date