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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.
The Faculty of the Department of Nursing is in agreement with and committed to the Vision and Mission Statements of City College of San Francisco. The delivery of nursing care requires a holistic, compassionate and caring approach. 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 prioritizing the physical and the psychological needs of the client.

The Nursing Department Faculty recognizes (that) integrating knowledge from general education and other related disciplines, including biological, behavioral, and social sciences will enable the nursing student to develop the qualities required of the professional nurse. Professional nursing encompasses the acquisition and application of scientific knowledge, evidence-based practice, psychomotor skills, application of safety measures, and an understanding of human behavior. Nursing is a dynamic endeavor, which is continually evolving. Critical thinking and clinical reasoning are necessary for professional nurses to assist individuals, families, and populations to cope with difficulties in daily living that are associated with actual or potential problems in the health/illness continuum.

Students are respected and treated as individuals with different cultural and ethnic backgrounds, learning styles, goals, and support systems. Unconditional positive regard and respectful acknowledgement of the vast variety of religions, cultures, ethnicities, and sexual orientation represented in faculty, staff, and students is a hallmark of the Department of Nursing. While students bring a wide variety of experience and languages to the program, all share the common goal of attaining the knowledge necessary to practice as a professional registered nurse.

The Registered Nursing Department 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. The faculty incorporates the individual learning styles of each student by offering instructional materials that address the auditory, visual, and kinesthetic learner. Learning is a dynamic process characterized by a change in behavior, insights, and perceptions whereby students acquire and apply knowledge. The faculty has the responsibility for guiding learners to experiences that will assist them in meeting the outcomes of the nursing program. Threads of cultural competency and diversity are woven throughout each course in the curriculum. In the clinical setting, students are expected to demonstrate these competencies when caring for individuals, families, and groups of patient populations.
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 quality 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
ASSOCIATE DEGREE NURSING PROGRAM

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
ASSOCIATE DEGREE NURSING PROGRAM

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. Re-grouping of nursing students will be done each semester in accordance with clinical and theoretical needs of individual students.

4. All students must schedule an appointment at least once each semester to meet with the designated academic counselor, Lindy McKnight to review courses needed to satisfy BRN & CCSF graduation requirements. Do not assume that all courses submitted for entrance to the program satisfies the graduation requirements. Reviewing your file is necessary for your scholastic security and is your sole responsibility.

5. BLS certificate is mandatory. Refer to page 15 for details.

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. Excessive tardiness or failure to participate in the work of the class is considered equivalent to absence. If a student exceeds the allowed absence time, 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

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
COURSE DESCRIPTIONS

FIRST SEMESTER

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

3 hours lecture and 9 hours clinical experience per 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.

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.
SECOND SEMESTER

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

3 hours lecture and 9 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 - 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

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.
CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM

DRESS CODE

STUDENT NURSES

WOMEN:
Assigned uniform with CCSF patch sewn on left sleeve and pictured ID name tag.

Only Nylons or white socks are to be worn.

MEN:
Assigned uniform 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 without any colorful emblems.

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, colorful headbands, 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 solid 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
CITY COLLEGE OF SAN FRANCISCO RN PROGRAM
HEALTH AND SAFETY FORM

STUDENT INSTRUCTIONS:
The following is a list of the health information which are requirements of the health organizations you will be practicing in as a student RN.

All of the following requirements must be met in order for you to participate in the CCSF RN clinical rotations throughout the program. These requirements must be submitted in its entirety to Castle Branch.

CPR: A current BLS card at the Professional Rescuer level with AED is required. This must include infant, children, adult and 2 person rescue. CPR certification must be obtained from an American Heart Association approved provider. American Red Cross providers are not accepted.

Physical Exam: Performed within 3 months prior to the first day of entering the program. The Physical Exam must be completed by a MD, DO, FNP, or PA.

TB Clearance: Complete a two step TB skin test; this is done by completing a TB test twice with in a period of 1-3 weeks apart. A subsequent one step TB test must be submitted annually thereafter. Be aware that the annual repeat TB skin test must be completed in less than 52 weeks from the original two step TB test. If the subsequent TB skin test is repeated after 52 weeks from the original two step TB skin test, then a two step TB skin test will be required. If there is a history of a positive TB test in the past or a BCG vaccine, then a “clear” chest -ray taken within 6 months prior to enrollment into the program must be submitted.

A TB symptom review form signed by a health care provider must be submitted upon enrollment and on a yearly basis. This must be completed by a MD, RN, FNP, Do, or PA.

Immunizations and Titers:
Submit documentation (actual lab values) for all titers.

Measles, Mumps and Rubella: Submit documentation of blood serum positive antibody titers high enough for immunity.

Varicella: Submit documentation of blood serum positive antibody titers high enough for immunity.

Hepatitis B: Submit documentation of a blood serum positive hepatitis B surface antibody titer high enough for immunity against Hepatitis B (natural immunity or post vaccination series). If any of the above titers, measles, mumps, rubella, varicella or Hepatitis B are not high enough for immunity, the student must repeat the vaccination series and repeat the titer to prove immunity.
**Tdap**: Tetanus, Diptheria, Acellular Pertussis: Submit proof of one Tdap vaccination administered within the last 10 years.

**Influenza**: Receive the annual trivalent influenza vaccine administered during the flu season, and submitted by September 30th each year.
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. Students may take a LOA for legitimate medical reasons. Must provide documentation from your healthcare provider for this medical reason.

To qualify for LOA the student must meet the following criteria:

1. Students who take a LOA 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 the student officially withdraws from the nursing course she/he is failing theory a failing grade “F” will be recorded for that course. *First and Second semester students will not be eligible for re-enrollment. Only Third and Fourth semester students may request re-enrollment to repeat the failed course (the student may repeat a total of only one 3rd or 4th semester course).*

4. If the student officially withdraws from the nursing course while on clinical probation, a failing grade “F” will be recorded for that course. *Student will not be eligible for re-enrollment.*

5. Approval for re-enrollment in the 3rd and 4th semesters will 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 the following semester after the date of withdrawal. If the student requests readmission 2 semesters after the date of withdrawal then placement would require the successful challenge of all preceding nursing courses. No readmission requests will be accepted after 2 semesters.*
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 2 semesters.
Definition of Cheating:
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. Unauthorized viewing or copying your own paper or computerized exam with the use of any smart devices or paper.
4. All exam reviews will occur in a secure and proctored setting. Gaining access to the exam results while un-proctored/unauthorized to do so, constitutes cheating and is prohibited.
5. Knowingly assisting another person in committing an act of academic dishonesty.
6. Unauthorized possession of an exam.
7. 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, USB, smart watches, or memory devices.

Discipline for Cheating:
1. Any student who is caught cheating on an exam, quiz, test, or assignment in class and/or skills lab is subject to earn a “F” in the nursing course and be dismissed from the nursing program.
Definition of Plagiarism

“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 Bordens 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 Bordens 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.
CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM

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 instructed by your clinical instructor.
   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

   1. The student does not master the nursing course objectives.
   2. Removal from the specific nursing course and the Nursing Program.
   3. Clinical dismissal may be imposed in lieu of probation due to the severity and/or repetitive deficient clinical performance 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).

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.

A. 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 students who fail theory will be based on space availability.
2. If a student fails due to clinical failure in any nursing course, the student is not eligible for re-enrollment.
3. Students who request readmission are required to meet the time limitations stated in “Student withdrawals for Personal Reasons”.
4. One failure is allowed in the total Nursing Program in the 3rd or 4th semester of the nursing program.

C. 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”.

D. 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
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 not 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.

E. 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 is eligible 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:
1. 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).

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

4. 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.

Board approved 11/84; Revised 08/10 (EDP-B-03)2014
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.

**Convictions**

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

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
- Conviction of assault and/or battery.

**Rehabilitation**

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.

**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. All items should be mailed directly to the Board by the individual or agency who is providing information about the applicant.

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.

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, 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.
If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant’s request.

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.

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**

Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

**REGULATIONS RELATING TO LICENSE DENIAL**

*(Summarized Version of California Code of Regulations)*

1444. **Substantial Relationship Criteria**

A crime 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 perform nursing functions in a manner consistent with the public health, safety, or welfare.

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

(a) Conviction of child abuse.
(b) Violation of Nursing Practice Act.
(c) Conviction as a mentally disordered sex offender.
(d) Crime or act involving sale, gift, administration, or furnishing of narcotics, dangerous drugs, or dangerous devices.
(e) Conviction for assault and/or battery.

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.

(4) Evidence of rehabilitation submitted by applicant.

12/95 Adopted by Board
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.
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.
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:

- Attend monthly faculty meetings to discuss class concerns.

- CCSF Nursing Student’s Association promotes communication amongst all the nursing courses and the Nursing Department faculty; serves to guide incoming nursing students; and acts as a resource in advancement of education.

- Graduation Committee arranges the graduation facility, invitations, graduation reception, class picture, and recruits lower classman to assist during the graduation ceremony.

- Advisory Committee invites graduates to participate and share their insight relating to the current nursing workforce and how it might impact our curriculum.
CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM RESOURCES
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

OPEN NURSING SKILLS LABORATORY

Please sign up on the Open Skills Lab sign-up sheet for the date, time, and skill(s) to be practiced.

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

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


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

Rev 1/2017