



NURSING STUDENT HANDBOOK

Reviewed 11/2021

City College of San Francisco
50 Frida Kahlo Way
Cloud Hall 340
San Francisco CA 94112
www.ccsf.edu/rn
415-239-3218

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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 of 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 individuals 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.

PHILOSOPHY

The faculty of the Department of Nursing agrees with and is 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 diverse 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 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 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.

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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 considers his values, motives, and lifestyle. 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 a 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 processes that assist patients to cope with difficulties of daily living related to actual and/or potential health problems.

PURPOSE & 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 outcomes.

The successful graduate of the Nursing Program will be able to:

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

GENERAL INFORMATION

- City College of San Francisco has created lifetime email accounts for all currently registered credit students. **All official CCSF email will be sent to this account, and not to any other email accounts.** The student is expected to monitor their email on a regular basis for notifications and important updates throughout their enrollment in the Program.
- 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.
- Re-grouping of nursing students will be done each semester in accordance with clinical and theoretical needs of individual students.
- All students must schedule an appointment at least once each semester to meet with the designated academic counselor 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. Students must submit all official transcripts to Admissions & Records upon entry to the Program.
- Clinical evaluations are kept in the student's file in the Nursing Department. If a student wishes to review their clinical evaluation forms or records, they must schedule an appointment with the lead faculty for the course requested or the department chair. An instructor or department chair must be present during any review of records.

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. The instructor will give students a written statement of how many times a student can miss class without penalty, along with direction for notification regarding absence at the first-class meeting. 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 outlined in the course syllabus, the student will be dropped from the course. If an instructor withdraws a student between the last day to drop and the last day for withdrawal a "W" will be assigned. If a student drops after the last day for student/instructor-initiated withdrawal the instructor will report an "F" or "FW" for the course. Refer to College Catalog and Calendar of Instruction for specific dates.

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.

SEQUENCING OF THE NURSING CURRICULUM

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, and 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 drugs 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 medications, 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.

DRESS CODE

THE DRESS CODE MUST BE ADHERED TO DURING CLINICAL EXPERIENCE

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

White- or flesh-colored socks. If hose is worn, they must be white or flesh colored.

A CCSF photo ID badge must be always worn in the clinical setting, skills lab and simulation lab.

Dove lab cardigan with CCSF patch on left sleeve must be worn over business casual attire (i.e. no denim, shorts, stretch or capri pants) during pre-lab. Lab cardigan may not be worn while performing direct patient care.

Shoes are to be white leather or non-leather alternative (like vegan 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.

Beards may not be any longer than one inch from the chin, and must be neatly trimmed. Regarding facial hair like, beards, sideburns, and mustaches, follow the mask fit testing guidelines of the CDC (Center for Disease Control), Healthcare Respiratory Protection Resources, and/or OSHA (Occupational Safety and Health Administration.)

Fingernails should be clean and short. Only natural nail tips allowed and must be less than ¼ inch long. No nail-polish.

No fragrances or aromas are to be worn.

Hair is to be clean, away from face and off the collar. Natural hair colors only (trendy hair coloring is not acceptable). No ribbons, colorful headbands, or colored hair clips. *(City College adheres to SB 188, also known as the Crown Act).

Head scarf/dressing worn for religious and/or health reasons must be a neutral solid color of white, black, or beige without fringe.

No jewelry, except **single band** ring (all piercing jewelry must be removed)

Tattoos are to be covered.

Only solid short white sleeve tee shirts are allowed under uniforms.

REQUIRED ACCESSORIES:

1. Stethoscope
2. Penlight
3. Wristwatch with second hand
4. Pen with black ink
5. Black Sharpie pen

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HEALTH AND SAFETY REQUIREMENTS

The following is a list of the health and safety requirements implemented by the organizations you will be practicing in as a nursing student. The 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 CastleBranch by the stated deadlines.

Screening	Requirements	Unique Situations/Circumstance
Measles (Rubeola), Mumps, Rubella MMR	Submit documentation of positive antibody titers for all 3 components (lab report required).	If antibody titers results are equivocal or negative, repeat series required. Submit documentation of the following: <ol style="list-style-type: none"> 1) Antibody titer report, along with documentation of 2 subsequent MMR vaccinations at least 28 days (about 4 weeks) apart. 2) Submit repeat antibody titers drawn at least 30 days (about 4 and a half weeks) after repeat series (lab report required)
Varicella	Submit documentation of positive antibody titer (lab report required)	If antibody titer result is equivocal or negative repeat series is required. Submit documentation of the following: <ol style="list-style-type: none"> 1) Antibody titer report, along with documentation of 2 subsequent vaccinations at least 28 days (about 4 weeks) apart. 2) Submit repeat antibody titers drawn at least 30 days (about 4 and a half weeks) after repeat series (lab report required)
Tuberculosis Clearance	Complete a two-step TB skin test; this is done by completing a TB test twice within a period of 1-3 weeks apart. <i>These 2 steps must be completed within 3 months of clinical start date (No earlier</i>	<ol style="list-style-type: none"> 1. If there is a history of a positive TB test in the past, a “clear” chest -ray taken within 6 months prior to enrollment into the program must be submitted. 2. Newly discovered positives for latent TB must have a “clear” chest X-Ray and signs/symptoms review to rule out active TB. Treatment is determined between the person

	<p>than June 15th for fall enrollees and November 15th for spring enrollees).</p> <p>If you have documentation of a two-step TB skin test within the past 12 months you will also need to submit documentation of a one-step TB skin test within 60 days (about 2 months) of enrollment into the program.</p> <p>A subsequent one step TB test must be submitted annually thereafter (or as required for specific course).</p> <p>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, FNP, DO, or PA.</p>	<p>testing positive and the person's personal physician and documented on TB symptom review form. If treatment is not indicated this must be documented on the TB symptom review form by the provider. The provider must also document that the individual is non-infectious and cleared to provide direct patient care in clinical.</p>
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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).	<p>If you have never completed hepatitis B vaccination series, you must receive a series of three (3) vaccinations (over a 6-month period). This is followed by a post series surface positive antibody titer (lab report required).</p> <p style="text-align: center;">OR</p> <p>If antibody titers results are equivocal or negative, you must repeat vaccination series and provide a 2nd titer.</p> <ol style="list-style-type: none"> 1) Submit documentation of first 2 vaccinations in series before starting program. 2) Submit repeat antibody titers drawn at least 30 days (about 4 and a half weeks) after series completion (lab report required). <p>If lab reports indicate you are a “carrier” to hepatitis B, this must be noted by your provider on the Physical Assessment form</p>
Basic Life Support (BLS) for HealthCare Providers	Basic Life Support (BLS) must be through American Heart Association and be Healthcare Provider course (American Red Cross & others not accepted). This must be updated every two (2) years. Note: If card expires during fall or spring semester, it must be renewed prior to the beginning of the semester.	
Physical Exam (including color blind screening)	Performed within 3 months prior to the first day of entering the program. All fields in questionnaire must be complete. The Physical Exam must be completed by a MD, DO, FNP, or PA. Subsequent document required in the event of medical leave of absence.	
Tetanus, Diphtheria & Acellular Pertussis (Tdap)	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 October 30 th each year.	
COVID-19	Submit proof of completion of COVID-19 vaccination series at least two weeks before class start date. (If two dose series, then last dose administered by deadline).	

Criminal Background Check	Students must complete a criminal background to CastleBranch by the stated deadline. May be required more than once during enrollment, dependent on clinical placement.
Drug Screening	Students must submit for urine drug screening via CastleBranch by the stated deadline. May be required more than once during enrollment, dependent on clinical placement.
Malpractice Insurance, also known as Professional Liability Insurance	Protects individuals' personal assets against negligence claims made against them.

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STUDENT INJURY

On Campus Student Injury: If a student is seriously injured or becomes seriously ill on campus, faculty or staff should immediately contact CCSF Public Safety Department at 415-239-3200. The Public Safety Department dispatcher will call for emergency medical assistance. Note: 911 can also be called in which medical services will be dispatched by SFPD who will in turn contact CCSF Public Safety.

If an urgent situation of a student illness or injury occurs on campus and it is determined that the student can safely and easily be accompanied to SHS (HC 100) during regular SHS hours of operation, the student may be seen, assessed and treated in Student Health Services clinical facility. Staff or faculty will contact CCSF Student Health Services department, (415) 239-3110 before escorting the student to SHS.

Clinical Site Student Injury: If this occurs, immediately contact your clinical instructor. Your instructor will contact the nursing department (415) 239-3218 and the department chairperson or director at the time of occurrence for guidance.

Adhere to the following direction retrieved from: [Worker's Compensation \(Injuries to Employers and Interns\) webpage](#):

1. Seek medical care
 - a. Emergency: Go anywhere (clinical facility site okay)
 - b. Non-Emergency: Go to one of the [Designated Treatment Facilities](#)
2. Student responsibilities
 - a. Notify clinical instructor of injury
 - b. Student or supervisor (clinical faculty) should call the triage nurse, (855) 850-2249. The nurse will tell you what to do depending on the injury.
 - c. Student will be directed to complete "Student Injury Report" on TRS
 - d. Complete [Claim Form \(DCW-1\)](#) and send it to program director or department chairperson and clinical instructor (student will come directly to Nursing Department to complete form if feasible).
3. Program Director/Department Chair & Clinical Faculty Responsibilities
 - a. Complete Claim Form (DCW-1) after student submits their copy
 - b. Fill out [Employer's Report of Injury](#)
 - c. Fill out [Supervisor's Investigation Report](#) (SIR)
4. Submit all documents to Worker's Comp Liaison
 - a. For student accident or worker's compensation issues, please reach out to Toni Lee at talee@ccsf.edu
 - b. All forms should be submitted to the Office of the Vice Chancellor of Finance and Administration as soon as possible.
 - c. Fax all documents: (415) 701-5864, or email documents to Toni Lee.

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 believe that CCSF and CCSF/NSA have much to offer, 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 Program requires 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

- To prepare future nurse leaders.
- To increase awareness, encourage advocacy, and promote recognition of relevant nursing topics.
- To strengthen the voice of nursing students on the state and national level. To communicate their concerns to Community College administrators, local, state, and national elected officials, State Nursing Association, and faculty of the Nursing Department.
- To promote communication between students and faculty and the four classes of the Nursing Department.
- To act as a resource for vocational and educational opportunities.
- To encourage financial and other support for the CCSF Nursing Department from students, alumni, and other community groups.
- To be a vehicle for course evaluations by students.
- To help orient the incoming nursing class.
- To organize tutoring for nursing students in nursing classes.
- To join the National Student Nursing Association (NSNA) then membership in the California Nursing Student Association (CNSA) is automatic.

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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 month 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 classmen to assist during the graduation ceremony.
- Advisory Committee invites graduates and students to participate and share their insight relating to the current nursing workforce and how it might impact our curriculum.

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STUDENT SUPPORT SERVICES

Tutoring and/or Academic Support Services

Registered Nursing Department:

Tutorial Support: Students having difficulty grasping a nursing concept, need extra time for test review or need help with test taking strategies, should contact the Nursing Department tutor. Information regarding schedule and availability will be announced and posted every semester.

Open Skills Lab: Open skills lab is held weekly and arranged by appointment. Students are strongly encouraged to take advantage of this resource if support or extra practice with psychomotor skills is needed. Directions for contacting the open skills lab faculty and signing up for a scheduled time will be announced and posted every semester. Please note the following regarding open skills lab:

Students should 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. Students can utilize Room C348 for study groups.

College Academic/Tutorial Support Services:

The CCSF [Learning Assistance Center](#) can provide academic support to ensure success while enrolled in the college. We encourage students to take advantage of these resources. Resources include tutorial support (both online and in person), computer lab and college success courses.

The Learning Assistance Center (LAC) located in Rosenberg Library, 2nd Floor, R207. Please see the [LAC](#) website for more information, or you can reach them at 415-452-5502 for any questions.

Special Needs:

We recognize that our students have diverse learning needs and preferred learning styles. The faculty implement varying teaching modalities to support an inclusive learning environment. Students who require special needs in the classroom can reach out to their instructor for support.

Students seeking disability related accommodations are encouraged to also register with Disabled Students Programs and Services (DSPS) [Disabled Students Programs and Services](#) located in Room 323 of the Rosenberg Library (415) 452-5481. Please see dspacom@ccsf.edu for more information and alternate locations.

Library Resources:

Refer to the [Registered Nursing Library Page](#) to review the dedicated library website for Registered Nursing. The librarian has compiled resources and support services specifically to serve our Registered Nursing students. This includes streaming nursing videos, guides for citing sources appropriately and much more. There is also a link to our department's research guide in each of your course shells on Canvas. The library is ready to serve our students in a variety of ways. Students are encouraged to email the librarian for any questions.

Accessibility in the Library:

CCSF Library works closely with Disabled Students Programs and Services (DSPS) to make accommodations for those who require them. The library is committed to providing accessible materials, media, facilities, programs, and services to all students. Students needing special accommodations should first contact DSPS. More information is available on the [Accessibility in the Library webpage](#).

Counseling and Student Equity:

Counseling: There are several academic counseling departments that serve our students at CCSF. For information about our academic counselors, please see the [Student Counseling](#) website. Information regarding our designated counselors for the Registered Nursing Program will be announced every semester.

Student Equity: The Office of Student Equity supports the integration of equity at CCSF. For information about their mission and goals, as well as student resources, please see the [Office of Student Equity](#) website.

Microsoft Office for CCSF Students:

CCSF provides Microsoft Office to every enrolled student free of charge. This includes the latest versions of Microsoft Office productivity suite (including Word, Excel, & PowerPoint) for up to 5 personal devices. Students are strongly encouraged to take advantage of this resource. Many assignments in the Nursing Program will require the use of this software. For more information and directions for installation refer to the [MS Office for CCSF Students](#) Website.

Technology Support Services

CCCSF Help Desk:

The **CCSF Help Desk** can provide help with Wi-Fi, RAM ID, email, and general computer services at CCSF.:

Phone: (415) 239-3711 OR Toll Free (844) 693-4357

Email: helpdesk@ccsf.edu

Please refer to the [Online Course Support Center](#) website for further assistance or questions regarding available support services.

Refer to the following links located on your Canvas course site for additional online support:

[Support for Students Learning Online](#)

[Navigating Your CANVAS Course & Mobile Access](#)

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

Resources at CCSF to Support Success during COVID-19 Pandemic:

Visit [CCSF Virtual Campus](#) for more information about the following resources:

Chromebook Loan Program

Academic Support

Online Learning

Student Support

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POLICY ON HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996)

Nursing students are considered part of the healthcare team and are bound to comply with HIPAA regulations. Students are prohibited from discussing confidential patient information with any unauthorized individuals, including, but not limited to peers outside of the learning environment, family members, visitors and other patients.

All communication regarding patient care must take place in a secluded setting. Students are not permitted to discuss patients in public areas where they could be overheard or transmit information via any electronic devices. All notes transcribed during pre-lab or clinical are to be strictly safeguarded and no identifiers are to be included. This also applies to all written assignments and simulated electronic documentation submissions. Examples of identifiers include, but are not limited to the following:

Patient name or initials

Patient room number

Patient age (may identify decade)

Unique identifiers, such as any portion of the patient's medical record number, birthdate or social security number)

Any extraneous patient information, including demographic information that may reveal identity of patient (i.e. employment, personal or familial information).

All printed copies of medical information from record must be disposed of in the approved shredding receptacle before leaving the unit. Never dispose of documents in the trash. Students are not allowed to photocopy/take any images of any medical record, including laboratory reports and medication lists for use during preparation.

Sharing of protected health information via social media is prohibited. To review the NCSBN (National Council of State Boards of Nursing) guidelines on how nurses and nursing students can avoid disclosing confidential patient information and use social media responsibly, please refer to the brochure, [A Nurse's Guide to Use of Social Media](#) published on the NCSBN website.

Approved 2/20

STUDENT LEAVE OF ABSENCE POLICY

A student may take a Leave of Absence (LOA) if they are not on clinical probation and not failing any nursing courses at time of request. This policy applies to all current nursing students including transfer, Advanced Placement military or LVN students, foreign trained BRN make-up students and 30 Unit Option LVN students.

Students may be eligible for a leave of absence based on the following circumstances:

- Serious health condition that makes a student unable to perform the essential functions required of a nursing student.
- Birth/adoption of a child
- Student required to care for a spouse, domestic partner, child, or parent with a serious health condition.
- Any qualifying necessity arising out of the circumstances of the student's spouse, domestic partner, child or parent as a military member on active duty.

The student must provide documentation from a healthcare provider/qualified professional that demonstrates necessity for a leave of absence.

Leave of absence is not to exceed two semesters (this includes the semester enrolled at time of withdrawal) and student must complete the program **within three years** of the original program entry date.

Reenrollment is not guaranteed and based on space available. See policy on re-enrollment for all students.

Procedure for Leave of Absence Request

1. Student must notify course lead faculty and the director of intent to request a leave of absence **before** exceeding the allowable absence hours for the course.
2. Director will review student request and if student meets criteria, referral will be made to the Non-Generic Enrollment Committee.
3. Student must submit a request for LOA in writing to the Non-Generic Enrollment Committee, along with copy of documentation from health care provider/qualified professional that demonstrates necessity for LOA.
4. Student will be notified by the Non-Generic Enrollment Committee via the student's CCSF email account if the LOA is approved.
5. Student should withdraw from all enrolled courses at time of leave. Failure of the student to withdraw from courses before the last day to withdraw for the semester will result in a grade of "F" or "FW" for the course.

Revised 1/19

ADMISSION DEFERRAL POLICY

A student may request a deferral until the following semester if they meet the eligibility requirements. This policy applies to all admitted nursing students including transfer, Advanced Placement military or LVN students, foreign trained BRN make-up students and 30 Unit Option LVN students.

Students may be eligible for a deferral based on the following circumstances:

- Serious health condition that makes a student unable to perform the essential functions required of a nursing student.
- Birth/adoption of a child
- Student required to care for a spouse, domestic partner, child or parent with a serious health condition.
- Any qualifying necessity arising out of the circumstances of the student's spouse, domestic partner, child, or parent as a military member on active duty.

The student must provide documentation from a healthcare provider/qualified professional that demonstrates necessity for a deferral. The director will review student request and if student meets criteria, referral will be made to the Non-Generic Enrollment Committee.

The deferral cannot exceed one semester and only **one** deferral is allowed. If the student is unable to begin the program in the following semester, they will be required to reapply to the nursing program.

Approved 1/19

ACADEMIC FAILURE AND RE-ENROLLMENT POLICY FOR STUDENTS

Students who drop or fail any course in first or second semester (NURS 50, NURS 50L, NURS 50A, NURS 51, NURS 51L or NURS 50B) are not eligible to request re-enrollment. If a student drops in good standing (earning a “C” or better & passing clinical at time of drop), they may re-apply to the nursing program. If a student fails, withdraws failing (or while on clinical probation), or exceeds the allowable absences in any courses in first or second semester they are not eligible for re-admission to this program.

If a student fails a course, the student must withdraw from all courses for the entire semester at the time of academic failure.

Students who have an academic failure in 3rd or 4th semester cannot progress from one course to another until the course that needs to be repeated is completed with a passing grade.

If the student withdraws from the nursing course while failing theory an “F” will be recorded for that course (only students in 3rd or 4th semester may request re-enrollment to repeat the failed course).

If the student withdraws from the nursing course while on clinical probation or after failing the clinical component, an “F” will be recorded for that course.

Criteria for Re-Enrollment

Re-Enrollment opportunities are considered for the following circumstances:

- Students who have failed theory in 3rd or 4th semester and have not been out for more than 2 semesters (this includes the semester at the time of withdrawal).
- Students who have been granted a leave of absence that have not exceeded two semesters. Medical clearance may be required.
- Re-Enrollment is not guaranteed and **based on space available**.

The following students are **not** eligible to request re-enrollment into the program:

- Students who fail or withdraw from any course in first or second semester (NURS 50, NURS 50L, NURS 50A, NURS 51, NURS 51L or NURS 50B). *Exception for student granted a Leave of Absence.*
- Students who fail due to clinical failure or withdraw while on clinical probation in any nursing course in the program.

- Students who have exceeded two semesters (includes semester at time of withdrawal), since time of initial withdrawal/theory course failure.
- Students who fail more than one course in the program. **Only one failure is allowed in the total nursing program.**
- Students who have been dismissed or failed a course as a result of academic dishonesty.

Procedure for Request for Re-Enrollment in the Nursing Program

Only students who meet the re-enrollment criteria may request re-enrollment into the nursing program.

1. The student will be required to submit a request for re-enrollment in writing to the Non-Generic Enrollment Committee. This must be submitted a semester before the intended return.
2. Student should meet with their instructor and department chair to develop a remedial plan to ensure success in the program. The student may also be referred to the remediation manager or other support services.
3. If a mandatory remedial plan was implemented, the student must submit evidence of successful completion of the remediation plan before re-enrollment is considered.
4. If a student is requesting re-enrollment after an approved leave of absence, a new physical exam form, along with documentation from provider demonstrating medical clearance may be required.
5. If re-enrollment request is related to substance use disorder or mental illness, see reinstatement policy for noted conditions for additional direction.
6. If there are more qualified students requesting re-enrollment in any given semester than space is available, selection will be based on the admission priority policy or electronic random number ranking if students fall in the same priority for enrollment.
7. If it is determined that all criteria are met and space is available, the student will be notified by the Non-Generic Enrollment Committee via the student's CCSF email account with direction for enrollment.

Reviewed 7/21

ACADEMIC DISHONESTY POLICY

As outlined in the [Student Code of Conduct](#) cheating or any form of academic dishonesty is prohibited for all City College Students, including nursing students. There is a zero-tolerance policy for cheating/academic dishonesty at CCSF and in the Registered Nursing Program.

Examples of cheating/academic dishonesty includes, but is not limited to the following:

- Any form of plagiarism. For an understanding on what constitutes plagiarism and how to avoid plagiarism refer to CCSF library resources, including [Copyright & Plagiarism](#).
- The sharing of information of the exam questions/answers and practical skills testing.
- **Unauthorized** viewing or copying from another person's paper and/or exam.
- **Unauthorized** viewing or copying your own exam (either paper or computerized) with the use of any smart devices or paper. This includes photographing/taking screenshots of any exam questions (or possessing the capability to copy) during exam or review of exam.
- Unauthorized possession of an exam.
- Collaborating on an assignment or exam without expressed permission from instructor.
- 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 during exam or exam review. Opening any URL or outside webpage while taking a computerized exam is prohibited.
- 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.
- Submitting or presenting an assignment/paper purchased from a service or written by another student. This includes, but is not limited to papers, care planning, reflection assignments and pre-lab work.

- Falsifying/altering documentation, such as transcripts, health records, evaluations, or other documents.
- Lying to an instructor or administrator to improve a grade or performance evaluation.
- Knowingly assisting another person in committing an act of academic dishonesty or witnessing conduct that demonstrates academic dishonesty and failing to report it.

Discipline for Cheating:

All enrolled students are required to review this policy and submit a signed Academic Integrity Acknowledgement of Responsibilities form (on the last page of Nursing Student Handbook). Honesty and truthfulness are essential to the professionalism of nursing. The faculty expect absolute honesty from our students. Any student who cheats on an exam, quiz, test, or assignment in class, clinical and/or skills lab will earn a zero for the exam/assignment, is subject to earn an "F" in the nursing course **and** dismissal from the nursing program. A student who has failed a course or been dismissed from the program because of academic dishonesty will not be eligible for readmission into the Program. A nursing student may be dismissed from the Nursing Program for academic dishonesty but may not necessarily be dismissed from the college (CCSF) unless the condition for the institutional dismissal is present. The student may also be subject to the College disciplinary process outlined by the Office of Student Conduct and Discipline.

Reviewed 7/21

CLINICAL PROBATION AND DISMISSAL 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 "D."
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.
9. Jeopardize the patient's safety.

C. Clinical Dismissal may also be imposed for the following:

1. The student does not master the nursing course objectives.
2. Removal from a 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.

D. 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 director of the program, department 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 director within five working days after receiving the student's rebuttal.
3. At the time of notification (listed above #2) the student will be informed of their rights as listed in the College Catalog under "Student Complaint" or "Student Grade and File".

E. Disciplinary Dismissal: Students enrolled at City College of San Francisco are required to abide by the basic code of conduct. Conduct outlined in the [Student Code of Conduct](#) is prohibited for all City College Students, including nursing students. Violation of the code is basis for referral to Office of Student Conduct and Discipline or dismissal from class or from the College. Refer to the [Office of Student Conduct and Discipline](#) for more information regarding due process and student rights.

The misconduct of a 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. A nursing student may be dismissed from the Nursing Program for misconduct but may not necessarily be dismissed from the College (CCSF) unless the condition for the institutional dismissal is present.

Revised 9/21

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 director and will provide a full appraisal of the grievance and suggest resolutions. The director 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 will be advised of their rights of grievance according to the current college catalog.
4. All faculty members will be notified on the status of resolution of all grievances.

Updated 6/20



IMPAIRED NURSING STUDENTS

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 an intervention program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

Link to Intervention Program Brochure: <http://rn.ca.gov/pdfs/intervention/intbrochure.pdf>

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.

CITY COLLEGE OF SAN FRANCISCO NURSING STUDENTS IMPAIRED BY SUBSTANCE USE DISORDER OR MENTAL ILLNESS POLICY

Impairment by alcohol, drugs, and mental 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 their care. Additionally, the possession of, or the presence on campus or at clinical sites under the influence of alcohol or drugs violates the rules of student conduct for City College students.

The Nursing Department recognizes that substance use disorder and mental illness are complex diseases from which nursing students may recover. 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 mental illness. The following policies govern the participation for impairment caused by alcohol, drugs or mental illness in the 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 suspected of impairment by alcohol, drugs or mental illness from the clinical site if the student demonstrates that he or she is a danger to the health and safety of patients under his or her care.
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. Any student who is suspected of impairment during classroom or clinical activities or showing signs of substance use disorder or mental illness will be directed to seek appropriate assistance through CCSF Student Health or their health care provider and provide proof of evaluation and treatment.
4. The instructor or clinical supervisor who removes a student under this policy will notify the department chair and director, and provide written documentation of the behaviors observed. The director will meet with the student and provide referrals to the appropriate campus resources. 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. The student will not be allowed to resume courses in the program until the student is deemed medically safe to resume patient care activities.
5. 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.

6. Students who, prior to removal from the Nursing Program under this policy, had satisfactory academic standing and meets the re-enrollment criteria, may be re-enrolled in the Nursing Program by submitting a request for re-enrollment. The student seeking re-enrollment must submit a letter requesting re-enrollment, along with evidence of remediation of the cause for removal and proof of treatment.

Request for Reinstatement/Remediation due to Substance Use Disorder or Mental Illness

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 their 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 director of the Department of Nursing a semester before the intended return. The director will assess the letter and supporting documents to determine whether the student may be readmitted to the program.
3. Re-Enrollment Criteria must be met to qualify for consideration (See policy on Re-Enrollment Criteria).
4. If the student was found in violation of Student Conduct, the student will be subject to the College disciplinary process outlined by the Office of Student Conduct and Discipline. The Director of the Registered Nursing Department and Student Conduct Officer will determine whether the remediation addresses all necessary aspects of any discipline previously imposed.
5. Students will be notified in writing of the decision regarding the request for re-enrollment. If determined to be eligible to return, student must submit a new physical exam form to demonstrate they are fit to resume in the Nursing Program.

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.

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.
- 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.

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.
- (5) Evidence of rehabilitation submitted by applicant.

12/95 Adopted by Board

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

NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT

I, _____, acknowledge the receipt of the Nursing Student Handbook and am aware that I am responsible for following the policies and procedures included in this manual.

Signature _____ Date _____

ACADEMIC INTEGRITY ACKNOWLEDGEMENT OF RESPONSIBILITIES

Nurses are held to a high standard of professional and ethical behavior and the City College of San Francisco Registered Nursing Department strives to promote an environment of professionalism, integrity and honesty. Your acknowledgement demonstrates that you have reviewed and understand your requirement to abide by the CCSF Registered Nursing Program Academic Dishonesty Policy.

_____ I acknowledge that I have reviewed Academic Dishonesty Policy and will refrain from any form of academic dishonesty.

_____ I understand that I must act with academic integrity and maintain honesty, professionalism and high ethical standards.

_____ If I have direct knowledge of a potential violation of academic integrity, I will report this to the appropriate authority (faculty or director).

Signature _____ Date _____

7/21