

# **Student Handbook**



## **Associate in Science Nursing Program**

### **Student Handbook**

These are the policies/procedures/content/expectations for the Nursing Programs which are reviewed on an ongoing basis and revised as needed. Revisions when made are effective as of the date on the revision. Current nursing students are notified via Canvas and/or their @go Yuba College email of revisions and are expected to review and adhere to the revisions. For public view this Student Handbook is kept up to date with any revisions.

TO SEARCH A TOPIC: Press and release, at the same time, the two keys “Control-F” (Windows) or “Command-F” (Mac), then, in the small box that appears, type any part of the subject you are looking for.

# Important Dates

## Application Dates and Mandatory Orientation/Onboarding

*For Fall entry Spring Applications:*

Applications open the 1st Business Day in February at 8:00am &  
Closes the 2nd Friday in February at 3:00pm

[Application Workshops](#)

- *Registered Nursing (RN) and LVN to RN Career Mobility [application period](#)*
- **Official Transcripts outside the Yuba Community College District (YCCD) must be received by Admissions and Records by the 3rd Monday in January prior to our application in order to apply.** We take official transcripts any time prior to this date and Admissions and Records will put them in the system in preparation for your application.
  - Notification is sent to your student Yuba College **go.yccd.edu email** account of admission status by the 1st Friday in April
    - Offers will be sent out anytime in March or April, at the latest the 1st Friday in April
    - Must reply to offer within 5 business days or your offer will be rescinded.
  - **Mandatory** orientation for those offered conditional enrollment and [alternates](#) is on the 1st Friday in May- TBA

- Failure to attend or late arrival for the mandatory orientation for incoming students will result in your offer of conditional enrollment or alternate status being rescinded.
- Entry into program is in August (Fall).

***For Spring entry Fall Applications:***

**Applications open the 4th Monday in August at 8:00am & Closes the 1st Friday in September at 3:00pm**

- **Registered Nursing (RN) and LVN to RN Career Mobility [application period](#)**
- **[Official Transcripts](#) outside the Yuba Community College District (YCCD) must be received by the Admissions and Records by the 3rd Monday in August prior to your application in order to apply.** We take official transcripts any time prior to this date and Admissions and Records will put them in the system in preparation for your application.
  - Notification is sent to your student Yuba College **go.yccd.edu email** account of admission status by the 2nd Friday in October
    - Offers will be sent out anytime in September or October, at the latest the 2nd Friday in October
    - Must reply to offer within 5 business days or your offer will be rescinded.
  - **Mandatory** orientation for those offered conditional enrollment and [alternates](#) is on the 3rd Friday in November- TBA
    - Failure to attend or late arrival for the mandatory orientation for incoming students will result in your offer of conditional enrollment or alternate status being rescinded.
  - Entry into program is in January (Spring).

# **Mandatory Orientation/Onboarding for all Accepted and Current Nursing Students**

**1st Friday May \*times TBA**

**3rd Friday November \*times TBA**

Failure to attend or late arrival for the mandatory orientation for incoming students will result in your offer of conditional enrollment or alternate status being rescinded.

Failure to attend or late arrival for the mandatory onboarding for nursing student will result in an inability to progress to the next semester. Student may petition this ineligibility to continue in the program utilizing the [General Nursing Petition](#).

## **Pinning Ceremony**

Spring Pinning- The Wednesday of finals week 3:30-5:30pm

Fall Pinning- The Wednesday of finals week 3:30-5:30pm

(see the [Yuba College Academic Calendar](#) for dates of last day or week of school)

## **Nursing Program Curriculum Committee and Allied Health Faculty Meetings**

2nd Friday of each month excluding Holidays (following Friday), June, and July

<a href="#">10 Panel Drug and Alcohol Screen</a> <a href="#">30 Unit Option</a> <a href="#">Accidents / Insurance</a> <a href="#">Admission Criteria Nursing Program</a> <a href="#">Admission Process</a> <a href="#">Answers to Frequently Asked Questions</a> <a href="#">Assessment Tests</a> <a href="#">ATI Testing Policy</a> <a href="#">Attendance</a> <a href="#">Badges</a> <a href="#">Board of Registered Nursing Licensure</a> <a href="#">Clinical</a> <a href="#">Course Student Learning Outcomes</a> <a href="#">Complio</a> <a href="#">Clinical Facilities Onboarding</a> <a href="#">Counseling</a> <a href="#">Confidentiality</a> <a href="#">Compliance Requirements</a> <a href="#">Credit by Examination (Challenge Credit) and Challenging Course Prerequisites</a> <a href="#">Classroom</a> <a href="#">CPR</a> <a href="#">Criminal Background Check</a> <a href="#">Clinical Standards</a> <a href="#">Clinical Skills</a> <a href="#">Challenge / Advanced Placement for Military</a> <a href="#">Definition Our Programs</a> <a href="#">Drop / Withdrawal / Departure Process</a> <a href="#">Facilities Guidelines</a> <a href="#">Financial Aid</a> <a href="#">Fit Testing / Personal Protective</a> <a href="#">Graduation Admission Committee</a> <a href="#">Graduates of International Nursing Programs</a> <a href="#">Grievance Procedure</a> <a href="#">Health</a> <a href="#">Impaired Student</a> <a href="#">Important dates</a> <a href="#">Immunization and Titer</a> <a href="#">Influenza</a> <a href="#">Injury / Illness</a> <a href="#">Labs – Sharps, Mannequins, Standard Precautions, Exposure</a> <a href="#">LVN Career Mobility</a> <a href="#">LVN Career Mobility Program</a> <a href="#">General/Support Classes</a> <a href="#">LVN Career Mobility Sequence of Nursing Courses</a> <a href="#">Meals / Transportation</a> <a href="#">Medication</a> <a href="#">Mental Disability</a> <a href="#">Merit-Based Admission Criteria</a> <a href="#">Mobile Devices</a> <a href="#">Nursing Program Sequence of Courses</a> <a href="#">Nursing Standards</a>	<a href="#">Nursing Program Prerequisites</a> <a href="#">Management and Staff</a> <a href="#">Parking</a> <a href="#">Petition Process</a> <a href="#">Physical Evaluation</a> <a href="#">Plagiarism/Academic Honesty</a> <a href="#">Pregnancy</a> <a href="#">Program BSN (Bachelor of Science in Nursing) partners</a> <a href="#">Program Clinical Partners</a> <a href="#">Program Contacts</a> <a href="#">Program Cost</a> <a href="#">Program Domains of Instruction</a> <a href="#">Program Evaluation</a> <a href="#">Program General Petition</a> <a href="#">Program Goals and Objectives</a> <a href="#">Program Grading</a> <a href="#">Program Learning Outcomes</a> <a href="#">Program Mission</a> <a href="#">Program Resources</a> <a href="#">Program(s) Admission</a> <a href="#">Program(s) Curriculum</a> <a href="#">Program Semester Themes</a> <a href="#">Program Student Participation</a> <a href="#">Program Organizing Framework</a> <a href="#">Program Philosophy</a> <a href="#">Program Pinning Ceremony</a> <a href="#">Program Values</a> <a href="#">Program Vision</a> <a href="#">Preceptorship</a> <a href="#">Readmission Policy</a> <a href="#">Safe Clinical Practice</a> <a href="#">Simulation</a> <a href="#">Smoking</a> <a href="#">Standards of Conduct</a> <a href="#">Student Disclosure</a> <a href="#">TB/PPD Test Testing</a> <a href="#">TEAS Directions</a> <a href="#">TEAS Testing</a> <a href="#">Technology Requirements</a> <a href="#">Technical Standards</a> <a href="#">Textbooks</a> <a href="#">Theory</a> <a href="#">Transfer Students</a> <a href="#">Tutoring</a> <a href="#">Uniform Standards</a> <a href="#">Unsafe Clinical Practice / Unsafe Clinical Performance</a> <a href="#">U-Alert</a> <a href="#">Written Papers</a>
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## Definition Our Programs

### Definition of the Yuba College Associate in Science Nursing Program

Our program(s) Associate in Science Nursing Program and LVN Career Mobility prepares graduates to practice as a registered nurse (RN), following successful completion of the state NCLEX examination. We provide learning opportunities consistent with the requirements of the California Board of Registered Nursing and in accordance with the philosophy, mission, values, and objectives of our program, college, and district. As a student nurse learning to accomplish the professional roles of the Registered Nurse takes a tremendous amount of initiative, work ethic, maturity, and personal responsibility. The program facilitates this learning for the student nurse by creating active educational opportunities in which both teacher and

student participate. Nursing graduates become registered nurses that optimize health and abilities, prevent illness and injury, facilitate healing, alleviate suffering through the diagnosis and treatment of human response, and advocating in the care of individuals, families, groups, communities, and populations. Registered Nurses may work in a variety of healthcare settings including hospitals, offices, clinics, corporations, schools, and home health. Within the settings they work within specialty areas such as the emergency room, surgery, pediatrics, maternity, older adults, or intensive care.

Our program is accredited by the [California Board of Registered Nursing](#) and adheres to the [California Code of Regulations for Prelicensure Nursing Programs](#). Yuba College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

#### Program Contacts

2088 N. Beale Road – Marysville CA 95901

2100 Building

Office hours M-F 8am-5pm (Closed Friday's during the summer months)

[Website](#)

[Facebook](#)

[Apply](#)

[Management and Staff](#)

Faculty office hours are posted outside each office and on the college website. Please send all communications from your college go.yccd.edu student email or Canvas. Student must check go.yccd.edu email and Canvas several times per week for communications.

**Yuba College Organizational Chart** can be found on our [Forms](#) page

## Program Goals and Objectives

Upon completion of the Associate in Science Nursing Program, the graduate:

- Obtain licensure to practice as a Registered Nurse through successful completion of the NCLEX-RN Examination.
- Function in all roles of the Registered Nurse as a competent entry level practitioner in all patient healthcare settings.
- Utilize evidence-based practices as foundation for the safe delivery of healthcare to the patient and family.
- Contribute to improvement of healthcare systems to support high-quality, safe, patient centered nursing care.
- Incorporate lifelong professional and personal development as a part of one's identity as a nurse.

## Program Learning Outcomes

Scientific Awareness- Demonstrate understanding of and apply evidence-based practice in rendering ethical, competent and culturally sensitive care across the lifespan to all patients.

Communication- Communicate and collaborate with interdisciplinary healthcare partners in providing care to a diverse population of patients and families.

Critical Thinking- Demonstrate problem solving skills while utilizing resources to apply best practices to deliver safe and effective care.

## Program Semester Themes

1st Provision of Safe Care

2nd Effective Communication, Teaching, and Advocacy

3rd Application of Critical Thinking

4th Leadership

## Program Mission

Offer an Associate in Science Nursing Program that fosters

nursing excellence for diverse communities through our teaching and learning environment founded on evidence-based practice, and committed to developing competent, caring nurses.

#### Program Vision

Aspire to be the Nursing Program of choice that graduates choose. Highly skilled clinicians who will shape the future of nursing.

#### Program Values

1. We are committed to the learning and success of our students, because student success is a measure of our success as nurse educators.
2. We believe that caring nurses promote a healthy body, mind, and spirit in individuals, families, and communities.
3. We are committed to serving our local, state, and global communities. We promote and maintain positive relationships with our community partners and promote health by educating nurses committed to work and service in their community.
4. We are dedicated to student-centered teaching. We value evidence-based teaching strategies and active, collaborative, experiential learning. Teaching and learning are a partnership in which students are ultimately responsible for their learning and accountable for their nursing practice.
5. We encourage the pursuit of excellence through lifelong learning. We expect our graduates to utilize sound clinical judgment and evidence-based nursing action.
6. We promote professional standards of practice because we believe honor and integrity are essential to learn and practice in nursing.
7. We value collegial collaboration as well as the rights and responsibilities of academic freedom. We encourage thoughtful



and civil discourse, recognizing that free exchange of informed ideas enhances individual and community decision-making.

8. We appreciate and celebrate the diversity and the interconnectedness in our faculty, students, and in the communities in which we practice.

#### Program Philosophy

The philosophy of the Associate in Science Nursing Program focuses on the individual needs of learners and clients (persons), within the context of families, communities, and environments who exist on a health-illness continuum. Learning occurs via a dynamic and synergistic process that prepares the learner to function effectively as an entry-level registered nurse, provider of care across the health/illness continuum, and as a member within the profession.

#### Program Organizing Framework

Our framework is based on the nursing process, nursing competencies, and educational outcomes that facilitate the integration of information relevant to nursing and patient care. Curriculum and course sequence progress from simple to complex knowledge and skills with emphasis on caring, problem solving, and critical thinking. We believe that there are philosophical values critical to and inherent in nursing and nursing education that should be the foundation upon which educational experiences are structured.

**Person** – Everyone is unique with physiological, psychological, social, cultural, developmental and spiritual needs that are in constant interaction with the environment.

**Health Continuum** – A dynamic state of equilibrium maintained by lines of defense on a continuum between optimal functioning, or wellness, and alterations in functioning, or illness. Health is affected by lifestyle behaviors and noxious stressors.

**Environment** – The environment interacts dynamically with the person, nursing, and health, and consists of internal and

external factors that impact the individual.

**Nursing** – Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations (American Nurses Association). It is an applied science based upon principles from the biological, physical, and behavioral sciences, as they relate to the diagnosis and treatment of human responses to actual and potential health problems. Nurses collaborate with health team members and respond to the care of clients across the life cycle based upon an individual's physiological, psychological, social, cultural and spiritual needs.

**Nursing Process** – The nursing process serves as the mechanism by which knowledge related to health, human needs, and nursing skills can be applied. It provides the framework for teaching the application of theoretical knowledge to the individual client. The use of the nursing process is carried out in roles of provider of care, communicator, manager of care, teacher or advocate, and practicing member of the profession. While the entire curriculum is based upon being a provider of care, specific learning is needed to become competent as a beginning practitioner in the other nursing roles. Each course in the program specifically addresses the subject matter related to the nursing roles.

**Safety** – Nursing professional and legal obligation is to do no harm. Inherent in providing an individual with quality nursing care is the concept of safe practice as a Nurse. All nursing curriculum, vision, mission, philosophy and instruction use patient safety as a guiding paradigm.

**Education** – Education is a dynamic and synergistic process of sharing information between individuals which results in a modification of behavior. Education respects the student as an individual and recognizes that each student has different educational, experiential, cultural, spiritual, economic, and social backgrounds with a unique support system. The aim of

education is to develop critical thinking and problem-solving skills in a positive, innovative environment which moves from beginning (simple) to advanced (complex) competencies.

**Teaching/Learning** – It is the responsibility of nurse educators to utilize sound educational practices and theoretical concepts to present relevant knowledge and skills which reflect current healthcare practices and to facilitate student achievement at the highest level. Recognition of differences in individual needs, learning styles, ethnicity, and cultural backgrounds are essential components to effective teacher-learner interactions.

#### Program Domains of Instruction

**Patient-Centered Care:** Includes holistic nursing and collaborative care for patients (e.g. individuals, families, and communities) with the patient being the center of nursing care.

- Desired outcomes: provide competent patient-centered nursing care.

**Inquiry and Reasoning:** Includes sound clinical judgment and critical reflection; the ability to access, use, and/or generate information to apply evidence in practice.

- Desired outcomes: demonstrate sound clinical judgment in providing evidence-based care.

**Roles and Collaboration:** Includes personal commitment to the values and roles of the profession of nursing and the ability to work collaboratively within the healthcare team and systems.

- Desired outcomes: collaborate within the healthcare team through a variety of nursing roles.

**Quality and Safety:** Includes using evidence-based nursing interventions and other actions at current practice standards and at all levels of healthcare processes that prevent or

minimize problems or complications yielding improved outcomes.

- Desired outcome: apply principles of quality and safety in clinical practice.

### Programs Curriculum

The curriculum for the Associate in Science Nursing Program is developed in collaboration with the Board of Registered Nursing "Content Required for Licensure", instructional research, resources for Associate in Science Nursing Program, and community nursing standards. The Yuba College curriculum is a dynamic creative educational model and is approved by the [Board of Registered Nursing](#), State Chancellor's Office, and the Yuba College Curriculum Committee.

Nursing Curriculum includes all nursing faculty and 2-4 current nursing students that review and examine current curriculum and revisions needed. Focus on curriculum development ensuring it is organized, current, and relevant through regular reviews. The student nurses are valuable to this process. Our content experts have the responsibility to review and monitor the program's entire curricular content for the designated nursing area of geriatrics, medical-surgical, mental health/psychiatric nursing, obstetrics, or pediatrics (CCR Section 1420(f)) on this committee. The Content Expert reviews are completed each year.

### Graduation Admission Committee

(GAC) a work group for the Nursing, Allied Health Department meets monthly. Our goal is to streamline and promote student success from pre-application to completion. The group includes Carrie Mehlert Director of Health & Medical Career Programs & Nursing, Lynette Garcia Professor/Assistant Director Nursing Program, Sonya Horn Manager, Enterprise Applications, Peter Skillman Information Systems Technical Webmaster, Grace O'Hair-Sherman IT Software, Jennifer Maller District Registrar, Shelly Smith Senior Student Services Technician, Denise Villanueva Senior Student Services Technician, Jackie

Bumanglag Professor/Program Director Radiologic Technology Program, Simone Ralls Coordinator/Faculty Psychiatric Technician Program, King Xiong Dean of Student Development, Valerie Harris Counseling, Rupy Bajwa Lead Counselor for Nursing and Allied Health, Page Gearhart Adjunct Faculty Human Services.

[Program evaluations](#) are ongoing at the course and program levels. The curriculum is designed for the full-time student. In addition to classes there is a minimum of 15-20 hours of study each week to maintain an average standing within the rigorous curriculum.

#### Admission Criteria RN Program

- Completion of all program [prerequisites](#)
  - [Nursing Course Equivalencies](#) (subject to change at any time and the list does not guarantee equivalency) this is to use as a guide when meeting with the Yuba College counselor and/or applying for equivalency.
- Pre-testing qualification- [TEAS](#) exam must be 67 or higher to apply
- Merit Based Tool ASN Program RN and LVN to RN is used for selection. These are the criterion considered:
  - Previous Degrees or Training or Healthcare Experience
  - Grade Point Average
  - Life Experiences or Special Circumstances
  - Language Proficiency
  - Approved Diagnostic Tool, Test of Essential Academic Skills (TEAS)

RN Program Prerequisites

#### **Nursing Program Prerequisites**

**Biology** (minimum cumulative 2.50 GPA required)

Biol 4, Human Anatomy 4 units

Biol 5, Human Physiology 4 units

Biol 6, Intro. Microbiology 4 units

**Minimum combined 2.50 GPA** for the courses below

ENGL C1000 Academic Reading and Writing (formerly ENGL 1A College Composition and Reading) 4 units

\* a higher grade in English 1B or 1C, may be placed on the application for GPA related to the [merit-based](#) admission score

STAT C1000 Introduction to Statistics (formerly STAT 1 Introduction to Statistical Methods) 4 units OR PSYCH 6 Introduction to Statistics in Social and Behavioral Science

Chem 2A Introduction Chemistry 5 units (If you have a better grade in Chem 2B or Chem 1A or Chem 1B you may use that GPA for your [merit-based](#) admission score)

HLTH 10 Principles of Nutrition 3 units

PSYC C1000 Introduction to Psychology (formerly PSYCH 1A General Psychology) 3 units

PSYCH 1A General Psychology 3 units

Arts and Humanities course 3 units (Yuba College General Education Area 3)

\*course taken to meet the general education Humanities area requirement must, in the academic term in which it was completed, be listed as an approved course for the Humanities area in the academic catalog of the regionally accredited college at which the course was taken

Ethnic Studies GE 3 units (Yuba College Education Area 6)

\*course taken to meet the general education Ethnic Studies area requirement must, in the academic term in which it was completed, be listed as an approved course for the Ethnic Studies area in the academic catalog of the regionally

accredited college at which the course was taken

- \*Starting Fall 2025, all new Yuba College Nursing Students must complete a General Education Ethnic studies course as a graduation requirement.
- **\*February 2025 applicants to enter the program Fall 2025 MUST have completed a General Education Ethnic studies course in order to complete the nursing program (degree).**
  - Ethnic Studies will **not** be required to apply in our February 2025 cycle but will be a requirement to complete the nursing program (degree).
  - Ethnic Studies **will** be required to apply starting with our August/September 2025 cycle.

SOCIL 1 Introduction to Sociology OR ANTHR 2 Cultural Anthropology 3 units

COMM C1000 Introduction to Public Speaking (formerly SPECH 1 Public Speaking) 3 units OR SPECH 6 Group Communications 3 units

Social Security Number or Active [ITIN](#)

Note: There is no recency requirement for prerequisites, some prerequisites have their own prerequisite(s).

Course Student Learning Outcomes

### **NURS 1 – Fundamentals of Medical Surgical**

Student Learning Outcomes

Upon successful completion, The student will demonstrate, at a first semester level, the ability to clinically reason variables and assessments for oral medication administration.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making

decisions.

Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

Upon successful completion, the student will demonstrate at a first semester level the ability to evaluate, and problem solve patient care situations with emphasis on patient's basic needs and care planning needs

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Upon successful completion, the student will provide a shift report to their clinical instructor each clinical day

Communication Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.

Upon successful completion, students will demonstrate evidence-based practice techniques to safely give IM and SQ injections during injection testing in the laboratory

Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

## **NURS 2 – Introduction Medical Surgical Nursing**

### Student Learning Outcomes

Upon completion of this course, students will engage in meaningful discussions and reports with patients and interdisciplinary team members to promote safe, quality, patient-centered care.

Communication Students will effectively use language and non-



verbal communication consistent with and appropriate for the audience and purpose.

Upon completion of this course, students will render high-quality, safe, patient-centered care using the nursing process to respond to changing patient status by formulating care plans that prioritize interventions and applies evidence-based practice to all patient situations.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Upon completion of this course, students will provide high-quality, patient-centered care to all patients.

Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

Upon completion of this course, students will demonstrate proficiency in calculating medication doses.

Computation Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.

## **NURS 22 – Obstetrical Nursing**

### Student Learning Outcomes

Student will perform a newborn physical examination with satisfactory competency.

Student will assess the postpartum patient appropriately.

Student will write and implement care plans specific to meet the needs of the postpartum patient, newborn and/or family.

## **NURS 3 – Intermediate Medical Surgical Nursing**

## Student Learning Outcomes

Upon completion of this course, students will demonstrate problem solving and clinical reasoning related to patient care of the adult medical surgical population, with a focus on IV medications.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Upon completion of this course, students will demonstrate and practice critical thinking skills in relation to safe and comprehensive patient care.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Upon completion of this course, students will demonstrate professional communication and collaboration with interdisciplinary health care partners in providing care to a diverse population of patients and families.

Communication Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.

## **NURS 21 – Pediatric Nursing**

### Student Learning Outcomes

Upon completion of course the student will demonstrate problem solving skills while utilizing resources to apply best practices to deliver safe and effective care in pediatrics.

Upon completion of the course the student will demonstrate understanding of and applies evidence based practice in rendering ethical, competent and culturally sensitive care to children and their families

Upon completion of the course the student will communicate and collaborate with interdisciplinary health care partners in providing care to a diverse population of pediatric patients and families

#### **Nursing 4 – Advanced Medical Surgical Nursing**

##### Student Learning Outcomes

Students will be able to communicate to the multidisciplinary team using SBAR format to improve the quality and safety in caring for patients. Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.

Students will demonstrate their critical thinking in hematology, oncology, burns and immunology. Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles. Students will be able to identify the major evidence based practice concepts in the nursing process with patients with immune, hematological, burn and cancer diagnoses.

Scientific Awareness: Students will successfully pass with a minimum of a cumulative 75% score on academic exams given in lecture on selected topics of study.

#### **NURS 33 – Psychiatric/Mental Health Nursing**

##### Student Learning Outcomes

Upon completion of this course, students will demonstrate therapeutic communication skills and engage in 1:1 conversations with patient suffering from mental illness.

Upon completion of this course, students will identify factors

that promote culturally congruent care between nurse and patient/family.

Upon completion of this course, students will become proficient in utilizing EMR, gathering patient care data to be utilized in care planning and resource retrieval , as well as utilizing Canvas and other computerized systems (internet/intranet) to enhance learning about caring for the mentally ill.

Upon completion of this course, students will identify components of professional, legal, and ethical responsibilities related to being a registered nurse and working with the mentally ill.

Upon completion of this course, students will apply the nursing process, concepts and skills of mental health nursing to clients experiencing stress and other mental health issues.

### **N55 Nursing skills lab**

Student Learning Outcomes

Remediate and develop proficiency in selected nursing concepts and skills at the fundamental beginning or intermediate medical surgical level of student nursing practice.

### **N56 Advanced Nursing skills lab**

Student Learning Outcomes

After lab attendance, practice and remediation, demonstrate competency at the third semester level in critical thinking related to course specific skills and instructor identified areas of need.

Communication Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

## **N57 Second Year Advanced nursing skills lab**

### Student Learning Outcomes

Students will be able to demonstrate the cognitive and psychomotor abilities necessary to integrate the nursing concepts learned in a two year Associate in Science Nursing Program, including clinical evidence-based concepts inherent in entry level registered nursing practice.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Students will be able to appraise own professional performance accurately, evaluate professional learning needs, and take steps to meet them.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Personal and Social Responsibility Students will interact with others by demonstrating respect for opinions, feelings, and values.

Students will be able to apply safe nursing practice when performing skills in the lab settings.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

## **N18 NCLEX review course**

### Student Learning Outcomes

SL0: Students will implement learned test taking strategies to achieve optimal scores on NCLEX. Assessment: Students will complete at least 6 of the 10 Final Assessments with an 80% or better.

## **Nursing 37 LVN to RN Bridge Course**

### Student Learning Outcomes

Upon completion of this course, the student will be able to formulate a Nursing or Collaborative Diagnosis and plan of care that responds to changing patient status and incorporates prioritized interventions reflective of evidence-based practice to assure safe and therapeutic care.

Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Upon completion of this course, students will demonstrate proficiency in calculating medication doses.

Computation Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.

### RN Program Sequence of Courses

1st Semester 9 Units	2nd Semester 10.5 Units	3rd Semester 8.5 Units	4th Semester 10.5 units
<b>NURS 1 – Fundamentals of Medical Surgical (9 units)</b>	<b>NURS 2 – Introduction Medical Surgical Nursing (7 units)</b> <b>NURS 22 – Obstetrical Nursing (3.5 units)</b>	<b>NURS 3 – Intermediate Medical Surgical Nursing (5 units)</b> <b>NURS 21 – Pediatric Nursing (3.5 units)</b>	<b>NURS 4 – Advanced Medical Surgical Nursing (6.5 units)</b> <b>NURS 33 – Psychiatric/Mental Health Nursing (4 Units)</b>

**Nursing Core Courses:** All courses are a full semester in length unless otherwise noted.

**First semester in program:**

N55 Nursing skills lab (recommended) 1 unit

**NURS 1 – Fundamentals of Medical Surgical (9 units)** – Includes 4 units of theory (classroom instruction) and 5 units of lab (nursing lab practice). Prerequisite: Admission to the program.

**Second semester in program:**

N56 Advanced Nursing skills lab (recommended) 1 unit

**NURS 2 – Introduction Medical Surgical Nursing (7 units)** – Includes 3 units of theory and 4 units of clinical. Prerequisites: NURS 1.

**NURS 22 – Obstetrical Nursing (3.5 units)** – Includes 1.5 units of theory and 2 units of clinical. Prerequisites: NURS 1.

### **Third semester in program:**

N57 Second Year Advanced nursing skills lab (recommended) 1 unit

**NURS 3 – Intermediate Medical Surgical Nursing (5 units) –** Includes 2 units of theory and 3 units of clinical. Prerequisites: NURS 2.

**NURS 21 – Pediatric Nursing (3.5 units) –** Includes 1.5 units of theory and 2 units of clinical. Prerequisites: NURS 2.

### **Fourth semester in program:**

N18 NCLEX review course (recommended) 1 unit

**Nursing 4 – Advanced Medical Surgical Nursing (6.5 units) –** Includes 3 units of theory and 3.5 units of clinical. Prerequisites: NURS 3.

**NURS 33 – Psychiatric/Mental Health Nursing (4 units) –** Includes 2 units of theory and 2 units of clinical. Prerequisites: NURS 1.

### **LVN to RN Career Mobility**

Yuba College also offers an [LVN to RN Career Mobility program](#). Admission of LVN's is into the second year (third semester) of the four-semester program. Admission to the second year (third semester) of the Associate in Science Nursing Program is not guaranteed and is dependent upon space availability. The application can be found under [Apply](#).

Our Nursing 37 LVN to RN Bridge Course is a 2-unit course designed to prepare the student to enter the 3rd semester of the Associate in Science Nursing Program and to facilitate transition from the LVN to RN role. The Yuba College Nursing



Program does not take a bridge course from another school the course must be completed at Yuba College.

\* N37 must be completed and on the students transcript to apply to the LVN to RN Career Mobility program

An LVN to is offered conditional enrollment will provide their syllabi of each of their previously completed LVN courses. The syllabi will be reviewed for course content, hours of clinical (direct patient care), the depth/breadth of the course. These LVN's previously completed LVN nursing courses will be reviewed for potential placement in our program.

LVN to RN Career Mobility Program General Support Classes

### **Admission Criteria LVN to RN Career Mobility**

Completion of all program prerequisites:

2.50 cumulative Grade-point average for these courses:  
Anatomy, Physiology, Microbiology

Pre-testing qualification- TEAS exam must be 67 or higher to apply

Hold an active unrestricted LVN California license

Current Intravenous Therapy certification

Pass the Yuba College Nursing 37 LVN to RN Bridge Course **prior** to applying to the program. Only the Yuba College N37 course is accepted no other bridge course is equivalent \*this is a State Board of Nursing requirement

### **LVN to RN Career Mobility Program Prerequisites**

**Biology** (minimum cumulative 2.50 GPA required)

Biol 4, Human Anatomy 4 units

Biol 5, Human Physiology 4 units

Biol 6, Intro. Microbiology 4 units

**Minimum combined 2.50 GPA** for the courses below

ENGL C1000 Academic Reading and Writing (formerly ENGL 1A College Composition and Reading) 4 units

\* a higher grade in English 1B or 1C, may be placed on the application for GPA related to the [merit-based](#) admission score

STAT C1000 Introduction to Statistics (formerly STAT 1 Introduction to Statistical Methods) 4 units OR PSYCH 6 Introduction to Statistics in Social and Behavioral Science

Chem 2A Introduction Chemistry 5 units (If you have a better grade in Chem 2B or Chem 1A or Chem 1B you may use that GPA for your [merit-based](#) admission score)

HLTH 10 Principles of Nutrition 3 units

PSYC C1000 Introduction to Psychology (formerly PSYCH 1A General Psychology) 3 units

PSYCH 1A General Psychology 3 units

Arts and Humanities course 3 units (Yuba College General Education Area 3)

\*course taken to meet the general education Humanities area requirement must, in the academic term in which it was completed, be listed as an approved course for the Humanities area in the academic catalog of the regionally accredited college at which the course was taken

Ethnic Studies GE 3 units (Yuba College Education Area 6)

\*course taken to meet the general education Ethnic Studies area requirement must, in the academic term in which it was completed, be listed as an approved course for the Ethnic Studies area in the academic catalog of the regionally accredited college at which the course was taken

- \*Starting Fall 2025, all new Yuba College Nursing Students must complete a General Education Ethnic studies course as a graduation requirement.

- **\*February 2025 applicants to enter the program Fall 2025 MUST have completed a General Education Ethnic studies course in order to complete the nursing program (degree).**
  - Ethnic Studies will **not** be required to apply in our February 2025 cycle but will be a requirement to complete the nursing program (degree).
  - Ethnic Studies **will** be required to apply starting with our August/September 2025 cycle.

SOCIL 1 Introduction to Sociology OR ANTHR 2 Cultural Anthropology 3 units

COMM C1000 Introduction to Public Speaking (formerly SPECH 1 Public Speaking) 3 units OR SPECH 6 Group Communications 3 units

Valid LVN license with IV certification

Social Security Number or Active [ITIN](#)

Note: There is no recency requirement for prerequisites, some prerequisites have their own prerequisite(s).

### **Completion of:**

NURS 37 LVN to RN Bridge Course 2 units \*this course gives credit for N1, N2, N21, N22

Note: There is no recency requirement for prerequisites, some prerequisites have their own prerequisite(s).

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LVN to RN Career Mobility Sequence of Nursing Courses  
**Sequence of courses for LVN to RN Career Mobility Program (units for theory/clinical)**

	1st Semester 8.5 Units	2nd Semester 10.5 units
	<b>NURS 3 – Intermediate Medical Surgical Nursing (5 units)</b> <b>NURS 21 – Pediatric Nursing (3.5 units)</b>	<b>NURS 4 – Advanced Medical Surgical Nursing (6.5 units)</b> <b>NURS 33 – Psychiatric/Mental Health Nursing (4 Units)</b>

**Nursing Core Courses:** All courses are a full semester in length unless otherwise noted.

**First semester in program:**

N57 Second Year Advanced nursing skills lab (recommended) 1 unit

**NURS 3 – Intermediate Medical Surgical Nursing (5 units) –** Includes 2 units of theory and 3 units of clinical. Prerequisites: NURS 2.

**NURS 21 – Pediatric Nursing (3.5 units) –** Includes 1.5 units of theory and 2 units of clinical. Prerequisites: NURS 2.

**Second semester in program:**

N18 NCLEX review course (recommended) 1 unit

**Nursing 4 – Advanced Medical Surgical Nursing (6.5 units) –** Includes 3 units of theory and 3.5 units of clinical. Prerequisites: NURS 3.

**NURS 33 – Psychiatric/Mental Health Nursing (4 units) –** Includes 2 units of theory and 2 units of clinical.

**30 Unit Option**

Student must meet with the Director of Health & Medical Career Programs & Nursing by appointment call 530.741.6978 to meet

prior to submitting request for the 30-unit option. Once students have entered the program, the 30-unit option is not available.

Our goal is that students are provided with full disclosure relative to ramifications and limitations of a non-degree student. Students considering this option must make an appointment to meet with the Director of Health & Medical Career Programs & Nursing for full disclosure of all information.

The LVN to Associate in Science Nursing pathway (30 Unit Option) is a non-degree nursing, non-graduate, education alternative. In accordance with California State Regulation 1429, this option allows the student to be eligible to take the NCLEX and apply for licensure as a registered nurse in California. However, states other than California may not grant RN licensure based upon the completion of this option. In addition, career laddering to a higher level (RN, BSN, MSN) may also be limited.

30 unit option students would be admitted into the second year (third semester) of the RN program, but it is not guaranteed and is dependent upon space availability. The applicants are also ranked see the [Readmission Policy](#) section in this Student Handbook.

If you are planning to apply to the Yuba College LVN Career Ladder program as a 30 unit option track student, you are required to obtain, read, and sign the Non-Graduate Status. Anyone interested in pursuing the 30 Unit Option pathway is encouraged to contact the Nursing Department directly for more information. Nurse 37 LVN to RN Bridge Course 2 units is recommended to take before entering the 30 unit option path but is not required.

**Admission Criteria 30 Unit Option LVN to Associate in Science**

## Nursing

Completion of prerequisites:

C or better in each course: Physiology, Microbiology

Pre-testing qualification TEAS exam must be 67 or higher to apply

Hold an active unrestricted LVN California license

Graduation from an accredited vocational school of nursing or demonstrated mastery of content by Challenge Examination

Current IV Therapy certification

30 Unit Option LVN to Associate in Science Nursing Program

Prerequisites

Biol 6 Intro. Microbiology 4 units

Biol 5 Human Physiology 4 units

Note: There is no recency requirement for prerequisites

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**Sequence of courses for 30 Unit Option LVN to Associate in Science Nursing Program (units for theory/clinical)**

	1st Semester 8.5 Units	2nd Semester 10.5 units
	<b>NURS 3 – (5 units)</b> <b>NURS 21 – (3.5 units)</b>	<b>NURS 4 – (6.5 units)</b> <b>NURS 33 – (4 Units)</b>

**Nursing Core Courses:** All courses are a full semester in length unless otherwise noted.

**First semester in program:**

N57 Second Year Advanced nursing skills lab (recommended) 1 unit

**NURS 3 – (5 units) – Includes 2 units of theory and 3 units of clinical. Prerequisites: NURS 2.**

**NURS 21** – (3.5 units) – Includes 1.5 units of theory and 2 units of clinical. Prerequisites: NURS 2.

**Second semester in program:**

N18 NCLEX review course (recommended) 1 unit

**Nursing 4** – (6.5 units) – Includes 3 units of theory and 3.5 units of clinical. Prerequisites: NURS 3.

**NURS 33** – (4 units) – Includes 2 units of theory and 2 units of clinical.

**Board of Registered Nursing Licensure**

Student who successfully complete the Program are academically eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to practice as a Registered Nurse. Endorsement of one's licensure by a different state depends on individual evaluation of the candidate's original licensure credential in comparison to that state's licensure requirements.

Department of Consumer Affairs Board of Registered Nursing (BRN)

1625 Market Blvd. Suite N 217

Sacramento, CA. 95834-1924

Phone: 916.322.3350

[Email](#)

Our program readies our graduates for the NCLEX exam. Students will take a free mock NCLEX. The mock NCLEX results will enable the student to prepare for the NCLEX after graduation. A three-day free live review is also offered.

When close to graduation the students will be making an account at [breeze.ca.gov](http://breeze.ca.gov) and this account will be utilized as you get ready for the NCLEX. All test takers must be 18 years of age to test. This site will not be sending you alerts if

you are missing key documentation, therefore, students are encouraged to check the site after submission of required documentation. They will apply online via BreEZe accessible on the BRN's website. Students are advised to review the information available on the BRN's website located on the Applicants tab under the Licensure by Exam.

Students are encouraged to not register with the testing service, Pearson VUE, until after they have received an eligibility letter from the BRN as students could lose the \$200.00 registration fee if the student cannot be found eligible to take the NCLEX-RN examination.

#### ATT (Authorization to Test)

When the program validates you have met the requirements (grades are posted) to sit for NCLEX if you have completed your BreEZe application with the BRN, created a Person VUE account, and paid your fees you will get to ATT within 1-3 business days. If you have not created a Person view account, then once you create one and pay the fee it is about a 24-48-hour timeframe for your ATT. If you have accommodations and have not yet completed/submitted the documentation you will not get your ATT, once you have submitted your documentation and meet the above requirements it will take about 2 weeks to received your ATT verses the 1-3 business days.

#### Transcripts

There is no need to send transcripts to the BRN. All student transcripts for prerequisites and completion of our program are evaluated by Yuba College and the confirmation that nursing students are eligible to sit for NCLEX is sent to the BRN by the Director of Health & Medical Career Programs & Nursing.

Application Status can be checked [on the BRN website application status page.](#)

For information related to the exam day including acceptable



ID visit the [Exam Day website](#).

### **Board of Registered Nursing Licensure**

BRN screens applications fairly but cautiously. 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. In this manner, students can 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. The BRN protects the public by screening applicants for licensure to identify potentially unsafe practitioners.

From the BRN:

Reporting Prior Discipline – As of July 1, 2020, applicants will no longer be asked about prior criminal conviction history. Criminal history will be discovered upon receipt of fingerprint results. All applicants with a history of criminal conviction will have their applications referred for an additional Enforcement Division review. Convictions within seven years from the date of application will receive a full enforcement review. The Board will not take action on any convictions that have been expunged under Penal Code section 1203.4 or dismissed; including expunged convictions within the seven years. The Board will not take action on convictions older than seven years, with exceptions. If the applicant was convicted of a serious felony as defined in section 1192.7 of the Penal Code or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of section 290 of the Penal Code, the BRN will consider the conviction even if it is more than seven years ago. If a student reports any prior discipline against a practical nurse, vocational nurse or other health care related license, the application processing time will be increased. The

Board's Enforcement Division must review the application prior to the applicant being considered for the NCLEX-RN examination. Information on reporting of prior discipline against licenses is included in the application packet. There is a webinar if you are interested from the BRN's [website](#)

See websites below for details: [BRN Enforcement/convictions](#) [Enforcement QnA and video](#)

We have strong [Program BSN Bachelor of Science in Nursing partners](#) that have articulated their programs to ours to ensure our students are able to receive full transfer credit and lower tuition costs.

### Program Clinical Partners

We have an abundance of unique clinical placements that provide diverse opportunities for our equally diverse student population. The wide array of clinical experiences in high quality clinical settings are a part of our core nursing classes. The clinical sites provide hands-on experience caring for patients in different healthcare settings, like hospitals and clinics. At the start of clinical rotations, we provide a tour of the facility with a scavenger hunt to help students get comfortable with the floor and locate supplies, emergency equipment, and rooms on the floor. The pre-conference is a recurring team meeting with the instructor and other nursing students before the shift begins. Typically, this is when we discuss your plan for the day and answer any questions the students might have. Clinical shifts can vary depending on the setting and [skills](#) will depend on the course. The clinical [nursing instructor](#) checks in with the student nurse periodically throughout the shift and answers any questions. Post-conference meetings occur at the end of the shift. The clinical instructor may use this opportunity to ask questions that prompt critical thinking such as: Why was your patient admitted to the hospital? Which medications were your patients taking? What nursing interventions did you perform? Many nursing students find that clinicals help them determine what

area of nursing they want to choose as their specialty. Nursing clinicals take place in a variety of medical settings so student nurses can experience as many types of positions as possible. Each daily clinical shift is usually scheduled for eight to 12 hours so students can get the experience of full-time nursing. These long hours allow the experience of different patient needs at different hours and learn methods of managing the physical and emotional stress of nursing. They begin in our first semester and continue through the end of our program.

All sites are BRN approved and have a clinical affiliate agreement in which the 6 elements in [CCR 1427\(c\)](#) of the Board of Registered Nursing are met.

Adventist Health + Rideout

Butte Community Action Agency of Butte County

California Birth Center

Dignity Health:

- Mercy General Hospital
- Mercy San Juan Medical Center
- Woodland Memorial Hospital

Harmony Health

Kaiser Permanente- Roseville

Sacramento Children's Home

Sutter County Children's and Families Commission- Help Me Grow

Sutter County Schools

Sutter Roseville Medical Center

Yuba and Woodland College Child Development Center

## TEAS Testing

- For TEAS information related to Admission into our program review our
  - [Merit Based Admission Criteria](#)
  - [Admission Process](#)

Go to [ATI](#) to schedule your TEAS test. We do have TEAS testing on our campus.

We accept TEAS results from other testing sites and we accept TEAS results taken using Proctorio.

All applicants to our nursing program must earn a 67% or better to [apply](#).

Dates, registration, and payments for testing must be done through [ATI Testing](#)

If you choose Yuba College for your TEAS our address is 2088 North Beale Road Marysville CA 95901. Testing Location: Yuba College Testing Center, Building 100B Room 134. This is the building where Admissions, Counseling, and Financial Aid are located.

The Yuba College Testing Center is a member of the National College Testing Association Consortium of Test Centers. For privacy and safeguarding of student records, photo identification is required for all testing.

If you test here at Yuba College your results will be sent to the Nursing Department automatically. If you do not take your TEAS test on our site you can [send them to us](#)

**For questions prior to testing please reach out to:**

Michael Enoksen, BA

Yuba College Testing Technician

Phone: 530-741-6864, 530-751-5600, Fax: 530-749-3872

<https://yc.yccd.edu/admissions/assessment>

If you have a documented emergency and are unable to test on the purchased date, please send documentation to [comments@atitesting.com](mailto:comments@atitesting.com).

Please arrive 10 minutes early to check in. Students must pay for parking (\$2 cash only). (No food or drinks are allowed)

Requests for extended test time will be granted for students with disabilities. Students requesting accommodations need to contact our Disabled Student Services and Program (DSPS) office by calling Yuba College Campus at 530.741.6795. If you require an accommodation for extended time, you must have your paperwork evaluated by Yuba College DSPS department-Before you book your test, it must be 30 days prior to when you want to take the test. If you have not done this 30 days before booking your test, you may not receive the accommodation you are requesting. If you need any accommodations beyond extended time, see [atitesting.com](http://atitesting.com)

TEAS Retesting at Yuba College: You may retest one (1) time per year at our location. If you wish to take the TEAS Exam a second time before one year at our location, make an appointment with the Director of Health & Medical Career Programs & Nursing by calling 530.741.6784. The meeting should be complete prior to registering to retake your TEAS at our location. [Forms – Yuba College Nursing \(yccd.edu\)](#) If you are wanting to test more than twice in the same year, make an appointment with the Director of Health & Medical Career Programs & Nursing 530.741.6784 to discuss.

Yuba College has been a TEAS testing site since 2014.

Program Admission

Applicant to our programs (Associate in Science Nursing Program (RN) or LVN to RN Career Mobility) must use this [Student Handbook](#) as a guide. Review the [Compliance Requirements](#) sections carefully. We strongly encourage all

potential applicants to meet with a [Yuba College counselor](#).

## Admission Process

- Our [Application Guide](#) reviews our policies/procedures/content/expectations for the Nursing Programs
  - [Admission Criteria](#)
  - Our [Requirement Checklists](#) for the program of interest (RN or LVN to RN Career Mobility) to ensure you are eligible to apply.
  - The [Merit-Based](#) Selection process is further explained to understand the scoring of our applicants. Including the merit-based admission criteria and Yuba College Nursing Merit-Based Screening Process.
  - There are [merit-based](#) tools for [Associate in Science Nursing Program \(RN\) tool](#) and [LVN to RN Career Mobility tool](#) that you can use as a guide.
  - We have an [Application Flow-chart](#) for your use
  - Information on [General Admission](#) and how to [apply to Yuba College](#) are included
  - See [Important Dates](#) section in this Student Handbook for open application periods, dates for notification of application status, and the date for our mandatory orientation meeting if you are selected to be admitted into the program.
  - Before starting the nursing program application, review the below Admissions Process for the step-by-step directions to apply to our program. If you need help reach out to our [counseling department](#). This Admission Process is also in our [Student Handbook](#) that encompasses our policies/procedures/content/expectations for the Nursing Program.
    - **Review** the following carefully:
      - [Admission Criteria](#) and the [Requirement](#)

[Checklist](#) for the program of interest (RN or LVN to RN Career Mobility) to ensure you are eligible to apply

- [Merit-Based](#) Selection process to understand the scoring of our applicants
- The below [Admission Process](#) for next steps
- [Application Flow-chart](#)
- **Apply** to Yuba College for [General Admission](#). Applicants must first [apply to Yuba College](#). You will establish a Yuba College student ID and a go.yccd.edu.yccd.edu email address. The student ID is a required to login to the application (example M0313081).
  - If you are a previous Yuba College student but have not taken classes at Yuba College within the last academic year, you will need to [reapply](#). Complete this process now.
  - See [Important Dates](#) section in this Student Handbook for open application periods, dates for notification of application status, and the date for our mandatory orientation meeting if you are selected to be admitted into the program.
  - The applications for our programs are online at [Apply](#)
  - The student go.yccd.edu.yccd.edu email created will be utilized the Department of Nursing regarding your application and/or admission status. It is strongly advised that you check this email account consistently.
  - If you are already a Yuba College student, use your current student ID

there is no need to apply to the college because you have in the past. However, please ensure your information is correct, such as name and telephone number.

- **Review** the [merit-based admission criteria](#) and Yuba College Nursing [Merit-Based Screening Process](#) in this Student Handbook. There are [merit-based](#) tools for [Associate in Science Nursing Program \(RN\) tool](#) and [LVN to RN Career Mobility tool](#) that you can use as a guide.
- All prerequisites classes taken and/or degrees obtained outside YCCD must be submitted if needed to meet application criteria and/or to obtain points for degrees when applying.
- Submit Official Transcripts from outside the Yuba Community College District (YCCD) as soon as possible.
  - For classes taken or degrees obtained at YCCD you do not need to send official transcripts before you apply. YCCD includes Yuba College, Sutter County Center, Woodland Community College, Lake County campus, and Colusa County Outreach Facility.
- **Outside transcripts must be received by the Admissions and Records Office BEFORE you can apply. They must also meet the below deadline.**
  - [Official Transcripts](#) *must be* received by Admissions and Records by the 3rd Monday in January *prior* to our application for the February application period. All official transcripts outside of the



Yuba Community College District (YCCD) must be received by the Admissions and Records Office BEFORE you can apply and meet the deadline.

- [Official Transcripts](#) *must be* received by the Admissions and Records by the 3rd Monday in August *prior* to your application for the August application period. All official transcripts outside of the Yuba Community College District (YCCD) must be received by the Admissions and Records Office BEFORE you can apply and meet the deadline.

- We take outside official transcripts anytime and Admissions and Records will put them in the system in preparation for your application. You do not have to wait for an application period.

- Send any official transcript from outside YCCD needed for program admission prerequisites and degree (if applicable) as soon as they are on your official transcript(s).

- Have all official transcripts from college(s) **outside** of YCCD sent electronically to YCAdmissions@yccd.edu

- If they must be sent by mail send to:

Admissions and Records Office

Re: Nursing Program Applicant

2088 North Beale Road, Marysville, CA 95901

- Mailed or dropped in person

official transcripts must be issued by the educational institution in a sealed envelope. If the seal has been broken prior to Yuba College receiving it, the official transcript will not be accepted or evaluated by the Admissions and Records Office

- Delivery and evaluation of official transcripts can take several weeks.
- All official transcripts outside of the Yuba Community College District must be received by the Admissions and Records Office **BEFORE you can apply and meet the deadline.**
  - If an outside official transcript(s) has not been received within this timeframe, the application will be considered incomplete and will result in the application being **disqualified**.
  - If applicant has sent in their official transcripts to Yuba College in the past, they can view their unofficial transcripts in the Yuba College Self Service program and see the college listed. If the courses are there you do not have to re-submit. \* Be advised that if any courses have been taken since the old transcripts were submitted you must send new official transcripts.
  - The input courses and grades on your application will be the only courses verified. In other words, if you put in a course such as English 1A as a grade of C in your application but have English 1B as an A on the

official transcript English 1A will be the one utilized.

- College-Level Examinations Placement (CLEP) Examinations, and Advanced Placement (AP) Examinations

- The Yuba College Nursing Program accepts CLEP and AP exams. They must be posted to your Yuba College transcripts to be utilized in your nursing program application. The score(s) must be sent to Yuba College through [College Board](#). It is the applicant's responsibility to send the scores to Yuba College and to ensure they are showing on their Yuba College transcripts before they can be utilized in the nursing program application. The scores will appear in the Self Services on the top portion of your transcript.

- This process can take a long time. We don't have a range of time as the College Board sends the scores via the mail, US Postal Service, we estimate 2-3 weeks. Once Yuba College receives them it is 2-3 weeks until they are posted on your Yuba

College transcripts.

- See our [directions](#) on how to enter these scores on your application.
- Upper division courses- our Yuba College Board [Policy AP Articulation 4050](#) allows us to utilize your course if equivalent. Please see a [Yuba College counselor](#) to review our coursework and our [Requirement Checklist](#). If your courses/college are not on the our [Nursing Course Equivalencies](#) (subject to change at any time and the list does not guarantee equivalency) you will need to petition for approval through our [Yuba College petition](#). If your petition is in process, you are not eligible to apply until the petition is approved. Not all course work will be approved.
- Course petitions related to program applications follow the college policy. Make an appointment to see a [Yuba College counselor](#). See our [Nursing Course Equivalencies](#) (subject to change at any time and the list does not guarantee equivalency) to use as a guide when meeting with the counselor.
- Please note any course(s) petitions in process will not be accepted, and the applicant will not be qualified to apply.
- If you have any course petitions that have been approved, please upload the approval to your application

- **Completing your Application**

- **Warning-** if you do not complete and submit the application when applying it will time out and not save your data. If you complete your application, you will be able to edit until the application cycle is closed.
- Enter **correct information** in your application. We will not edit your entered data.
- If you have **incorrect** information your application will be **disqualified**. Take your time completing your application and be sure to have all your information ready to enter. Again you can edit your application data up until the application cycle is closed.
  - If you have a combination course use these [directions](#).
- We admit based on [Merit](#) Score and when more than one applicant has the same score we admit based on a random selection.

- **Gather required documents/information**

- NOTE: Be sure to gather **all** your documentation and have it ready to upload. Take a look at the [Merit-Based Tool](#) for a description of Required Supporting Documents and Explanations.
  - You can make changes and upload documents during an open application period. Be sure that you review your application and make edits if needed prior to the closing date. If you are missing required documents your application will not be

considered.

- You cannot make changes or upload documents once the application period is over. None of the Yuba College staff can upload or make changes to your application as this is your responsibility.
- Be ready to enter your program course(s) **prerequisites** information ready when you apply
  - Include any courses and a degrees
  - If you have a combination course such as the & courses see in our [Nursing Course Equivalencies](#), please review these [directions](#) when filling out your application.
  - If you have any College-Level Examinations Placement (CLEP) Examinations, and Advanced Placement (AP) Examinations, please review these [directions](#) when filling out your application.

### **TEAS Directions**

- **TEAS** score needs to be for the 6th, 7th of higher version offered by ATI. We accept scores from all venues of testing (at an institution either on-campus or online using remote proctoring, an online exam using ATI Remote Proctors, and in-person at a PSI National Testing Center).
- All applicants must earn 67% or better to apply. There is no rounding of scores. If

you round your score on the application, that will be considered a discrepancy/error and will disqualify your application.

- There are two steps to apply related to your TEAS score.
  - 1- You must [send your official transcripts from ATI to Yuba College](#) if you did not test at Yuba College. This only needs to be done once unless you need to send a new updated score. If you previously sent the official score you can not resend it again in the ATI system. So, if you are reapplying with the same score or you tested with Yuba College you do not send the official ATI TEAS score.
    - These can be sent to us from ATI anytime. At the latest the last day of the application period.
    - If we do not have your official transcripts on file, you cannot move forward in the application process. Your application will not be processed.
    - It is important to note that you can only send the same test/score one time to the same school. If you have sent the official transcripts for the test/score you are indicating on their application, we have them in our files.
  - 2- You must upload your chosen unofficial ATI TEAS score in your Yuba College nursing program application.
- If you took your TEAS at another testing location in addition to uploading your TEAS

result when you apply, you must request atitesting.com to [send an official result](#) of your result to Yuba College. This can be done once for each TEAS test you take.

- Request an official result through ATI to be submitted to Yuba College. Go to [ATItesting.com](#) [send us our results](#). Be sure you are requesting the correct date of test/score.
- If you are reapplying, you will need to ensure you upload the TEAS you want to have used for your application. For example, if you re-tested and got a better score upload that copy and send official result for that TEAS if not you have not yet sent them.
- We use the TEAS the applicant uploads to their application as long as the applicant has sent official results to Yuba College.
- You will be able to submit your TEAS Result(s) following the completion of your proctored TEAS Exam.
- If you have taken multiple TEAS exams, you may choose the exam results you wish to share. You can manage your [transcript credit\(s\)](#) by logging into your student account with [ATI](#). – [download this document](#). [Directions from ATI are on their website.](#)
- You can only [send an official result](#) to Yuba College once for each TEAS test you take. If you are using the same TEAS score for this application and you have sent the official transcripts in the past, we have your



old TEAS official transcript.

- Upload a copy of your TEAS result with the highest “Adjusted Individual Total Score” to your online nursing application.
- If you are an LVN to RN Career Mobility applicant, you need proof of active unrestricted LVN California license with IV Therapy certification.
- Optional: Relevant work or volunteer experience OR Proof of eligibility of Life experiences or special circumstances (see [Merit-Based Admission Criteria](#) below)
- Optional: Language Verification Form (see [Merit-Based Admission Criteria](#) below, [Form](#) at [yc.yccd.edu/nursing/](http://yc.yccd.edu/nursing/))
- If you are a veteran/military (see [Merit-Based Admission Criteria](#) below)

### **Completed Applications**

The applicant will know they have completed the application when they see the final “Congratulations!” page and are able to review/print-out the application. At this point they can review any documents they attached to your application.

In addition, they will receive an email receipt to their go.yccd.edu.yccd.edu account with the subject “Yuba College Nursing Department acknowledges receipt of your application. What is next?”. This go.yccd.edu email will be used to communicate your admissions status. *How to receive YCCD email on mobile and personal devices:* [Article – YCCD Email Guide \(teamdynamix.com\)](#)

If the applicant recognizes they need to make changes or submitted the application in error they can go back into the application, but click the

I'm finished tab, then it will allow changes. Be sure all the data you have entered is correct. We will not alter any data entered on the application. If you have incorrect data or missing information on your application, it will result in your application being *disqualified*.

If selected as an alternate or for conditional enrollment, you will receive email to your Yuba College go.yccd.edu email with your offer. You **must** reply within 5 business days, or your offer will be rescinded. This may be sent out any time after application cycle closes. See the [Important Dates](#).

### **Admitted into Program and Alternates**

[See important dates](#) for application cycle, date of admission status notification, and dates for mandatory orientation. See our section on [Answers to Frequently Asked Questions](#) if needed.

The top highest scoring (on the [Merit Score](#)) 30 eligible applicants will receive an offer of conditional enrollment to their go.yccd.edu email. They **must** reply by the deadline in the email to hold their spot. The next 15-20 top scoring students are placed on an alternate list and notified via their go.yccd.edu email as we anticipate needing to fill holes vacated by students that have declined our offer of admission. See the [Alternates](#) webpage for more information.

If selected as an alternate or for conditional enrollment, you will receive email to your Yuba College go.yccd.edu email with your offer. You **must** reply within 5 business days, or your

offer will be rescinded. This may be sent out any time after application cycle closes. See the [Important Dates](#).

Conditional enrollment- means that the student must meet further requirements before admitted. The student must respond to our offer within the timeframe, attend the [orientation](#), they must achieve clearance for placement by clinical agencies, they must pass the background and drug test. Failure to meet any of these conditions will result their conditional offer of admission rescinded.

All communication is through your Yuba College [go.yccd.edu\\_email](mailto:go.yccd.edu_email). All students with conditional enrollment and alternates must attend the [orientation](#). Students who do not attend one of the orientations will be removed from the list.

### **Mandatory Orientation**

See [Important Dates](#) for the dates times TBA

Failure to attend or late arrival for the mandatory orientation for incoming students will result in your offer of conditional enrollment or alternate status being **rescinded**.

Failure to attend or late arrival for the mandatory onboarding for enrolled nursing student will result in an inability to progress to the next semester. Student may petition this ineligibility to continue in the program utilizing the [General Nursing Petition](#).

### **Merit-Based Admission Criteria**

The [merit-based](#) admission criteria (based on

[Assembly Bill No. 1559 Section 78261.5](#) from the [State Chancellor's Office](#)) is utilized to score and rank program applicants according to a combination of their academic and personal achievements. This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully.

The highest scoring applicants are admitted. All applicants who meet the [Admission Criteria](#) are ranked there is no minimum or cut score required to apply.

The maximum points an application can score is 100.

This [tool](#) might be helpful when calculating our score.

All applicants who meet the [Admission Criteria](#) are considered in the application pool.

The [merit-based](#) screening process is utilized to score and rank program applicants according to a combination of their academic and personal achievements. A detailed description of each criterion, along with a breakdown of available points, is provided below.

The highest scoring eligible applicants will be offered a conditional enrollment into our program. If applicants achieve the same [merit-based score](#) and are being offered conditional enrollment or an alternate spot they will be using random selection.

# Merit-Based Criteria

# Admission

## Previous Degrees or Training or Healthcare Experience

### Description

- Academic degrees or diplomas, or relevant certificates. Any relevant healthcare work or volunteer experiences.
- Applicants may meet more than one qualifier in this category, but points will only be awarded once to highest points criteria.
- Official outside the YCCD district transcript(s) from regionally accredited U.S. colleges or universities with degree posted or copy of license or certificate with license number, date of issue, and date of expiration. For International transcripts see a Yuba College counselor.
- Degree **must** be posted to your Self Service Yuba College account.
- Unofficial transcript accepted for Yuba Community College District (Yuba College, Sutter County Center, Beale AFB Outreach Services, Woodland Community College, Lake County campus, Colusa County Outreach Facility). On application and YCCD transcripts do not have to be turned in before your application.
- IN PROGRESS Degrees or Trainings NOT ACCEPTED.
- Relevant Healthcare working with patients must have worked for at least 1500 hours directly with patients within the last five years.
- Volunteer Experience in healthcare must have

volunteered for at least 1500 hours directly with patients within the last five years.

## **Documentation**

- Transcripts or a copy of license or certificate with license number, date of issue, and date of expiration.
- Proof of relevant healthcare or volunteer experience upload a certificate for hours/years of service or a letter of confirmation of experience from the facility or company. Must be on their letterhead and include the length of time (at least one year) and that it was within the last 5 years, the persons title and contact information, and dates of employment or service.

## **Point Distribution**

- BA/BS = 25 points
- AA/AS = 22 points
- LVN/Psych Tech = 20 points
- Paramedic, medic (military), corpsman = 20 points
- CNA = 18 points
- Relevant Healthcare Work = 15 points
- Volunteer Experience = 5 points

## **Maximum Points**

- 25
- 

## **Grade Point Average**

### **Description**

- Grade Point Average (GPA) in relevant

coursework.

- Minimum 2.50 GPA must be earned in all courses (aggregate) for sections a and b below to apply. GPA calculations will not be rounded.
- Unless courses are taken with in the Yuba Community College District official transcripts must also be on file and officially evaluated by the Yuba College Admissions & Records office.
- Any course(s) that have been petitioned for equivalency must have the completed, approved petitioned uploaded to their application.
- Application must include all college transcripts documenting completion of prerequisite courses as follows:
  - Unofficial transcripts from Yuba Community College District [YCCD] (Yuba College, Sutter County Center, Beale AFB Outreach Services, Woodland Community College, Lake County campus, Colusa County Outreach Facility). Yuba Community College District (YCCD) transcripts do not have to be submitted prior to applying. Outside YCCD transcripts must be received by the Admissions and Records Office **BEFORE you can apply and had to meet the deadline.**
  - Official (sealed) or electronic transcripts are required from schools outside YCCD for all required prerequisite courses. Electronic preferred.
  - Applicant transcripts must also be on file and officially evaluated by the

Yuba College Admissions & Records office prior to application submission. No in progress coursework accepted.

- **Official Transcripts outside YCCD must be received by Admissions and Records by the 3rd Monday in January prior to our application for the February application period.**
- **Official Transcripts outside YCCD must be received by the Admissions and Records by the 3rd Monday in August prior to your application for the August application period.**

## Documentation

- Transcripts

## Point Distribution

- a. Anatomy, Physiology, and Microbiology combined GPA (Cumulative GPA (grade point average))
  - 4.00 = 20 points
  - 3.5 – 3.99 = 15 points
  - 3.0 – 3.49 = 10 points
  - 2.5 – 2.99 = 5 points
- b. English, Statistics, chemistry, Nutrition, Psychology, humanities, sociology/anthropology, speech combined GPA (Cumulative GPA (grade point average))
  - 4.00 = 20 points
  - 3.5 – 3.99 = 15 points
  - 3.0 – 3.49 = 10 points
  - 2.5 – 2.99 = 5 points



## Maximum Points

- 40
  - 20 points from section a and 20 from section b

## Life Experiences or Special Circumstances

### Description

- Disabilities
  - Same meaning as used in [Section 2626 of the Unemployment Insurance Code](#).
- Low family income
  - Measured in terms of a student's eligibility for, or receipt of, financial aid under a program that may include, but is not necessarily limited to, a fee waiver from the Board of Governors, the Cal Grant Program, the federal Pell Grant program or CalWORKs.
- First generation of family to attend college
  - You are the first person in your immediate family to attend college. In other words, neither of your parents has a college degree.
- Need to work
  - Student is working at least part time while completing academic work that is a prerequisite for admission to the nursing program.
- Disadvantaged social or educational environment
  - Includes but is not limited to the status of a student who has participated in EOPS.

- Difficult personal and family situations or circumstances
- Refugee or veterans status
  - Refugee, active military, reserve, or veteran status. Applicant only, not to include veteran spouses or children.

## **Documentation**

- Upload a completed Life Experiences or Special Circumstances form to application.

## **Maximum Points**

5

Applicants may meet more than one qualifier in this category, but points will only be awarded once to highest points criteria.

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## **Merit-Based Admission Criteria (continued)**

### **Language Proficiency**

#### **Description**

- Applicant must be fluent in all aspects of the language (reading, writing, and speaking) to qualify for points.
  - Languages may include but not limited to: American Sign Language, Arabic, Chinese (including various dialects), Farsi, Russian, Spanish, Tagalog, languages of the Indian subcontinent and Southeast Asia, German, French, languages of the African continent.

## Documentation

Official transcript from a U.S. regionally accredited college or university verifying the successful completion (“C” or better) of at least four (4) semesters or six (6) quarters of the same qualifying foreign language. For International transcripts see a Yuba College counselor.

OR

Completed [Language Verification Form](#) which indicates Verification of Proficiency in a High-Frequency Language other than English. This portion of the form must be completed by someone who can verify your proficiency. The person must be fluent in the identified foreign language, have observed your language skills over the last year, and not be a family member or friend.

- Note: The State Seal of Biliteracy (SSB) is not accepted applicant must use transcripts (described above) or a completed [Language Verification Form](#).

### ▪ **Maximum Points**

5

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## Approved Diagnostic Tool, Test of Essential Academic Skills (TEAS)

### Description

- Completion of Test of Essential Academic Skills (TEAS) Version 6 or 7
- \*A minimum cumulative score of 67% is required for the TEAS exam to be considered for admission. Overall percentages will not

be rounded. [Official TEAS results](#) must be received directly from ATI for program application submission.

## **Documentation**

- All applicants must upload a copy of their unofficial TEAS result from [atitesting.com](#) into their application when prompted.
- If the TEAS result is from Yuba College, the uploaded a copy of your TEAS result when you apply is the only step needed.
- If the TEAS result is from another testing location in addition to uploading your TEAS result to the application, you must request [atitesting.com](#) to [send an official result](#) of your result to Yuba College. You do not have to repeat this step if you have already sent the results you are using on your application to Yuba College in the past.
- It is the applicant's responsibility to upload and send the highest TEAS score. If you have taken and passed the TEAS exam more than once, please send the report with the highest "Adjusted Individual Total Score".
- TEAS scores from the 6 and 7 TEAS are accepted.

## **Point Distribution**

- 90.0 – 100% = 25 points
- 82.0 – 89.9% = 20 points
- 74.0 – 81.9% = 15 points
- 67.0 – 73.9% = 5 points
- less than 67% not eligible to apply

## **Maximum Points**

- 25

Total Points are from the Prescreening Criteria.

**Selection Process:** Each incoming class will be selected based on the ranking of total application points on the Merit Based Criterion. The applicants with the highest scores are selected for admission. There is no minimum [Merit-Based](#) Score needed to apply; however, you must achieve 67 or higher on your TEAS test. Ranking of the applicants for admission is based on:

- Application score highest score based on the Merit Based Criterion
    - If two or more applicants have the same score, we rank secondly based on TEAS score
  - TEAs score highest score
    - If two or more applicants have the same application score and TEAS score, we rank based on date of completed application
  - Date of application- date of completed application, not the date of initiation of application, if same date time will be considered
  - 2a Grade Point Average in anatomy, physiology, and microbiology
    - If two or more applicants have the same application score, TEAS score, and date of completed application
- 

## **Answers to Frequently Asked Questions**

When are **applications open?** For both programs

the [application](#) dates are found in this link.

All **pre-requisite courses** must be completed and, on your official transcripts, before you can apply.

Do W's count against me when I apply? No withdrawal's (W) are not examined as a part of the application process.

We do not have a **part-time or evening** program. Courses are generally during the day, Monday through Friday. Clinical hours can extend beyond these hours and may include Fridays, evenings and weekends.

The Nursing Program takes **4 semesters for Nursing** program and **2 semesters for the LVN Career Mobility** program to complete. There are no nursing program courses in the summer.

Our programs do **not** have a **waiting list** for our programs. If applicants are not admitted in the application cycle they are welcome to reapply.

Yuba College's **NCLEX pass rates** can be found by visiting the [Board of Registered Nursing website](#)

**English 1A** is required to get into the program. If you have a better grade in English 1B or 1C, you may use that GPA for your [merit-based](#) admission score.

If I took a previous pharmacology course, do I need to take the NURS 11B- Fundamentals of Nursing Pharmacology? Yes, NURS 11B is a part of the nursing program and must be completed.

Is there a **time limit** requirement on the prerequisite courses or do they expire? No there is no time requirement for nursing program prerequisites nor do they expire.

Are students penalized for repeating prerequisite courses? No there is **no penalty for repeated courses** and the highest grade will be taken.

I attended **several colleges**. Do you need all the official transcripts or just those where I took pre-requisites? How do I get them to you? Official transcripts from all colleges attended in the completion of your pre-requisite courses and all colleges referenced in your application must be sent. Send official transcripts to Yuba College Admissions and Records. Upper division equivalency questions should be directed to Yuba College's Counseling Department. Academic counselors are available by appointment at 530.634.7766. [yc.yccd.edu/admissions/transcript-evaluation/](http://yc.yccd.edu/admissions/transcript-evaluation/)

Do we accept upper division courses for the purpose of entering the nursing program? Yes, but only with an approved [Yuba College petition](#), note that the courses will not be placed on your Yuba College official transcripts. If your petition is in process, you are not eligible to apply until the petition is approved.

I took my pre-requisites at another college and the Transcript Office is asking for a course description, course outline, or syllabus to **determine content equivalency** for those courses. How do I obtain this information? Official college course descriptions may be obtained by photocopying the college catalog for the year and semester in which the course was completed. Official college catalogs with course descriptions may also be available online through the institution's website. Additionally, a course outline, syllabus, or list of course objectives can usually be obtained by contacting the course instructor. Here is a list of nursing course [Nursing Course Equivalencies](#) to use as a guide when meeting with counseling.

How do I know if my course meets the Humanities GE area on my nursing application? Review your graduation requirements for Humanities GE in the in the academic catalog of the regionally accredited college at which the course was taken.

Does my History 17 A or 17 B meet the Humanities GE area on my

application? No

My **Anatomy and Physiology courses are combined**. Am I still eligible to apply? Records and Transcript Office will determine whether the two semesters or 3 quarters of combined Anatomy and Physiology (with lab) coursework completed is equivalent. A student petition may be required to determine eligibility.

Are **online prerequisite science** course accepted? Yes, we accept courses that are taught online. Records and Transcript Office will determine whether the course(s) are equivalent. A student petition may be required to determine eligibility.

If I get accepted into the program, can I **defer my admission** for a later time? Yes, but only for military service.

Can I submit a **letter of recommendation**? No. Our method of selection does not require letters of recommendation and will not be considered.

Do you accept the State Seal of Biliteracy (SSB) for Criterion #4 Language Proficiency? The SSB is not accepted applicant must use official transcript from a U.S. regionally accredited college or university verifying the successful completion ("C" or better) of at least four (4) semesters or six (6) quarters of the same qualifying foreign language OR a completed [Language Verification Form](#)

Can I **work while in the program**? There is no restriction, but the program recommends not working as it may interfere with your success in the nursing program. There are many hours per week of reading/studying in addition to course and clinical hours. You will not be permitted to leave early or arrive late to clinical or class because of your job. There are attendance requirements that are strictly adhered to.

Can I apply to the program if I have a **criminal/conviction**



**history?** See the [Board of Registered Nursing Licensure](#) section of this handbook and [Board of Registered Nursing](#) website for details.

### Answers to Frequently Asked Questions

How many **applicants** and what **scores** get into the registered nursing program? We receive > 250 RN applications each semester. We accept 60 students each academic year. 30 in the Spring and 30 in the Fall. Over the past few application cycles the students admitted TEAS scores ranged from 80-90's and their overall application scores ranged from 80-100. However, all applications who meet the criteria are considered and these numbers change with each application period.

Academic Year | Number of qualified applicants | Number of enrolled in our program

19-20	267	60
20-21	306	60
21-22	280	60
22-23	339	60
23-24	233	60
24-25	265	60

### **February 2022 cycle for entry into August 2022**

- 204 applicants for ASN, 35 for LVN to RN

### **August/September 2022 cycle for entry into January 2023**

- 135 applicants for ASN, 26 for LVN to RN

### **February 2023 cycle for entry into August 2023**

- 114 applicants for ASN, 24 for LVN to RN

### **August/September 2023 cycle for entry into January 2024**

- 119 applicants for ASN, 9 applicants for LVN to RN
- Students accepted to the RN program
  - Application Points: Highest Score: 92
  - Application Points: Lowest Score: 75
  - TEAS Exam: Highest Score: 96
  - TEAS Exam: Lowest Score: 77
- Students selected as an RN alternates
  - Application Points: Highest Score: 72
  - Application Points: Lowest Score: 70
  - TEAS Exam: Highest Score: 95
  - TEAS Exam: Lowest Score: 76
- Students accepted to the LVN program
  - Application Points: Highest Score: 80
  - Application Points: Lowest Score: 80
  - TEAS Exam: Highest Score: 90
  - TEAS Exam: Lowest Score: 90
- Students selected as an LVN alternates
  - Application Points: Highest Score: 82
  - Application Points: Lowest Score: 65
  - TEAS Exam: Highest Score: 90
  - TEAS Exam: Lowest Score: 83

### **February 2024 cycle for entry into August 2024**

- 95 applicants for ASN, 6 applicants for LVN to RN
- Students accepted to the RN program
  - Application Points: Highest Score: 97
  - Application Points: Lowest Score: 77
  - TEAS Exam: Highest Score: 90
  - TEAS Exam: Lowest Score: 77
- Students selected as an RN alternates

- Application Points: Highest Score: 77
- Application Points: Lowest Score: 70
- TEAS Exam: Highest Score: 92
- TEAS Exam: Lowest Score: 74
- Students accepted to the LVN program
  - Application Points: Highest Score: NA
  - Application Points: Lowest Score: NA
  - TEAS Exam: Highest Score: NA
  - TEAS Exam: Lowest Score: NA
- Students selected as an LVN alternates
  - Application Points: Highest Score: 70
  - Application Points: Lowest Score: 70
  - TEAS Exam: Highest Score: 82
  - TEAS Exam: Lowest Score: 82

### **August/September 2024 cycle for entry into January 2025**

- 123 applicants for ASN, 9 applicants for LVN to RN
- Students accepted to the RN program
  - Application Points: Highest Score: 97
  - Application Points: Lowest Score: 82
  - TEAS Exam: Highest Score: 96
  - TEAS Exam: Lowest Score: 80
- Students selected as an RN alternates
  - Application Points: Highest Score: 82
  - Application Points: Lowest Score: 75
  - TEAS Exam: Highest Score: 82
  - TEAS Exam: Lowest Score: 75
- Students accepted to the LVN program
  - Application Points: Highest Score: NA
  - Application Points: Lowest Score: NA
  - TEAS Exam: Highest Score: NA
  - TEAS Exam: Lowest Score: NA
- Students selected as an LVN alternates
  - Application Points: Highest Score: 72
  - Application Points: Lowest Score: 65
  - TEAS Exam: Highest Score: 87

- TEAS Exam: Lowest Score: 74

## **February 2025 cycle for entry into August 2025**

- 142 applicants for ASN, 7 applicants for LVN to RN
- Students accepted to the RN program
  - Application Points: Highest Score: 98
  - Application Points: Lowest Score: 77
  - TEAS Exam: Highest Score: 98
  - TEAS Exam: Lowest Score: 79
- Students selected as an RN alternates
  - Application Points: Highest Score: 77
  - Application Points: Lowest Score: 72
  - TEAS Exam: Highest Score: 95
  - TEAS Exam: Lowest Score: 76
- Students accepted to the LVN program
  - Application Points: Highest Score: NA
  - Application Points: Lowest Score: NA
  - TEAS Exam: Highest Score: NA
  - TEAS Exam: Lowest Score: NA
- Students selected as an LVN alternates
  - Application Points: Highest Score: 72
  - Application Points: Lowest Score: 62
  - TEAS Exam: Highest Score: 82
  - TEAS Exam: Lowest Score: 80

How many **applicants** and what **scores** get into the registered nursing program? We receive > 150 RN applications each semester. We accept 60 students each academic year. 30 in the Spring and 30 in the Fall. Over the past few application cycles the students admitted TEAS scores ranged from 80-90's and their overall application scores ranged from 80-100. However, all applications who meet the criteria are considered and these numbers change with each application period.

How many **applicants** and how many get into the LVN to RN Career Mobility Program? We receive >15 applications for the LVN to RN Career Mobility program each semester. The number of LVN to

RN student accepted is based on space open each Spring/Fall. Typically, 0-3 students each semester enter the program each semester. Over the past few application cycles the students admitted TEAS scores ranged from 86-90's and their overall application scores ranged from 77-100.

When are **applications open**? For both programs the [application](#) dates are found in this link.

All **pre-requisite courses** must be completed and, on your official transcripts, before you can apply.

Do W's count against me when I apply? No withdrawal's (W) are not examined as a part of the application process.

We do not have a **part-time or evening** program. Courses are generally during the day, Monday through Friday. Clinical hours can extend beyond these hours and may include Fridays, evenings and weekends.

The Nursing Program takes **4 semesters for Nursing** program and **2 semesters for the LVN Career Mobility** program to complete. There are no nursing program courses in the summer.

Our programs do **not** have a **waiting list** for our programs. If applicants are not admitted in the application cycle they are welcome to reapply.

Yuba College's **NCLEX pass rates** can be found by visiting the [Board of Registered Nursing website](#)

**English 1A** is required to get into the program. If you have a better grade in English 1B or 1C, you may use that GPA for your [merit-based](#) admission score.

### **Frequently Asked Questions Continued**

Is there a **time limit** requirement on the prerequisite courses or do they expire? No there is no time requirement for nursing program prerequisites nor do they expire.

Are students penalized for repeating prerequisite courses? No there is **no penalty for repeated courses** and the highest grade will be taken.

I attended **several colleges**. Do you need all the official transcripts or just those where I took pre-requisites? How do I get them to you? Official transcripts from all colleges attended in the completion of your pre-requisite courses and all colleges referenced in your application must be sent. Send official transcripts to Yuba College Admissions and Records. Upper division equivalency questions should be directed to Yuba College's Counseling Department. Academic counselors are available by appointment at 530.634.7766. [yc.yccd.edu/admissions/transcript-evaluation/](http://yc.yccd.edu/admissions/transcript-evaluation/)

Do we accept upper division courses for the purpose of entering the nursing program? Yes, our Yuba College Board [Policy AP Articulation 4050](#) allows us to utilize your course if equivalent. Please see a [Yuba College counselor](#) to review our coursework and our Checklist. If needed you can petition for approval through our [Yuba College petition](#), note that the courses will not be placed on your Yuba College official transcripts. If your petition is in process, you are not eligible to apply until the petition is approved. Not all course work will be approved.

I took my pre-requisites at another college and the Transcript Office is asking for a course description, course outline, or syllabus to **determine content equivalency** for those courses. How do I obtain this information? Official college course descriptions may be obtained by photocopying the college catalog for the year and semester in which the course was completed. Official college catalogs with course descriptions may also be available online through the institution's website. Additionally, a course outline, syllabus, or list of course objectives can usually be obtained by contacting the course instructor. Here is a list of nursing course [Nursing Course Equivalencies](#) to use as a guide when meeting with

counseling.

My **Anatomy and Physiology courses are combined**. Am I still eligible to apply? Records and Transcript Office will determine whether the two semesters or 3 quarters of combined Anatomy and Physiology (with lab) coursework completed is equivalent. A student petition may be required to determine eligibility. Here is how to enter [Combination courses into your Nursing Program application](#)

Are **online prerequisite science** course accepted? Yes, we accept courses that are taught online. Records and Transcript Office will determine whether the course(s) are equivalent. A student petition may be required to determine eligibility.

If I get accepted into the program can I **defer my admission** for a later time? Yes, but only for military service.

Can I submit a **letter of recommendation**? No. Our method of selection does not require letters of recommendation and will not be considered.

Can I **work while in the program**? There is no restriction, but the program recommends not working as it may interfere with your success in the nursing program. There are many hours per week of reading/studying in addition to course and clinical hours. You will not be permitted to leave early or arrive late to clinical or class because of your job. There are attendance requirements that are strictly adhered to.

Can I apply to the program if I have a **criminal/conviction history**? See the [Board of Registered Nursing Licensure](#) section of this handbook and [Board of Registered Nursing](#) website for details.

### **Frequently Asked Questions Continued**

Can I **get my certified nursing assistant (CNA)** while in the nursing program? If you were or are presently enrolled in the

program and have completed N1 successfully, you must submit an official, sealed official transcript of training (students may substitute the official transcript with a sealed school letter on official school letterhead listing equivalent training in the Fundamentals of Nursing course (N1)). [Here is the cdpH website.](#)

I am in your LVN to RN Career Mobility Program can I use the classes I am taking in the nursing program as **CEU's for my LVN license**? The nursing courses in the program (N57, N21, N3, N33, N4) do not typically count, however, other college level courses will (1 unit (college) = 15 hours CEU's)

**Name change during the program** what do I need to do? It is the student's responsibility to notify and submit any name, address or phone number changes to the Nursing Office (email [ggarcia@yccd.edu](mailto:ggarcia@yccd.edu)), your faculty, Admissions and Records (in person), [Complio](#), and ATI. Information on record is submitted to clinical agencies and the Board of Registered Nursing for your state licensure exam. Clinical agencies require information (such as compliance and demographic data) before students are allowed in the clinical area. At the end of the program your personal information must match exactly with the school, application submitted to the Board, and registration with Person VUE (e.g., name, Mother's maiden name, address of record, e-mail address, date of birth, U.S. Social Security Number or Individual Taxpayer Identification Number).

Counseling

Mission of the [Yuba College Counseling Department](#):

- Maximum access and success for all students
- Academic, career and personal counseling to assist students in setting and achieving their educational goals
- Comprehensive set of interrelated services, activities and referrals which focus on the holistic development of our students



## Financial Aid

As students of Yuba College, nursing students may apply for any Yuba College financial assistance program. Those needing financial assistance are encouraged to explore their eligibility status with the [Financial Aid Office](#). See [yc.yccd.edu/student/financial\\_aid/](http://yc.yccd.edu/student/financial_aid/)

The Financial Aid office helps academically capable students by offering grants, enrollment fee waiver from the Board of Governors (BOGW), scholarships, loans (referrals), and work study employment to those with demonstrated financial need. Due to limitations in funding, financial assistance is not always able to fulfill all student needs, but efforts are made to help eligible students. Please contact the Financial Aid office for specific information regarding application for funds.

The [Direct Loan Interest Form](#) can be completed if interested in a direct subsidized or unsubsidized loan. After filling out form contact the [Financial Aid Office](#) [\\_yc.yccd.edu/student/financial\\_aid/](http://yc.yccd.edu/student/financial_aid/) to make an appointment and discuss.

Our program works closely with [The Work Force Investment Act](#) (WIA) is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have un-met needs after applying for the tuition fee waiver and financial aid.

A limited amount of funds may be available for an unforeseen emergency. Please speak with the Director of Health & Medical Career Programs & Nursing for information.

## Program Cost

Estimated cost for the 2 year RN program is \$6,500. Estimated cost for the LVN to RN Career Mobility Program is \$3,700. In addition to living expenses Yuba College Nursing students have several additional program specific costs. These can include, but are not limited to, transportation, supplies, and items

listed below. There are no refunds for money spent.

**1ST Year**

1st semester student \$2,530 estimated cost:

Criminal Background Checks	= \$255
Drug Screen	= \$80
Physical Exam (uses own provider)	= \$0-150
Titers, PPD, Immunizations (uses own provider)	= \$0-300
CPR Certification	= \$70-100
Registration/Tuition with student fee and Parking	= \$550
Textbooks and online materials	= \$800
Basic Nurse Pack	= \$110
Uniform/ <a href="#">patches</a> & shoes, eye protection	= \$225
Supplies (stethoscope, watch, etc.)	= \$100
<a href="#">Complio</a> immunization tracking program	= \$35

2nd semester student \$1,250 estimated cost:

IV Nurse Pack	= \$65
Registration/Tuition with student fee and Parking	= \$455
Textbooks and online materials	= \$700

**2nd Year**

3rd semester student \$1,500 estimated cost:

TB/PPD test- Annual	= \$0-60
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Registration/Tuition with student fee and Parking	= \$455
Textbooks and online materials	= \$700
Clinical Onboarding	= \$40
Physical Exam- Annual (uses own provider)	= \$0-150

4th semester student \$1,200 estimated cost:

Registration/Tuition with student fee and Parking	= \$400
Textbooks and online materials	= \$800

**Associate in Science Nursing Program (RN) Program estimated program costs \$6,530**

**LVN to RN Career Mobility estimated program costs \$3,730**

1st semester \$2,510 estimated cost:

Criminal Background Checks	= \$255
Drug Screen	= \$80
Physical Exam (uses own provider)	= \$0-150
Titers, PPD, Immunizations (uses own provider)	= \$0-300
CPR Certification	= \$70-100
Registration/Tuition with student fee and Parking	= \$455
Textbooks and online materials	= \$700
Basic Nurse Pack	= \$110
Uniform/ <a href="#">patches</a> & shoes, eye protection	= \$225
Supplies (stethoscope, watch, etc.)	= \$100
<a href="#">Complio</a> immunization tracking program	= \$35

2nd semester \$1,200 estimated cost:

Registration/Tuition with student fee and Parking	= \$400
Textbooks and online materials	= \$800

**Nurse pack**– Students are required to purchase a Nurse Pack, which consists of medical supplies to use in the skills

laboratory. They are not for use on humans they are for mannequin use only. Deadline to order this is the second week of the semester to avoid the late fee. (LVN to RN students are not required to purchase this pack)

### Textbooks

Textbooks can be purchased at the [Yuba College Bookstore](#) and often cheaper because we bundle the books.

### 1st semester

1) Medical-Surgical Nursing 10th Edition. Ignatavicius, Workman, Rebar, Heimgartner \$220

Students can purchase either a paperback or ebook- do not need both, Paperback ISBN: 9780323612418, eBook ISBN: 9780323654050

2) ATI Package- includes Engage Fundamentals and Nurse's Drug Handbook 2021 edition (ebook). ATI estimated cost \$620.00 +tax, shipping

3) Pathophysiology textbook or ebook

### 2nd semester

1) Davis Advantage for Maternal-Newborn Nursing, 3rd Edition, Durham and Chapman, ISBN-13: 978-0-8036-6654-2, estimated cost \$114

2) ATI estimated cost \$660 +tax, shipping

### 3rd semester

1) Linnard-Palmer, Pediatric Nursing Care: A concept-Based Approach, ISBN: 1284081427, estimated cost \$10-50

The Yuba College library has purchased the ebook for us. Below is the link. We can only have five ebooks open at one time, but this is still pretty wonderful!

[https://caccl-yubaccd.primo.exlibrisgroup.com/permalink/01CACC\\_L\\_YUBACCD/augs2e/alma991000592837505349](https://caccl-yubaccd.primo.exlibrisgroup.com/permalink/01CACC_L_YUBACCD/augs2e/alma991000592837505349)

If they have problems linking here, just need to open the database through the Yuba College library and then click it again.

2) ATI estimated cost \$660.00 +tax, shipping

### **LVN to RN Career Mobility Students**

1) Linnard-Palmer, Pediatric Nursing Care: A concept-Based Approach, ISBN: 9781284081442, estimated cost \$50

2) Ignatavicius, Medical Surgical Nursing, Elsevier, ISBN 9780323444194, estimated cost \$136.00- book is used 3rd, and 4th semester

3) ATI \$660.00 +tax, shipping

### **4th semester**

1) ATI estimated cost \$600.00 +tax, shipping, includes Engaged Mental Health

### **Compliance Requirements**

The Nursing Program must adhere to all government, accreditation, college, and clinical facilities regulations nursing students will adhere to the policies/procedures/content/expectations contained in the current Yuba College Nursing Student Handbook and of the clinical facilities. It is critical to know that the clinical facilities may change clinical requirements at any time, and the students and faculty must meet those requirements to continue in the facility. Our program will follow directives and/or updates to compliance made by clinical facilities.

Here are a few key areas to note:

- Students who do not submit and/or keep current with all required health and program information and clinical requirements by designated deadlines will not be eligible to enter (or continue in) the program and/or may be dropped for non-compliance of health and clinical

requirements.

- The expectation is not fall out of compliance during your two years in the program.
- Compliance requirements cannot expire during the semester.
- Students must establish and maintain compliance with program and clinical requirements, including health, and immunizations through designated vendor ([Complio](#)) and any clinical facilities vendor (MCE) as required. Some aspects include:
  - Clinical onboarding requirements of the clinical facilities
  - Personal health insurance
  - Annual Physical Evaluation
  - Annual Compliance Modules
  - TB/PPD, Titers, Influenza, CPR, TDAP, Fit testing
- If you are seeking an exemption, you must receive both written confirmation via email from Complio that the exception has been approved and confirmation of the status of your clinical placement from the Director, Nursing and Allied Health. Both steps must be completed prior to clinical.
- Additionally, you must set up a meeting with the Director, Nursing and Allied Health prior to each semester and prior to going to each new clinical facility and follow the same confirmation process.
- Students will have copies of their compliance documents for presentation, as requested by clinical facilities. Students may store a clinical folder in their car.
- Students who do not submit and/or keep current with all required health information by designated deadlines will not be eligible to enter (or continue in) the program, and or may be dropped for non-compliance of health requirements.
- Drug and alcohol screening is done anytime while in the program, during the Spring or Fall semester(s).
- Fall semester students (incoming) all compliances

(excluding influenza (as it is a seasonal vaccine), drug screen and background checks) must be complete and uploaded to [Complio](#) by August 1

- Spring semester students (incoming) all compliances (excluding influenza (as it is a seasonal vaccine) drug screen and background checks) must be completed and uploaded in [Complio](#) by January 1st
  - for CPR if taken with us can be completed and uploaded by January 15th

## Complio

Tracking of all health requirements is through [Complio](#). Students are responsible for paying the fees associated and submit all health documentation. Directions for starting your account and any needed assistance see our [Complio page](#). Use the [directions](#) for using Complio as needed. The compliances are discussed in Orientation/Onboarding but the process is to be completed by the student individually. The vendor will provide a checklist of requirements, provide all related forms, and notify students ahead of time when expiration of documentation is impending.

Students will be considered “out of compliance” if a designated immunization/requirement is not updated by the designated deadlines for submission. Students who are designated as “out of compliance” will be held out of clinical, until documentation has been submitted and verified. Students held out of clinical due to non-compliance of health information will risk being dropped from the Nursing Program.

**Reminders of needed student compliance updates will not be issued by the Department of Nursing.** These are sent out by [Complio](#) and are the students responsibility.

Student assistance, 1.800.200.0853, [complio@americandatabank.com](mailto:complio@americandatabank.com), password reset make take up to 2.5 hours to send you the validation code to your email.

## **Criminal Background Check**

Nursing students must have an approved clear background checks and drug screening to participate in placement(s) in clinical facilities. Applicants will receive directions to complete the background check prior to enrollment.

- Cost: Nursing applicants and students are solely responsible for all costs (about \$50) associated with obtaining clearance for background checks and drug screening.
- Screening are completed through the District's authorized vendor ([Complio](#)). The program will not accept screening from any other company. Applicants will receive directions to complete the background check prior to enrollment.
- This is not a requirement for admission to the Nursing Program but for our clinical facilities.
- Results maintained and protected: Your information will be stored by Complio and password protected. Complio and the Nursing, Allied Health Director will have access to your results.
- Nursing Program applicants are accepted into the Nursing Program on a "conditional" basis, pending clearance for placement by clinical agencies.
- If a student cannot participate in clinical, they cannot complete the nursing program and, therefore, will be denied enrollment into the program.
- Decisions regarding background checks and drug screenings are determined by the clinical agencies in accordance with their rules and/or regulations, as well as state and federal regulations.
- An applicant may be denied admission due to criminal history restrictions set by state/federal statute or clinical facility. Applicants denied enrollment due to criminal convictions may reapply to the program when it has been seven years since an offense, or when they receive a clearance of rehabilitation from the court. However, even with the clearance, students may still be



denied access by clinical facilities, based on the nature of the convictions even though the convictions may have occurred more than seven years ago.

- Applicants on probation or parole or who have outstanding bench warrants or any unpaid citations, restitution, etc., will not be permitted to enroll in the program until all outstanding issues are completed.
- The criteria that exclude a student from clinical placement is based on our clinical partners.
- If a clinical partner excludes a student from clinical placement if there is an alternative clinical site the program will divert the students placement, however, there might not be an alternative placement. If the program is unable to place the student clinically we will not be able to offer and/or continue the students placement in our program. Each case is reviewed case by case by our Nursing, Allied Health Department.
- Students admitted to the program and cleared but clinical facilities will also have to complete a backgrounds check with the California Board of Nursing (BRN). The BRN determines the student's eligibility to sit for the NCLEX exam.

The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted; a new background check will be required.

## Criminal Background Check

Continued

Nondisclosure – Convictions that were not uncovered during the background checks (are proved to have occurred) or are new in occurrence (must report to the Director of Health & Medical Career Programs & Nursing within 5 days of conviction), and those convictions are of such an age or nature that they preclude the student from participating at all clinical sites, the student will be removed from the nursing clinical program in which they are enrolled. Existence of convictions will not

necessarily disqualify an applicant from admission or continuation in the program. However, failure to fully disclose the existence of convictions may be considered falsification of a record and will result in offer of conditional acceptance being rescinded; and is grounds for immediate termination upon discovery at any time during enrollment. Students who fail to fully disclose the existence of convictions will not be eligible to reapply.

Any applicant who has any concerns about the criminal background checks is encouraged to contact the Director of Health & Medical Career Programs & Nursing for confidential advising prior to completing either procedure.

The following searches and screenings will be conducted by the vendor going back 7 years:

- Criminal History Record Search
- Social Security Number Trace (residential history, year/state SSN issued)
- DHHS/OIG/GSA-Medicare/Medicaid Excluded List
  - The OIG/GSA Sanctions Report is comprised of the following components: OIG (Office of Inspector General) and GSA (General Services Administration). The OIG/GSA search utilizes the U.S. Dept. of Health and Human Services (DHHS) and the Office of Inspector General's database for individuals and businesses excluded or sanctioned from participating in Medicare, Medicaid or other federally funded programs. What is OIG GSA exclusion list? In simplest terms, a government exclusion list is a roster of individuals and organizations that are not eligible to participate in federal or state contracts due to criminal behavior or misconduct. These lists are maintained by state or federal agencies and updated regularly. Visit the US Health and Human Services [website](#) for more information.
- National Sex Offender Database Search

- Department of Health and Human Services search
- Office of Inspector General standard search
- Medi-Cal Suspension search including: felony charges, misdemeanor involving fraud, abuse of the Medi-Cal program or any patient, or otherwise substantially related to the qualifications, functions, or duties of a provider of service, being suspended from the federal Medicare or Medicaid programs for any reason, a lost or surrendered a license, certificate, or approval to provide health care, and breach of a contractual agreement with the Department that explicitly specifies inclusion on this list as a consequence of the breach

In accordance with the clinical agencies used by Yuba College, a student will be excluded from participating in clinical rotations and therefore unable to enroll in Yuba College Nursing Programs for the following background check results:

Convictions in which there is no contest or found guilty including, but not limited to:

- Any felony within the past 7 years\*
- Any misdemeanor conviction within the past 2 years\*
- Crimes against persons and/or property\*
- Crimes involving drugs\*
- Driving Under the Influence (DUI or Wet and Reckless) drugs or alcohol (in accordance with above time frames for felony or misdemeanor)\*
- Medicare/Medicaid fraud
- Any crime resulting in the requirement to register as a sex offender

\*Note: Felony or misdemeanor convictions involving crimes against persons or property, any drug charges, and driving under the influence must fall outside the above timelines for students to be eligible for admission.

In addition, see [Board of Registered Nursing Licensure Requirements](#) and [Criminal Convictions](#) sections in this Handbook.

#### 10 Panel Drug and Alcohol Screen

Nursing students must have an approved clear drug screening to participate in placement(s) in clinical facilities. Nursing applicants and students are solely responsible for all costs (about \$50) associated the drug screening through the District's authorized vendor ([Complio](#)). The program will not accept screening from any other company. Applicants will receive directions to complete the drug screening prior to enrollment.

- Screening is done anytime while in the program, during the Spring or Fall semester(s).
- This is not a requirement for admission to the Nursing Program but for our clinical facilities.
- Your information will be stored by Complio and password protected. Complio and the Nursing, Allied Health Director will have access to your results.
- Nursing Program applicants are accepted into the Nursing Program on a "conditional" basis, pending clearance for placement by clinical agencies.
- If a student cannot participate in clinical, they cannot complete the nursing program and, therefore, will be denied enrollment into the program.
- Decisions regarding drug screenings are determined by the clinical agencies in accordance with their rules and/or regulations, as well as state and federal regulations.

A 10-Panel Drug and Alcohol Screen is required for entry into the program when requested by clinical facilities, and if suspected impairment. The Program maintains a "no tolerance" policy regarding substance abuse. Students will receive a date issued by the Nursing office, when it is time to do this test. Do "not" complete this test until notified. Once paid

for the drug test order is time sensitive. Any applicant who refuses to test will have their conditional offer of admission rescinded. Offer of admission will be withdrawn for students with positive results.

#### Dilute

Dilute results will require student to pay for re-testing. A second dilute result will be considered positive, and student will be disqualified from entering the Nursing Program. An applicant denied admission due to a positive drug test (for illegal substances) or failure to complete the drug test may make a new application to the Nursing Program (to be considered for admission) and begin the admission process again in accordance to established procedure. The applicant will not be granted any special consideration in priority and is eligible to reapply only once.

#### Medications – 10 Panel Drug and Alcohol Screen

Clinical Agencies prohibit students who are taking, (or under the influence of) any (DEA) Schedule I, and some Schedule II, III and IV drugs from participating in a clinical setting-even with a valid prescription. If a student is using a legal psychoactive drug at the direction of a licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant), the student is required to report to the Director of Health & Medical Career Programs & Nursing for review of the information prior to the start of the program, or course in program. Students taking prescription medication that may interfere with drug screening must make an appointment to meet with the Director of Health & Medical Career Programs & Nursing review. Some prescribed medications may not be used while in the clinical settings. Such information will be maintained in a confidential, secured file by the Director of Health & Medical Career Programs & Nursing. This information may preclude the student from participating in clinical but will be discussed with the student individually. Students who are determined by the Clinical

Agency as “ineligible” due to the use of legal drugs, will have their progression evaluated on a case-by-case determination by the Director of Health & Medical Career Programs & Nursing.

## Marijuana

The Adult Use of Marijuana Act (passed in 2016) codifies this employer prerogative: employers may “maintain a drug and alcohol-free workplace.” Health & Safety Code § 11362.45(f).

California Assembly Bill (“AB”) 2188 (in effect on January 1, 2024), amends the Fair Employment and Housing Act (“FEHA”) by making it unlawful for an employer to discriminate against an applicant or employee for (1) the use of marijuana “off the job and away from the workplace” and (2) for an employer-required drug screening test that finds the person to have nonpsychoactive cannabis metabolites in their system.

A few important exemptions to this new law. Specifically, AB 2188 exempts employees in the construction and building industries and those hired for positions that require federal background and clearance checks. Notably, AB 2188 does not exempt employees in other safety-sensitive industries such as transportation, health and services, manufacturing, and agriculture.

The law also explicitly states that nothing in the law permits an employee to possess, be impaired by, or use marijuana on the job. Moreover, all employers maintain the right to maintain a drug-free and alcohol-free workplace as provided under California Health and Safety Code section 11362.45(f).

Our program defers to the clinical facilities on this and all aspects of onboarding. The 10-Panel Drug and Alcohol Screen is required for entry into the program when requested by clinical facilities, and if suspected impairment. The Program maintains a “no tolerance” policy regarding substance abuse.

Any applicant or student who has any concerns about the drug

screening is encouraged to contact the Director of Health & Medical Career Programs & Nursing for confidential advising prior to completing their test.

#### Physical Evaluation

Must be completed within 3 months of the program start date and annually while in the program. The form in [Complio](#) is the only form accepted. Information on any physical limitation must be provided to the Director of Health & Medical Career Programs & Nursing for review prior to gaining entry to clinical facilities.

#### Student Disclosure

Students are required to disclose any major changes in health, medications, drug abuse, mental disability, or inappropriate use of alcohol while enrolled in the Nursing Program. The student will have a conference with the Director of Health & Medical Career Programs & Nursing, to develop a plan of action.

If during the program a health issue arises, the student may be required to complete another health clearance to continue in the program use the Nursing, Allied health Physical form (in Complio), and/or provide written notice from their licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant) that they may participate in the program with no restrictions. Clinical Agency site policies and procedures on physical requirements for Registered Nurses may dictate whether an illness, injury, or medication regime would prohibit them from beginning or continuing in the Nursing Program.

#### Medication Related to the Physical Evaluation

Students are expected to provide full disclosure of health and medications on the physical evaluation form prior to enrollment in the Nursing Program to ensure safe care of the patients we serve. Medications including but not limited to

antianxiety, opioids, antiepileptic/anticonvulsants, and antidepressants will be reviewed by the Director of Health & Medical Career Programs & Nursing. Additionally, the use or possession of alcohol or narcotics, on campus or at clinical sites under the influence of alcohol or narcotics violates the rules of student conduct for Yuba College students.

### Pregnancy

A student who is or becomes pregnant:

- Must notify the Director of Health & Medical Career Programs & Nursing and their faculty as soon as possible.
- Submit a Report of examination [Form](#) (Form at [yc.yccd.edu/nursing/](http://yc.yccd.edu/nursing/)) to the Director of Health & Medical Career Programs & Nursing for the student to continue in the Nursing Program. This indicates the student may safely participate in the Nursing Program without restrictions.
- The student who elects to continue in the Nursing Program accepts full responsibility for any risks to herself and fetus.
- To reduce potential hazards, pregnant students will not be assigned to specific known risk areas in medical/surgical hospitals and psychiatric agencies. If these restrictions interfere with the student meeting the clinical objectives of the Nursing Program, it shall be necessary for the student to withdraw from the program temporarily and request readmission after delivery. Students that are not able to procure participation without restrictions may need to consider withdrawing and repeating the course(s).
- Post-delivery when the student returns to the program/course they will only need to submit a health clearance form and/or provide written notice from their licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant) if there has



been a change in their overall health or need accommodations. (see above #3 Physical Evaluation)

### Personal Health Insurance

All nursing students must carry personal health insurance from an insurance provider of their choosing. Students looking to get more information on purchasing health insurance may reach out to [CoveredCA.com](https://www.coveredca.com) is sponsored by Covered California and the [Department of Health Care Services](#).

### CPR Cardiopulmonary Resuscitation

Our clinical partners only accept American Heart Association BLS. A 2-year certification of CPR it is required for the program. As a convenience, the required CPR certification can be obtained from Erin Marino our Simulation Technician here at Yuba College (cost about \$70) if interested contact Ms. Marino at [emarino@yccd.edu](mailto:emarino@yccd.edu). Most onsite classes are in June and January. To make payment for the CPR class here at Yuba go to our [Forms page](#) and choose CPR-Payment.

CPR must be uploaded to [Complio](#). Must be done by August 1 for Fall semester, must be done by January 15 for Spring semester.

### TB PPD Test

#### **Entering program:**

A two-step Tuberculin Skin Test (purified protein derivative (PPD) is required upon entry to the program. The following are the details of the requirements to enter the program:

- Student will provide two tuberculin skin tests. The read date of the 1st skin test and the implant of the 2nd skin test must be 1-3 weeks apart.
  - Tuberculin Skin Test (purified protein derivative (PPD) must include:

- Date(s) administered and Date Read
- Result reading in mm
- Name/title of person reading results (must be legible) or facility stamp
- The skin tests you upload in [Complio](#) must be no more than 3 months old
- Have a licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant) complete the TB Questionnaire form found in [Complio](#)
- If both skin tests are negative a one-step skin test must be completed annually to maintain compliance.
- If your skins test(s) are positive (+) you must upload to [Complio](#) a negative chest x-ray report that was complete within the last 3 months. This chest x-ray report will be valid for the time in the program. However, an annual TB Questionnaire will be required to maintain compliance.
- If you are known to be positive (+) from past testing, you will need to complete a tuberculin skin test to confirm status. You must upload to [Complio](#) a negative chest x-ray report that was complete within the last 3 months. This chest x-ray report will be valid for the time in the program. However, an annual TB Questionnaire will be required to maintain compliance.

**Once in the program:**

- A skins test must be completed annually.
  - Tuberculin Skin Test (purified protein derivative (PPD must include:
    - Date(s) administered and Date Read
    - Result reading in mm
    - Name/title of person reading results (must be legible) or facility stamp
- The TB Questionnaire in Complio must be completed by licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant) and uploaded

annually if you have a +PPD history.

QuantiFERON gold will not be accepted in place of a skin test unless you have a positive PPD history.

### **Immunization and Titer**

The following immunizations require submission of documented blood serum positive antibody titers high enough for immunity (actual lab values):

- Measles, Mumps and Rubella
- Varicella
- Hepatitis B

Titers are mandatory to begin our program. Here is more information on [titers lab results](#). If you are negative or non-immune students/applicants must be in process of receiving a booster or repeating the series. Students must upload proof of repeat titers once they complete the series/booster.

The documentation of blood serum positive antibody titers high enough for immunity are accepted up to 10 years from the result date.

For lab results (titers) that result as equivocal or non-immune the student must work with their licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant). They might recommend a booster or repeating the vaccination series then repeating the titer to prove immunity. Each booster needs to be uploaded and will make the student compliant for 60 days. The titer will need to be repeated once the recommend steps have been taken. Titers must be uploaded. As a last resort if the student is unable to convert their licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant) may write a letter stating they are unable to convert. This must be uploaded into Complio for review.

For MMR and Varicella there is 60 days of temporary compliance beginning upon completion of each booster dose.

For Hepatitis B there is 60-day temporary compliance after receiving the 3rd Booster dose.

The documentation of blood serum positive antibody titers high enough for immunity are accepted up to 10 years from the result date.

**Tetanus –Diphtheria – Pertussis (Tdap/Tdp)** expires after ten years. There are no titers required for Tdap/Tdp.

Waivers for the immunizations are accepted only if the vaccination is contraindicated for a student's health. The waiver must be provided by a healthcare provider stating the reason the vaccine is contraindicated and/or that they will not convert. The waiver must be written by a licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant). In place of titers this document would be utilized in your application. Once in program the document must be uploaded.

### **Influenza**

Influenza vaccination usually available in September – November and are required annually. Do not submit old influenza vaccines. Students' influenza expires in October and must be repeated for the current year. Waivers can be granted only if the influenza vaccination is contraindicated for a student's health. The Student Influenza Vaccine Declination form is found in Complio and must be written by a licensed advanced practice healthcare provider (Doctor, Nurse Practitioner, Physician Assistant). A declination form must be uploaded in Complio if influenza vaccine is refused: the student must wear a mask every day in clinical with declination. Please do not submit old influenza vaccines to

meet this requirement if admitted in the Fall it will be due once the current year influenza vaccine is available to the public.

## COVID

Use the [YCCD COVID-19](#) website and the Yuba College [Canvas COVID-19 Shell](#) website for college policies and resources for our college. For our clinical sites our office and your nursing faculty will communicate the requirements. For any questions related to possible exposure contact our COVID team at [covidresponsecenter@yccd.edu](mailto:covidresponsecenter@yccd.edu).

- Compliance in the nursing program is tracked in [Complio](#). You upload your documentation of vaccine, exemption and/or testing. There is no exemption for testing.
- To gather your COVID-19 vaccination documents, follow [the instructions](#). You can download to your phone then open the image and share it to your email. From your email you will have a .png file which you can then label COVID Vaccine and upload in [Complio](#).
- *When on campus*, you must complete a self-screen for potential COVID-19 symptoms before entering any classroom and skills laboratory. Do not enter the classroom or lab and notify the faculty immediately for directions if you have any symptoms.
- *When in clinical*, students are allowed to care for COVID-19 patients or potential/rule out (R/O) COVID -19 patients.
- *COVID-19 Vaccination Exemption* – If you are seeking an exemption, contact our Yuba Community College District COVID Manager Mahsa Javadi, MD at [mjavadi@yccd.edu](mailto:mjavadi@yccd.edu) and include Lynette Garcia Assistant Director of Nursing at [lgarcia@yccd.edu](mailto:lgarcia@yccd.edu) via email. Our COVID Manager will send a medical or religious exemption form with directions to be completed. Should you have any questions about the

process for applying for a COVID-19 vaccination exemption, please contact Lynette Garcia in the Nursing, Allied Health Office. An approved COVID-19 vaccination exemption does not guarantee that you will receive an accommodation or a placement in a health care facility. Even if the district grants an exemption request, any medical facilities that provide placements may not accept this exemption or provide an accommodation. This could mean that a health care facility could reject a placement in the middle of a semester or if you rotate to a different facility. In that case, you may not be able to finish a semester or complete a course and/or program. And even if a facility grants an exemption, the clinical facility may change their policy and not allow exemptions. This could mean that a health care facility could reject a placement in the middle of a semester. In that case, you may not be able to finish a semester or complete a course and/or program.

- At this time, we are processing exemptions once a program and it can be used over the course of the time in the program for all clinical sites. This is subject to change based on clinical site requirements or updates.
- *COVID-19 Testing* – The college may have free CLIA-compliant COVID-19 testing or test kits. Check on our [COVID-19](#) site for further details. There is no waiver or exemption for testing.

#### Fit Testing Personal Protective

A fit test is a test protocol conducted to verify that a respirator/mask is both comfortable and provides the wearer with the expected protection. The Occupational Safety and Health Administration (OSHA), Center for Disease Control and Prevention, State guidelines, and the clinical facilities require fit testing to confirm any respirator forms a tight seal on the face before it is to be used in the workplace.

- Fit Testing is provided by the program or clinical

facilities.

- Testing is completed based on the clinical facilities requirement. The forms will be provided during the testing.
- All students are required to complete (provided by program or clinical facility) and pass a fit testing mask procedure.
  - A student who does not pass will need to work with their faculty and meet with the Nursing, Allied Health Director to ensure they can meet clinical safety requirements.

### Clinical Facilities Onboarding

Each clinical facility requires a process of onboarding to be completed. Each course Orientation/Onboarding process will cover the needed Clinical Onboarding details. Attendance and completion of the clinical facilities onboarding is mandatory, and they may be held outside your regular course schedule.

### Onboarding Days

1st Friday May \*times TBA

3rd Friday November \*times TBA

Failure to attend or late arrival for the mandatory onboarding for nursing student will result in an inability to progress to the next semester. Students may petition this ineligibility to continue in the program utilizing the [General Nursing Petition](#).

### **Annual Compliance**

The general clinical compliance modules are completed in the first and third semesters of the program.

### Meals Transportation

Travel and meals are not provided for students. Travel to alternate campus sites and a variety of clinical agencies is

required. A reliable source of transportation is the responsibility of the student.

### Written Papers

Late papers will not be accepted without prior approval from the faculty. With a second late paper, the student may be given a [Theory Contract for Student Success](#). Late theory papers are subject to a 10% penalty each day they are delayed (unless late paper penalty differs in the course syllabus). Unless otherwise directed written assignments must be submitted typed and professionally presented (correct spelling, grammar, and format). Papers that are not typed or formatted according to the course specifications will be returned ungraded. In this instance, a late paper penalty may apply (see course syllabus).

### **Plagiarism/Academic Honesty**

#### **Academic Integrity**

The college values academic integrity as an essential component of academic excellence. Students are expected to be truthful and ethical in pursuing their learning and demonstrating their knowledge and skills. Commitment to academic integrity is the responsibility of every student, faculty and staff member at Yuba College. The college community at Yuba College has the responsibility to make every effort to foster honest academic conduct in the development of its students. Faculty are committed to clearly stating well defined standards that help clarify academic and learning expectations and specify behavioral manifestations of such expectations in our classrooms, laboratories, clinical sites, and on-line settings.

Academic dishonesty defrauds all parties who depend upon the integrity of the college, its courses and its degrees and its certificates. Academic dishonesty is an act of deception in which the student claims credit for work or effort of another person or uses unauthorized materials or fabricated



information in any academic work. It occurs when students fraudulently attempt to show possession of a level of knowledge or skill that they do not possess. Academic dishonesty is a violation of Yuba College [Student Code of Conduct](#) and will not be tolerated. It diminishes the scholarship quality at the college and hurts most students who behave earnestly and honestly.

Ignorance of these academic and behavioral standards will not absolve any student from being held responsible for them or from any disciplinary action that may result from their actions. The two most common examples of academic dishonesty are 1) cheating; and 2) plagiarism.

Nurses must hold themselves to the highest levels of integrity, ethical behavior, and accountability. Our Nursing Program utilizes the hold students to the [Ethical Principles for Nursing Education from the National League for Nursing \(NLN\)](#). These principles aim to help foster environments that promote academic and professional integrity, ultimately enhancing patient care and positive outcomes. Modeling professional behaviors that demonstrate honesty, respect for self and others, accountability, and self-growth is expected in all learning environments. Cheating on exams and plagiarism in course assignments does not reflect these ideals. Therefore, the faculty has instituted actions related to students found cheating on exams or plagiarizing assignments.

Evidence of plagiarism will not be tolerated. Plagiarism is presenting another person's language (spoken or written), ideas, artistic works, or thoughts as if they were one's own. Reference guides can be utilized but must be incorporated using the student's own words. Any student turning in written work that is not their own work is demonstrating behavior indicative of dishonesty, cheating and lack of integrity.

- Failure to report errors in the clinical setting, such

as medication errors, is considered unethical and is grounds for immediate dismissal.

- Evidence of collaboration (unless directed by faculty) on tests, or assignments, also falls under cheating.
- Students who are dismissed (Drop/Withdrawal/Departure/Academic Failure) from the program due to plagiarism/academic dishonesty are not eligible for readmission nor reapply into the program. In addition, if there is any unsafe clinical practice, gross negligence, unprofessionalism, incompetence, or any dishonesty including academic the student will not be eligible for readmission nor reapply.

Students found cheating on their exams or plagiarizing in course assignments will:

- Relinquish all documents in their immediate possession. (Refusal to relinquish documents will be considered the same as cheating, resulting in the same consequences.)
- Receive disciplinary action and a zero for a scored assignment or exam in question. This may result in the student's inability to pass the course and failing the course. Any further evidence of cheating will result in dismissal from the course and/or Nursing Program.
- In addition, the program will be reporting through the Yuba College policy, students have the right to due process.

#### Program Resources

The nursing program has sufficient resources available to students that support them to successfully achieve all the objectives set forth by the program. Some of the major resources that support our students are outlined below:

**Faculty** – The program presently employs 8 Full-time faculty and 11 adjunct instructors, for the enrollment of about 120 students per semester.

**Staff Services**– The Nursing Department has one full-time

Administrative Secretary that provides 12-month support to the instructional staff, students, and Director in meeting the operational needs of the program, courses, and office.

There is a specific Nursing & Allied Health Counselor (Rupy Bajwa) who is an integral part in the success and growth of the nursing program. Pre-applicants, applicants to the program and students in the program have and will continue to benefit from this valuable resource. Rupy attends our GAC workgroup working on student success and progression through to graduation.

**Physical Space** – Our Health and Public Safety building has the technological and physical capacity for a state-of-the-art learning environment for our nursing students. The computer laboratory and classrooms are open for nursing students to use on a drop-in basis, if no classes are underway and if an instructor is available. A laboratory adjacent to the simulation area is open for students to use for NURS 55, NURS 56, and NURS 57 skills classes. The nursing program has between four to five nursing skills laboratory classes scheduled during a given semester that are staffed by a faculty. Some fourth semester student mentors and former graduates, serve as volunteers. The program has a simulation technician/coordinator who helps run simulation scenarios and helps maintain the equipment for students.

**Student Services** – Student resources are explained in the initial orientation to our program and each semester thereafter.

- DSPS is utilized as needed by our students some assistance they offer include evaluation of learning disabilities, learning styles identification and development, and test proctoring.
- Veterans Services- Student Veterans Association on Marysville campus offers: peer support/mentoring, computers, printing, copying, & faxing, lending of

textbooks, referrals to mental health specialists, confidential counseling, financial aid information & application assistance, lounge area with T.V., couches, movies, internet, coffee, and study tables (relaxing atmosphere for our veterans to study and network with other veterans), resource workshops, Disabled Veterans compensation information.

- EOPS- focuses on assisting our students who are low income and are educationally disadvantaged. Some of the services they offer to our students include: Academic and Career Counseling, Transfer Assistance, Graduation Assistance, Financial Aid/Grants, and free textbooks.
- Child Development Center (CDC)- some of our nursing students have children enrolled in the CDC
- Writing Language & Development Lab- Drop-in assistance for any writing assignment, APA style formatting help, informal study space, technology assistance along with ESL reading, writing, and conversation support
- Workforce Investment Act (WIOA)- this federally funded program that offers financial assistance to our students
- Counseling Services- develop educational plans, offers counseling, and assistance in transition to BSN programs
- Financial aid- supports students financially through grants, federal student aid, scholarships, and work study
- Clinical Facility – The nursing program currently has adequate clinical placement for the program. We have clinical rotations in Adventist and Rideout Health, Dignity Health Hospitals in the Sacramento Region and the Kaiser Roseville hospital. We continue to attend and participate in advisory and clinical assignment meetings provided by SCANE. SCANE meeting are collaborations with our other nursing programs in our region, our clinical partners (example Kaiser, Dignity), and our ADN to BSN partners. We collaborate on student clinical placement, advancing their education such as ADN to BSN, and even onboarding practices.

- Clinical facility evaluations by faculty and students are completed each semester to ensure we are offering a collaborative and productive clinical environment for our students.
- Technological Resources – resources are in abundance some of those resources include:
  - Full Mid Fidelity & High-Fidelity Simulation Capacity including NLN Simulation Scenarios
  - Computer Lab- for student use we have 40 computers, also in the skills laboratories we have computers at each bedside
  - [Library Services](#)– including a Librarian Researcher, Online databases through Yuba College Library: Ebsco, Proquest
  - Canvas Learning System- our online learning system is utilized as an adjunct to our nursing courses
  - Yuba College Nursing Program website
  - Electronic Textbooks- are available for rent or purchase
  - Turnitin.com- is utilized for some assignments to assist the nursing students in preventing plagiarism
  - Assessment Technology Institute (ATI) Including but not limited to: textbook, Engaged, Skills Modules, Video Case Studies, Electronic Medical Record, Health Assess, Real Life, Nurse Touch (Communicator), Pharmacology, Dosage Calculation and Safe Medication Administration, Dosage Calculation Case Studies, Jones and Bartlette Drug Guide, Quizzes and Tests.
  - Verify.com- background checks, drug screening, and to ensure compliance with all healthcare facilities mandatory health and safety documentation. This online product gives the student a place to scan in and keep records of all compliances met for the Joint Commission guidelines.

## U-Alert

Students must sign up for [Alert-U](#), this is an emergency messaging service for mobile devices, communicating critical campus updates to students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates.

## Smoking

Yuba College is a [Tobacco-Free College](#).

## Parking

Students must park in those areas designated to ["Student Parking"](#). Daily permits may be bought from dispensers in the parking lots. Parking permits are available online [yc.yccd.edu/](http://yc.yccd.edu/)

## Tutoring

Tutoring and other academic support services are available in the [College Success Center](#)

Nursing students maintaining an A, or a B average are encouraged to sign up as tutors. The [Learning Center in the library](#) has resources to assist and refer students who need assistance with the following (but not limited to): tutoring, test taking, study skills, note taking, reading strategies, and communication skills.

The Nursing 55/56/57 Skill Lab courses are designed to allow students extra time to practice procedures, obtain assistance with skills or course. Instructional assistants, faculty members, and student mentors are available at various times in skill labs to help students.

Yuba College offers [Math help](#)

## Program Grading

Grading scale for all theory/clinical (cumulative) courses

90-100% = A

80-89% = B

75-79% = C

65-74% = D (failing)

64% or below = F (failing)

- No rounding of decimals is done for grading during the course, however, end of course grade will be rounded .5 or higher up a percent.
- 90% or greater of the theory grading in nursing program courses will be from exams/quizzes. The remaining 10% can be from assignments.
- Course grades will be a percent score and a corresponding letter grade based on the points accumulated out of the total points possible. Each course syllabus identifies the details of grading for that course.
- Students failing to meet the minimum standard of a “C” (75%) in a required course cannot continue in the Nursing Program because they have not met prerequisites for the succeeding course. There is no extra credit in nursing courses that can be applied to meet the 75%.
- If a student fails to achieve 75% or better on an exam, they must schedule a meeting with their faculty within two weeks from the date of the exam. A [Theory Contract for Student Success form](#) will be utilized.
- If a student is not passing theory with 75% or better a [Theory Contract for Student Success form](#) will be utilized as a tool to improve their academic success.
- Clinical portion of nursing courses are not graded. If all clinical objectives have been met by the student, the grade recorded for the class is the theory grade. Students who are determined to have not met all clinical objectives will receive a course grade of “F” regardless of the theory grade achieved.
- Evidence of [cheating](#) on test or on any written assignment will result in a grade of zero and is grounds for dismissal.
- Students are responsible for all theory content previously taught in the program and the [program](#)

[prerequisites](#). Students may be tested on this content as well as any new content.

- An incomplete (I) in a nursing course must be removed prior to beginning the next nursing course. If not removed, such a grade becomes a grade of F or the alternate grade assigned by the faculty.

## Testing Policy

- Timing of exams are 1 minute per question.
  - For tests with dosage calculation and/or NextGen questions incorporated the time will be 1.5 minute per question for the exam. For a dosage calculation test the time will be 1.5 minutes per question.
  - ATI Dosage Calculation exams are 2.5 minutes per question
- Any technical difficulties during testing must be addressed during the exam. Effective communication during technical difficulties is key.
  - In-person exams students must inform the proctor immediately.
  - Online exams, it is imperative to communicate immediately, contact the faculty. Once you have made contact, they will inform you what your next steps are.
  - If there is a failure to communicate technical difficulties during testing, a grade/score change or retesting will not be considered.
- When a student takes a test out of scheduled time the student has seven calendar days from the originally scheduled test date to take the exam. Any exception to the original test date/time is based on prior approval from the course faculty.
  - a. Students forfeit 10% for taking an exam any time other than the scheduled time. The exam grade would be calculated on this basis. Students may



[petition](#) full faculty within 2 weeks of taking late exam to review the 10% forfeiture.

- A student who does not take the exam and did not make prior arrangements can achieve a maximum of 75% if faculty permits retake of exam.
- Quizzes may be given unannounced. They may not be made up.
- Questions regarding the scoring of or specific test items on an exam must be addressed within two weeks of the exam. After that time, a grade change will not be considered.
- Each course will provide a method for concept review. Students are reminded that testing materials do not leave the classroom either during the test or the review.
- Study guides or lists will not be provided for any test or quiz in any course. Our program tests students on all previous knowledge including prerequisites and previous nursing classes.
- Final exams in our program don't follow the college final schedule.

## **Exam Procedures**

The following standards will be enforced during the giving and taking of examinations:

- All on campus examinations will always have a proctor present.
- There will be absolutely no student-to-student communication during an exam.
- If a student has a question about the exam, the professor will answer only non-substantive questions. The information given to the individual student will then be made available to the entire class if it is deemed relevant by the professor.
- Books, papers, coats, and other personal articles are to be placed away from the working space during an

examination, and cell phones are to be turned off or on silent mode.

- Only embedded exam calculators may be used during exams. No handheld computer devices are permissible. Students may ask for definition/clarification of non-medical terminology. The professor will determine whether a word may be looked up and provide a dictionary for student use. Each student is responsible for monitoring their own behavior to minimize the possibility of personal suspicion.
- Each student taking an examination is to position themselves, so the examinations of other students are not visible.
- Evidence of collaboration (unless directed by faculty) on tests, or assignments, also falls under cheating.
- If a student's behavior during an exam is deemed suspicious, the professor will immediately stop the student's examination and investigate.
- After the student has completed any examination, they are to immediately and silently leave the room.
- Students with disabilities that are documented by Yuba College Disabled Student Services and Programs may have special testing arrangements. It is the student's responsibility to arrange for special testing with their professors as early as possible before the exam day.
- If a student needs to take an exam at any time other than the scheduled time, the student must arrange for this with their professor.
  - 10% of the total points possible will be deducted from the student's exam score. Missed exams must be taken within one week or the score will be zero.

### **Computerized Exam**

- Proctored computerized exams take place on campus.
- Any violation (i.e., access from home or outside of the

proctored situation) will result in receiving a zero (0) grade for the exam and may result in further disciplinary action.

- During the exam students are not allowed access to water bottles, personal electronic equipment, phones, books, purses, briefcases, or backpacks.
- Students are allowed faculty provided scratch paper.
- During the exam no hats with rims (i.e., baseball cap) are allowed.
- Any items brought into the exam are subject to inspection prior to entrance and at any time during the examination.
- Based on ATI policy result reports may be available. Review or results reports on Canvas exams/quizzes are up to the faculty.
- Students are not to discuss any part of the exam, including question type, content, or answers with other students who have not taken the assessment until all students have completed the exam. Failure to comply will be considered cheating and will result in disciplinary action.
- If a concurrent login alert occurs during an exam it will result in the student being exited/dismissed from the exam. The student will be directed to meet with the Director of Health & Medical Career Programs & Nursing for further action.
- The exam will be forfeited, and the situation will be investigated and pending the results the student will be exited/dismissed without the ability to reapply/readmit.

### **Testing and Disabled Students Programs and Services (DSPS)**

The Nursing Program collaborates with Disabled Students Programs and Services (DSPS) to ensure that our students with disabilities are provided equal access and opportunity while attending college. One resource available through DSPS is

test-taking facilitation, which can include arrangement, proctoring, and modification of tests/exams/quizzes and may include:

1. Extended time;
2. The use of noise cancelling headphones or earplugs (provided by DSPS);
3. Taking the exam in a distraction-reduced environment;
4. Taking the exam in a private room to allow the student to utilize assistive technology or to read questions aloud without disturbing others; and/or
5. Any combination of services and accommodations to reduce visual or audible stimulation or allow a student to verbalize without causing a distraction to other students.

The extended time allowance essentially gives a student with a disability the option to have extra time while taking a quiz and/or exam. The amount of time is based upon each student's individual disability but is usually 1.5 X or 2.0 X the time that other students are given to complete the task. Students who want to utilize the accommodation will take their quizzes and/or exams in the DSPS Testing Center, as our nursing faculty aren't able to oversee the extended time sessions due to other commitments/scheduling conflicts. A student who chooses to stay in the classroom for tests/exams/quizzes will be forfeiting their extended time and will be expected to complete their work within the standard time allotted to the general students.

Participation in Disabled Student Programs and Services is entirely voluntary. Students who choose to utilize DSPS services and accommodations will need to be enrolled in the DSPS program and must submit a request to DSPS each semester to implement test facilitation for each specific course. As the semester progresses, students should contact DSPS to schedule their exams to ensure that adequate arrangements can be made to meet student needs.

For more information about DSPS, please call 530-741-6795, email [dpsinfo@yccd.edu](mailto:dpsinfo@yccd.edu), [ZOOM](#), come by the DSPS Office in Building 1800, or visit the [DSPS Website](#).

### ATI Testing Policy

Standardized assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual performance profile will contain a listing of the topics to review. The student can remediate using the Focused Review, which contains links to ATI books, media clips, and active learning templates. Take a look at our [ATI Remediation](#)

### Practice Exams

For courses that utilize Comprehensive Predictor exams, all practice exams will be scored as Complete or Not Complete; completion is required to pass the course.

These tests are completed while being proctored in class. [ATI Remediation](#) will be required for areas/topics missed. The [ATI 3 Critical Points Remediation](#) must be completed and submitted for the student to be able to sit for the course final exam. This practice test and any required remediation is not worth course points but is required to take the course final exam.

- N1 Fundamentals
- N2 Nutrition
  - Targeted (Medical Surgical- Fluid, Electrolyte, and Acid-Base/Gastrointestinal/Perioperative/Renal and Urinary/Respiratory)- these are assigned but

not completed in class

- N22 Maternal Newborn
- N3 Pharmacology, Medical Surgical Nursing
  - Targeted (Medical Surgical- Neurosensory and Musculoskeletal/Cardiovascular/Endocrine)- these are assigned but not completed in class
- N21 Pediatrics
- N33 Mental Health
- N4 Pharmacology, Leadership, Medical Surgical Nursing, Targeted (Medical Surgical-Immune)- these are assigned but not completed in class

**Practice Exams will be a part of the course overall grade for Introduction and Intermediate (N2, N3) Medical Surgical courses at an overall 10% of the course grade.** N2 and N3 do not have a comprehensive predictor and will utilize practice exams; faculty shall determine the number of practice exams for this course. Of those, faculty will determine which exams will be graded with a numeric score and those that will be scored as complete/incomplete. Students must complete the assigned practice exams to pass the course. For practice tests that will receive a numeric grade, the total score for all practice exams will equal 10% of total course grade. Students must demonstrate proof of completed remediation per the ATI result. For those scoring greater than 90%, equivalent to Level 1, on a practice exam, they may choose to perform ATI focused remediation or remediate on their own. For those who score less than 90%, they will perform formal Focused Review and provide proof, as determined by instructor. Students will earn  $\frac{1}{2}$  of the score for exam completion and  $\frac{1}{2}$  for completed remediation.

### **ATI Comprehensive exams**

- N1 Fundamentals Predictor
- N22 Maternal Newborn Predictor
- N21 Nursing Care of Children Predictor
- N2 none, this course will utilize practice exams for

course

- N3 none, this course will utilize practice exams for course
- N33 Mental Health Predictor
- N4
  - Pharmacology comprehensive starting Fall 2024
  - Medical Surgical Comprehensive Predictor
  - RN Leadership
  - [ATI Comprehensive Predictor](#) (End of Program)

How points are awarded:

- Level 3 is A worth 100%
- Level 2 is B worth 85%
- Level 1 is a C worth 75%
- Below Level 1 earns 50% as this is below absolute minimum expectations for performance in this content area

**Each ATI comprehensive predictor exams shall comprise 10% of total course grade.** Our Introduction and Intermediate (N2, N3) Medical Surgical courses don't have a comprehensive predictor exam in this ATI practice exams are worth the 10%.

### **Custom ATI Exams**

Some faculty will use [custom built proctored](#) as unit exams. Faculty will meet with students to discuss general testing issues and content, but not review exact test questions. These exams will be discussed in each course when applicable.

### **Assessment Tests**

Standardized testing materials are adjunct instructional materials that may be required for some courses. These are required assessments that students must purchase every semester through a designated vendor and are mandatory. Students are required take a [comprehensive assessment](#) near the end of their 4th semester. This test will provide information to each student related to their preparedness to take the

NCLEX Examination.

## **Dosage Calculation Exams**

Practice Dosage Calculation exams will be given prior to the proctored dosage calculation. The practice is not worth points but must be completed. If Dosage Calculation remediation plan is assigned by faculty it must be completed prior to the Proctored Dosage Calculation Exam.

- N1 Dosage Calculation RN Fundamentals
- N2 Dosage Calculation RN Adult Medical Surgical
- N22 Dosage Calculation RN Maternal Newborn
- N3 Dosage Calculation RN Critical Care
- N21 Dosage Calculation Pediatrics
- N33 Dosage Calculation RN Mental Health
- N4 Dosage Calculation – none

## Dosage Calculation Grading

- These exams are worth about 10% of the nursing students overall course grade in the courses listed above.
- Must meet an overall 90%, if student does not meet the 90% on the first attempt they must remediate.
- The first score from the first attempt will be their grade.
- If a student scores less than 75% they earn 0 points for the exam. In addition, no points given for remediation.
- Mandatory remediation must be completed if the score is at a Level 1 or score less than 90%. The remediation must be submitted prior to the end of the course in order to move forward in the nursing program.

## Nursing Standards

Our program prepares students for entry level registered nursing positions in a variety of work settings. Following completion of the program, graduates are eligible to take the state board licensing examination (NCLEX-RN) and to provide total patient care as new graduate.



Total patient care is defined by [State Board of Nursing California](#) Code 1443.5. [Standards of Competent Performance](#)

- Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
- Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.
- Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
- Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.
- Acts as the client's advocate, as circumstances require by initiating action to improve healthcare or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about healthcare before it is provided.

### **Technology Requirements and Resources**

Nursing in general requires a high degree of technological knowledge necessary to practice, and therefore so does nursing

education. Courses, coursework, and testing requires computer use. Students need basic keyboarding and computer literacy. Computers are available on campus for student use. The clinical setting uses an Electronic Medical Record system (EMR) which requires mastery of the technology.

Office 365 is an online office suite of applications by Microsoft and they work across all your devices seamlessly. At YCCD you will have access to the following online services: Outlook (email), Calendars, People (contacts), Word, Excel, PowerPoint, OneNote, OneDrive, and much more. Nursing Students are encouraged to utilize these free resources. [Get it here](#) have your student ID ready.

### Uniform Standards

These dress code standards are for safety of the patients and student nurse. We represent the professionalism of nursing and therefore, strive for a professional appearance. Students are required to follow uniform/ dress/ grooming policies of clinical facilities where they are assigned. Students who are out of compliance may be sent home and miss clinical hours.

### Guidelines

- White scrub top and navy-blue scrub pants with material that is not see-through. Students are required to [buy patches](#) from the Yuba College Bookstore (about \$3.80 each) and affix an YC nursing patch to right sleeve of the white scrub top. Only solid white tee shirts or tank tops are allowed under the white scrub top.
  - Yuba College Bookstore- Telephone: 530.741.6998, Address: 2088 N. Beale Rd Bldg 300, Marysville Ca 95901 Email: 0640mgr@follett.com, Open: Monday-Thursday 8am – 3pm, Friday 8am – 12pm
- Students can have a sleeveless navy-blue vest. Excluding Dignity and Sutter Roseville as they request only white tops.
- Shoes – Solid color (white, black, blue, brown) shoes

with a closed toe and heel in good condition are required.

- No fragrances or aromas are to be worn in clinical assignments this includes personal care products. The body odor of cigarette smoke (or any body odor) will not be tolerated on clothing, breath, or personal articles.
- Fingernails must be kept clean and length not to exceed tips of fingers. If polish is worn, it must be in good repair and in neutral tones (no neon or dark colors allowed). No artificial or gel nails.
- Tattoos that are visible must not contain messages that are inappropriate or offensive. The Nursing Department, in consultation with the clinical facilities, may determine whether a tattoo is inappropriate or communicate an offensive message.
- Wedding band or small ring (gems are not recommended they may tear gloves).
- Piercings may be worn unless they pose a safety risk. The Nursing Department, in consultation with the clinical facilities, may determine whether piercings may pose a risk.
- Hair must be well-groomed, under control, away from face and off collar so that it does not interfere with vision or asepsis.
- Facial hair (beards and mustaches) must be kept clean and not interfere with proper mask fitting.
- When street clothes are appropriate, such as when students are in designated outpatient settings or doing clinical preparation in the hospital, name badges must be worn. Students are expected to wear casual business attire. Students will be advised of specific requirements for these occasions.
- Required Accessories: Stethoscope (information provided in first semester), penlight (no LED due to risk of eye injury), bandage scissors, eye protection (for on campus lab), wristwatch with second hand, and a small notebook that fits into your shirt or pants pocket.

## Badges

Name badges must be worn during Skills Labs and clinical experiences. Clipped onto the upper 1/3 of the scrub top or warm up jacket. Name badges are not to be attached to lanyards. Clinical facility may also require their institutional name badges to be worn. Both are required to be worn in any and all clinical sites unless directed by your faculty.

- Obtaining name badges: Directions will be given in orientation/onboarding.
- Students will return all badges to their current faculty at the end of each semester. Badges will be returned at the beginning of the subsequent semester. Students graduating from the program will be required to return all badges to the 4th semester faculty prior to the end of the semester (or risk receiving an “incomplete” grade).
- Lost badges: Expense will be the student responsibility. The student must arrange getting the badge made/replaced independent of the college. Contact Nursing office for template.
- Not returning badges at the end of a clinical rotation or lost badges may create a breach of security with the clinical facilities and may incur a liability. Clinical facilities will determine the consequences for breach of security. If student is a Drop/Withdrawal/Departure/Academic Failure and does not return their badges they are not eligible to readmit.
- Students will have colored badge holders that signify their semester in the program. These are provided by the program.
  - Red- 1st semester, Yellow- 2nd semester, Green- 3rd semester, Blue- 4th semester

## Mobile Devices

Devices are not to ring or make other sounds during classes or in the clinical settings. Individual faculty and/or facilities

may have cellphone usage preferences, please clarify with your faculty at the start of each class.

Should the student determine, a call/message must be made or answered during class they must leave class before returning the call/message. The student must notify faculty and appropriate staff before leaving the clinical area. The student must wait until the next break before returning to class. Do not return to class during lecture as this is disrupting to other students and the faculty.

Students are encouraged to use electronic resources just as they would book and notepads. E-books are allowed for use in this program.

## Attendance

- The Yuba College Nursing Program expects that its students will recognize that they are in a profession in which commitment to fully participate in the learning environment is essential. It is expected that every student will be present, on time, and prepared to participate in all aspects of their education. Student success is related to attendance in classroom, clinical laboratory, and clinical experiences. Our programmatic attendance policy is for all nursing courses. The college's leave of absence policy does not apply to the Nursing Program. The program nor the faculty are responsible for withdrawing the student from any class.
- Attendance is mandatory in all onboarding, orientations, classes, clinical laboratory days, simulations, and clinical experiences.
- Failure to attend or late arrival for the mandatory onboarding for nursing students will result in an inability to progress to the next semester or for incoming students will forfeit your offer of conditional acceptance or alternate status.
  - Students may petition this ineligibility to

continue or enter in the program utilizing the [General Nursing Petition](#).

- All hours in all courses must be completed for the student to pass the course. Any student who fails to make up missed time will receive an automatic failing grade for the nursing course.
- Students must notify their faculty at least 60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be absent.
- Students must notify their faculty if they are going to be tardy. The goal is to notify the faculty at least 30-60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be tardy.
- In addition to the classroom, hours related to clinical (facilities onboarding, scheduled rotations, laboratory, simulation, sites, debriefing, conferences, discussions) are also mandatory and may be held outside the regular course schedule and may require weekends and nights.
- The faculty will evaluate the student's ability to meet clinical objectives, and should it be determined that a student is jeopardizing their ability to meet all objectives, then the student may not pass the course.
- Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.
- Any student who fails to make up a classroom, clinical laboratory experience or clinical facility absence, will receive an automatic failing grade for the nursing course. Note that some clinical experiences are not available for make-up due to facility or time constraints.
- Our attendance policy applies to individual courses. Absence and tardiness within each course stand alone. Students will have a 10% penalty for any needed make-up exams or quizzes.
- Tardy is defined as anytime later than the designated

start time.

- Absence is defined as missing any more than 15 minutes of class.

### **Administrative Actions Onboarding/Orientation**

Tardiness or missing will result in an ineligibility to continue or enter in the program.

### **Administrative Actions Clinical**

#### Tardy

- 1st time verbal warning
  - Faculty will provide the student with a copy of the verbal warning.
- 2nd time Clinical Contract, meet with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days of tardy date
  - At this point, the student will be placed on a clinical contract: the contract will state that if they are tardy another clinical day, then dismissal.
- 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](#))

#### Absence

- 1st time verbal warning
  - Faculty will provide the student with a copy of the verbal warning.
- 2nd time Clinical Contract, meet with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days of absence date
  - At this point, the student will be placed on a clinical contract: the contract will state that if they miss another theory day, then dismissal.
- 3rd the student will be dismissed

(Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](#))

## **Administrative Actions Theory**

### Tardy

- 1st time verbal warning
  - Faculty will provide the student with a copy of the verbal warning.
- 2nd time contract ~ Theory Contract, meeting with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days
  - At this point, the student will be placed on a theory contract: the contract will state that if they miss another theory day, then dismissal.
- 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](#))

### Absence

- 1st missed theory day will result in a verbal warning, student will work with faculty on the plan for make of the hours.
  - Faculty will provide the student with a copy of the verbal warning.
- 2nd theory day, student will work with faculty on the plan for make-up of the hours.
  - Students will have a 10% penalty for any needed make-up exams or quizzes.
  - At this point, the student will be placed on a theory contract: the contract will state that if they miss another theory day, then dismissal.
  - Student must meet with the Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days
- 3rd Dismissal from the course



(Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](#))

### **Completion of Missed Work or Hours Due to Absence**

- If a student is absent from any learning activity, they are responsible for completing missed work at the faculty's discretion.
- Due to lack of practice in nursing skill sets, students absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons.
- It is the nursing student's responsibility to discuss the details with the faculty related to clinical make up.
- Students may only make up clinical time with a designated faculty member.
- Make-up assignments and/or experiences will take place on a date and at a time when a faculty member is available to provide appropriate supervision.
- Clinical make-up time will be scheduled by the instructor and could occur after the final examination due to faculty availability.
- The clinical make-up plan and any needed remediation is determined by the faculty based on the student's ability to meet objectives.
- Clinical make up assignments can include:
  - ATI Real Life case studies
  - Skills performance to demonstrate competency of semester-specific designated skills
  - Simulation experiences
  - Clinical rotations- note that due to limited clinical availability, there is a possibility that make up clinical rotations will not be available and missing these rotations could result in a student being unable to meet clinical objectives, and therefore fail the course.

- Any designated make up days that may be listed on clinical laboratory or clinical hours scheduling cannot be used to individual student make ups. As these days are set aside for programmatic needs.
- Failure of a student to complete their clinical make-up time will result in student failing the course.
- Any student who fails to make up theory time will receive an automatic failing grade for the nursing course.
- Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.

See [Forms](https://yc.yccd.edu/nursing/Forms) at [yc.yccd.edu/nursing/](https://yc.yccd.edu/nursing/)

### Standards of Conduct

Students are representatives of Nursing Program, and the Nursing Profession. Students are obligated to function within the framework of professional and ethical standards and applicable Rules and Regulations governing professional nursing practice. Students are required to comply with the policies/procedures/content/expectations in this Student Handbook as well as the [Yuba College Catalog](#), [Yuba College Harassment Policy](#), the [Ethical Principles for Nursing Education National League \(NLN\)](#), and the [Student Code of Conduct](#) all of which can be found on the [College Website](#). Students are expected to always demonstrate safe, professional behavior. Clinical agencies and healthcare consumers expect the students be well prepared and conduct themselves with professionalism and integrity. Students who exhibit unacceptable behaviors will meet with their faculty and will receive a [Clinical Contract for Student Success](#) identifying actions that must be completed to remediate behavior.

- Students function under the guidance of the Nursing Faculty and the professional Registered Nurses in the

clinical facilities. Students are expected to comply with all aspects outlined in the Student Handbook.

- Students in the Nursing Program are expected to demonstrate professional behavior both in the classroom and in all clinical settings.
- Ethical behaviors that are required of a registered nurse are emphasized throughout the program. Students are representatives of the Nursing Program and the Nursing Profession.
- Student must adhere to ethical practice within the total learning environment.
- Issues include, but are not limited to, academic dishonesty, incivility, violence between peers and/or supervisors, and breaches in confidentiality and defamatory statements are not tolerated.
- Students are obligated to comply with, and function within the California Board of Registered Nursing "[Standards of Competent Performance](https://www.rn.ca.gov/pdfs/regulations/npr-i-20.pdf)".  
[rn.ca.gov/pdfs/regulations/npr-i-20.pdf](https://www.rn.ca.gov/pdfs/regulations/npr-i-20.pdf)
- The clinical agencies in which the students train, and the healthcare consumers with which the students meet, expect students of the Nursing Program to be well prepared and conduct themselves with professionalism and integrity, which includes maintaining and fostering a professional role with clinical facilities and staff.
- A student convicted of a criminal offense while completing the Nursing Program must report the conviction to the Director of Health & Medical Career Programs & Nursing within five days of the conviction. Convictions are likely to render the student unable to participate at any clinical site, in which case the student will be removed from the nursing clinical program in which they are enrolled. See Section Criminal Background Check
- Nursing applicants and current students unable to obtain background and drug screen clearance will not be able to complete mandatory course requirements towards

graduation and will be dropped from the program.

## **Standards of Conduct continued**

There are behaviors that are serious enough to result in dismissal from the RN program without possibility of return.

Some examples include:

- Positive drug screen
- Criminal background issue during the program
- Gross negligence resulting in harm to client or family
- Failure to report errors in the clinical setting
  - Such as medication errors which is considered unethical and is grounds for immediate dismissal
- Threat of physical harm (assault) and/or
- Physical violence (battery)
- Incivility
- Violation of the College Student Code of Conduct [yc.yccd.edu/student/](http://yc.yccd.edu/student/) or Yuba College Harassment Policy
- Falsifying of any medical record(s)
- Falsifying of any legal documents
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Failure to satisfactorily complete any student remediation plan or Clinical Contract for Student Success
- Exhibiting any Unsafe Clinical Performance (see [Unsafe Clinical Performance](#) section in Student Handbook)
- HIPAA Violation (breach of confidentiality to include, but not limited to, inappropriate social media)
- Involvement in any incident or clinical situation that puts the patient, student, clinical

- affiliate, faculty or college at risk.
- Rejection for clinical placement by a clinical site

Any incidence of criminal behavior will be immediately reported to the appropriate authorities.

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## Standards of Conduct- **Clinical Standards**

Our students are dedicated to standards, guidelines, and principles to provide excellent nursing practice. Patient safety is an essential and vital component of quality nursing care. These clinical standards are utilized to align our safe practice. Infractions involving unprofessional behavior, unsatisfactory progress or issues can result in a [Verbal Warning](#), [Clinical Contract for Student Success](#), or dismissal. Faculty reserve the right to place students on a verbal, written or dismissal contract based on performance from standards of conduct/objectives. Any concerns about the Nursing Program can be addressed with the Director of Health & Medical Career Programs & Nursing.

The student will :

- Follow the guidelines of the [Nursing Practice Act](#)
  - Including utilizing [Article 7. Standardized Procedure Guidelines](#) when in a clinical setting
- Adhere to the [Standards of Conduct](#) and the [College's Code of Conduct](#) at all times.
- Adhere to the [Ethical Principles for Nursing Education from the National League for Nursing \(NLN\)](#).
- Attend and complete all required orientations for the program and clinical sites. Refer to Attendance section in this Handbook.
- Arrive on time, and report to the person responsible for student supervision. Nursing students may not leave the

assigned clinical area during assigned time, except during breaks when the student may go either to the cafeteria, or unit break room.

- Notifying the appropriate faculty prior to their rotation of absence.
- Students will only communicate with site staff if directly to by faculty. In addition, students will not share contact information of the clinical site staff with anyone outside the program.
- Utilize therapeutic processes, insuring physical, mental, and emotional safety of the patient and their property. Always demonstrate a nonjudgmental attitude and honesty. Be respectful and abstain from all forms of inappropriate behavior toward fellow students, faculty, clients, and agency staff.
- Perform only skills and functions that the student has been deemed competent to perform by the Nursing Program. The student will utilize the level of supervision appropriate to the circumstance outlined in the clinical guidelines.
- Employ a team approach to patient care. Communicate timely and accurately related to clinical information. Demonstrate correct, accurate, and timely charting.
- Adhere to all program and facility policies and procedures governing clinical practice and follow directions for the assigned experience.
- Be accountable for all assigned patients care and report to faculty and staff prior to leaving assigned area (failure to do so constitutes abandonment of care and is subject to disciplinary action).
- Communicate with faculty regarding questions/problems and patient status.
- Be in the clinical agency in a student role only when assigned.
- Not enter the clinical with an impairment or illness that could be harmful or infectious to others.
- Demonstrate behavior indicative of a drug and alcohol-

- free professional.
- Display stable mental/emotional and physical health.
  - Demonstrate responsibility for all personal actions.
  - Demonstrate adequate preparation for the clinical experience:
    - Have thorough knowledge of the patient diagnosis and plan of care.
    - Achieving 90% on all Dosage Calculation test (two attempts).
    - Review and work to attain course objectives.
  - Demonstrate Safe Clinical Practice
    - Collaborate with faculty, demonstrate growth through application of knowledge and skills from previous and concurrent courses.
    - They are expected to meet clinical expectations consistently as listed in course objectives and on the clinical evaluation tool.
    - Students are expected to provide safe and competent patient care.
    - Students are expected to follow faculty direction in all aspects of patient care.

## **Clinical Standards continued**

### **Unsatisfactory Clinical Performance**

- Clinical performance is considered unsatisfactory when a student does not possess and exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by students at the same level in the program and/or struggling to meet the standards for clinical performance and/or course objectives.
- If a nursing student is struggling to meet the standards for clinical performance and/or course objectives faculty reserve the right to place students on a verbal, written or dismissal contract based on performance from

standards of conduct/objectives.

- The different levels are Verbal Warning, Clinical Contract for Student Success, Drop/Withdrawal/Departure/Academic Failure with eligibility to return, or Drop/Withdrawal/Departure/Academic Failure with no with eligibility to return (readmit nor reapply). The levels are based on the of the performance or issue they are not utilized in order.
- Not follow the guidelines of the [Nursing Practice Act](#) including utilizing [Article 7. Standardized Procedure Guidelines](#) when in a clinical setting.
- Not adhering to the [Standards of Conduct](#) and the [College's Code of Conduct](#).
- Not adhering to the [Ethical Principles for Nursing Education from the National League for Nursing \(NLN\)](#).

**Verbal Warning**– Faculty will verbally explain the problem and learning options to the student. The verbal explanation may be documented and given to the student with a copy placed in the student's program file. The [Verbal Warning](#) form will be utilized.

- Students Responsibility
  - If a student is given verbal warning the student must send an email by midnight (the same day) explaining the incident.
  - The student must explain the error(s), remediation, and options the instructor offered for assistance. The email must be clear, concise, objective, and only state the facts. This request is to verify understanding and ownership by the student of the specific event, and to help the student engage in an action plan for success.
  - The due date of remediation must be included.
  - This email will be place in the student file by the faculty.



- If this email is not sent by the requested time the student may face further discipline.
- Failure to meet terms of the Report will result in a failing clinical grade or no credit. The student will not be eligible to continue in the course

**Clinical Contract for Student Success**– If the clinical performance continues to not meet standards a [Clinical Contract for Student Success](#) may be initiated. The contract describes specific problems that must be corrected in order for the student to receive a passing clinical grade. The faculty will make recommendations in writing to help the student achieve this goal. Student and faculty will sign the [Clinical Contract for Student Success](#). The student will be given a copy with the original placed in the student's file.

- Students Responsibility
  - If a student is placed on a contract the student must send an email by midnight (the same day) explaining the incident.
  - The student must explain the error, remediation, and options the instructor offered for assistance. The email must be clear, concise, objective, and only state the facts. This request is to verify understanding and ownership by the student of the specific event, and to help the student engage in an action plan for success.
  - The due date of remediation must be included.
  - This email will be placed in the student file by the faculty.
  - If this email is not sent by the requested time the student may face further discipline.
- Failure to meet terms of the Report will result in a failing clinical grade or no credit. The student will not be eligible to continue in the course.

### **Exhibit Unsafe Clinical Performance**

Any unsafe clinical practice the student will not be allowed

to continue in the program and will have no eligibility to return (readmit nor reapply). The [Drop/Withdrawal/Departure/Academic Failure Check List and Drop/Withdrawal/Departure/Academic Failure Form and Acknowledgement form will be utilized.](#) See the [Drop/Withdrawal/Departure/Academic Failure Process](#) section of this handbook

Unsafe clinical practice includes placing the patient or a person in physical or emotional jeopardy the student will be removed from the clinical site. Physical jeopardy is the risk of causing physical harm or placing another person at risk for physical harm. Emotional jeopardy results when the student creates an environment of anxiety or distress that puts the patient, the staff, or other person at risk for emotional or psychological harm.

Unsafe clinical practice also includes gross negligence and/or incompetence. Performance is considered grossly negligent when a student's behavior justifies the belief that there has been a conscious disregard or indifference for the health, safety, or welfare of the patient. Incompetence means the lack of possession of or the failure to exercise that degree of learning, skill, care and experience ordinarily possessed and exercised by a competent registered nurse.

Unsafe clinical practice also includes failure to follow directions from faculty regarding patient care, failure to report significant changes in an assigned patient's condition or care to the faculty, or failure to follow guidelines specified by the faculty or follow agency policy and procedures may constitute unsafe behavior.

Any issues related to Title 16, California Code of Regulations, Section 1444 with student will not be allowed to continue in the program and are not eligible for readmission. A conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a

registered nurse if to a substantial degree it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety or welfare.

## **Confidentiality**

- All students will [Comply with confidentiality and the Health Insurance Portability and Accountability Act \(HIPAA\)](#) regulations.
- Patient confidentiality is the legal right of all patients. Students who breach HIPPA patient confidentiality may be dismissed (Drop/Withdrawal/Departure/Academic Failure) from the program but may also be civilly liable for such disclosures.
- Photographs in the clinical setting are strictly prohibited (not allowed) including outside or in the lobby.
- Indiscriminate use of mobile devices compromises privacy of patients and/or patient records is grounds for dismissal.
- Sharing patient information outside the clinical/educational setting with anyone (i.e., family members, other students via e-mail, hard copy, virtual copy, phone, social networking, or fax) is grounds for dismissal.
- Revealing information about a patient to another person who is not involved with the direct provision of care to the identified client is grounds for dismissal.
  - Revealing events or partial information about a patient or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.
  - Revealing information about a patient or clinical

situation to other persons involved in that client's care in an area where the discussion may be overheard by others (such as other healthcare workers, visitors or patient's family members).

- Revealing privileged information about an agency's performance, personnel or practices.
- The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous and inappropriate posts will result in dismissal from the Nursing Program.
- Situations involving poor judgment about the sharing of information about patients or clinical situations (e.g. persons or agencies) constitute unsafe and/or unethical nursing practice.
- Students will place all patient information in the shred bin before they leave the clinical site(s). This includes all notes, brains, census, ATI systems maps, concept maps, databases and any other documents/notes from the clinical day related to patient care.
  - [HIPAA for Professionals | HHS.gov](#)

## **Skills By Semester**

Below are the nursing skills that students will be expected to perform during clinical. This list is not all-inclusive but represents procedure guidelines. It is the responsibility of the student to notify the instructor if unsure about performing any skill and/or is required to have an instructor present. The staff RN may supervise a student with certain procedures if agreed upon by the instructor. Please contact the instructor for clarification. Hospital policy supersedes these guidelines. Students will always adhere to the program [Clinical Standards](#).

- Some performed skill may not be included on this list; students should check with instructor if in doubt. These are guidelines. Patient needs and student learning opportunities may require deviation from these guidelines.
- Some students may require remediation prior to performing skills. Performance of these skills is at the discretion of the instructor.

### ***1st Semester-Fundamental students skills-N1:***

Once a student has demonstrated competence to the nursing instructor.

Perform without direct supervision by the RN and/or instructor:

- Finger Stick Blood Glucose
- Vital Signs/Pulse Oximetry/ maintain O2 therapy
- Personal hygiene, ADL's, Feeding patient, I&O
- Head to toe physical assessment
- Peripheral IV Site Assessment
- Assess IV main fluids
- TEDS/SCDs
- Transferring a non-orthopedic patient in and out of bed; ROM
- Application of restraints (if checked off by instructor)
- Administering non-medicated enemas
- Oropharyngeal suctioning
- Collection of specimens: urine, stool
- Collection of specimen: urine (Foley, straight) after training
- Removal of urinary catheters

Perform only with supervision by the RN and/or instructor:

- Performing any new procedure (or infrequently performed procedures)

- Administer medications by the following means: Oral / Nasogastric or gastric tube / Intramuscular / Subcutaneous / Sublingual / Otic / Optic / Topical / Inhalers / Vaginal / Rectal /and documentation
- Checking for placement of nasogastric/gastric tubes
- Removal of a nasogastric tube
- Signing out narcotics/controlled substances
- Wound dressings/irrigations or packing; wound culture
- Staple removal
- Colostomy/ostomy care
- Nasogastric tube insertion
- Urinary catheter insertion

Will NOT perform but may observe:

- Administer IV medication, hang IV solutions or adjust IV rate
- Removal of IV catheter
- Perform Respiratory Therapy
- Take MD orders or lab/diagnostic results
- FAX any patient information
- Perform tracheostomy care; naso-pharangeal or tracheal suctioning, change tracheostomy
- Perform any chest tube management
- Students should not perform any procedure that requires a special class or certification at the hospital where they are training
- Change Gastric tube
- Co-sign blood administration record
- Administer chemotherapy drugs
- Act as medical interpreter
- Removal of central lines

***2nd Semester-Introduction to Medical Surgical nursing students-N2:***

Perform without direct supervision by the RN and/or instructor:

- All assessment charting
- All basic care activities
- Blood glucose and charting
- CPR initiation
- Nasogastric tube insertion
- Peripheral IV Site Assessment
- IV catheter removal (with notice to clinical instructor)
- Simple dressing changes, sterile and non-sterile
- Urinary catheter maintenance and removal
- Calling Lab or Pharmacy for Verifications
- Assessments of
  - Chest Tubes and/or Pleur-evacs
  - Wound Vacs
  - Drains
  - Nasogastric tubes
- Head-to-toe physical assessment
- I / O and Daily Weights
- Isolation initiation and maintenance
- Maintain and assess suction equipment
- Maintain O<sub>2</sub> therapy
- Monitoring IV fluid infusions
- Ongoing communication with staff regarding patient status
- Patient Preparation for Diagnostic Procedures
- Patient teaching
- Pre + Post-Operative Care

Perform only with supervision by the RN and/or instructor:

- Administer medications by the following means:  
Intramuscular / Subcutaneous / Sublingual / Otic / Optic / Topical / Inhalers / Vaginal / Rectal /and documentation
- Access PIV and Central Lines for infusing blood, maintenance IV fluids and IVPB meds
- Administer IV main fluids, IVPB medications
- Discontinuation of IV fluid with notice to instructor

- Maintenance and removal of IV catheter with notice to instructor
- Nasogastric, gastric, jejunal, tube feedings and flushes
- Trach care / trach suctioning
- Administer blood / blood products
- Admissions and Discharges
- Change ostomy bag / appliance
- Chest tube maintenance
- Complicated sterile dressings / irrigations
- Controlled narcotics or other drugs that must be co-signed as required by hospital policies
- Give verbal reports to physicians
- Perform any new procedure or infrequently performed procedure
- Post-mortem care
- Secure blood from the laboratory
- Urinary catheter insertion

Will NOT perform but may observe

- Administer IV push medications
- Change central line dressings
- Change position of oral ET tubes / change tracheostomy inner cannula
- Hang solution or change tubing of antineoplastic or experimental drugs
- Obtain and/or witness consents
- Perform venipuncture
- Start or remove of a PICC or a CVC line
- Students should not perform any procedure that requires a special class or certification at the hospital where they are training.

### ***Obstetrical Nursing-N22***

Perform without direct supervision by the RN and/or instructor:



- All assessment charting once trained in EMR
- Vital signs of mothers and babies
- All basic care activities
- Blood glucose once trained\*
- Newborn Assessments
- Head-to-toe physical assessment
- I / O and Daily Weights
- Maternal Postpartum Assessment
- Isolation initiation and maintenance
- CPR initiation
- Maintain O<sub>2</sub> therapy
- Ongoing communication with staff regarding patient status
- Patient teaching
- Peripheral IV Site Assessment
- Pre + Post-Operative Care such as teaching, vital signs
- Simple dressing changes, non-sterile
- Urinary catheter removal with notice to instructor
- Urinary catheter maintenance
- General labor support

Perform only with supervision by the RN and/or instructor:

- Administer medications by the following means: Oral / Nasogastric or gastric tube / Intramuscular / Subcutaneous / Sublingual / Otic / Optic / Topical / Inhalers / Vaginal / Rectal /and documentation
- Maintenance IV fluids and IVPB medications
- Peripheral IV Site removal once checked off\* with notice to clinical instructor
- Administer IV main fluids, IVPB medications
- Admissions and discharges
- Breastfeeding Assessment
- Assisting with pelvic examination
- Obtaining vaginal specimens
- Apply external fetal monitoring devices
- Fetal heart rate assessment

- Monitor and assess vaginal blood loss
- Determine fetal position with Leopold's maneuvers
- Assistance with precipitous birth
- APGAR
- Infant feeding (oral or gavage)
- Controlled narcotics or other drugs that must be co-signed as required by hospital policies.
- Give verbal reports to physicians

Will NOT perform but may observe:

- Perform venipuncture
- Administer IV push medications
- Apply internal fetal monitoring devices
- Witness consents
- Manage or removal of epidural catheter

***3rd Semester-Intermediate Medical Surgical students-N3:***

Perform without direct supervision by the RN and/or instructor:

- Removal of urethral catheter
- Removal of nasogastric tube
- Feedings and medications through gastric and enteral tubes
- Simple dressing changes
- Oropharyngeal suctioning
- IV monitoring for main IV fluids; site care, and removal
- CPR
- Assist physician with simple procedures
- Administer medications by the following means: Oral / Nasogastric or gastric tube / Intramuscular / Subcutaneous / Sublingual / Otic / Optic / Topical / Inhalers / Vaginal / Rectal /and documentation
- Referral to social services, order dietary consult, revise care plans

- Staple removal
- Colostomy/ostomy care

Perform only with supervision by the RN and/or instructor:

- IV Push medications, including saline, as allowed by facility and as directed by instructor
- IV Piggyback administration, as allowed by facility and as directed by instructor
- Hang therapeutic drips, such as heparin drip, insulin drip, TPN, etc., as allowed by facility and as directed by instructor
- Flushing IV locks, PICC lines, central lines as allowed by facility and as directed by instructor
- Changing IV tubing, as allowed by facility, and as directed by instructor
- Hanging a new main IV bag, IVP, IVPB and syringe pump medication
- Hanging blood, as allowed by facility, and as directed by instructor
- Central line dressing change
- Converting to IV lock
- PCA IV line change, as allowed by facility and as directed by instructor
- Taking physician orders; such orders must be co-signed by instructor or primary RN
- Sterile dressing change
- Assess and document PCA attempts, injections and response
- Check placement and residual of enteral feeding tubes
- Complex dressing changes and wound care
- Trach care and trach dressing change
- Administer IV fluids/medications via existing extension set in indwelling port

Will NOT perform but may observe:

- Intravenous initiation (IV sticks)

- Peripheral or central line blood draws
- Initiate (stick) vascular access in indwelling port with non-coring needle, such as huberneedle
- Change Gastric tube
- Change tracheostomy
- Co-sign blood administration record
- Administer chemotherapy drugs
- Adjust continuous infusion of titrated IV solutions and medications, including but not limited to heparin, morphine, dilaudid, aminophylline, TPN, PPN, lipids, blood and blood products, lidocaine, dobutamine, amiodarone, etc.
- Change outer cannula of trach &/or do deep bronchial suctioning
- Change water sealed chest tube drainage set or irrigate chest tubes
- Removal of central lines
- Act as medical interpreter
- Students are not to give IV push medications during a code
- Students should not perform any procedure that requires a special class or certification at the hospital where they are training

***Pediatrics:***

Perform without direct supervision by the RN and/or instructor:

- Vital signs, height, weight, head circumference
- Physical assessments
- Peripheral IV Site Assessment
- Feedings- bottles, food trays
- Bathing, diaper changes
- Play therapy
- Intake and output, measuring diapers
- Assist with respiratory and oxygen treatments
- Isolation procedures

- Collect urine or stool specimen

Perform only with supervision by the RN and/or instructor:

- Performing any new procedure (or infrequently performed procedures)
- All medication must be checked with primary RN and administered with RN or instructor
- Administer medications by the following means:  
Intravenous / Oral / Nasogastric or gastric tube /  
Intramuscular / Subcutaneous / Sublingual / Otic / Optic  
/ Topical / Inhalers / Vaginal / Rectal /and  
documentation
- Nasogastric, Foley, straight catheter tube insertions  
and removal
- Removal of IV catheters
- Tube feedings by gravity, syringe, or pump
- Enema
- Apply restraints

Will NOT perform but may observe:

- Managing PCA
- Administer any narcotics
- Blood administration
- Chemotherapy
- Blood draws
- Access of a central line of any kind
- Endotracheal or tracheostomy suctioning
- Intravenous push medications
- Start an IV
- Manage epidural or extraventricular drains
- Take doctor orders telephone or verbal
- Witness consents

### ***Psychiatric-Mental Health Nursing:***

Perform without direct supervision by the RN and/or instructor:

- 1:1 therapeutic communication in the commons area. Play games and interact with clients, attend groups.

Perform only with supervision by the RN and/or instructor:

- Everything that they have been signed off on from the previous semesters when they are with faculty or an RN assigned
- Anything that they have not done before or find uncomfortable doing.

Will NOT perform but may observe:

- Go into a patient's room alone.

#### ***4th Semester-Advanced Medical Surgical nursing students-N4:***

Perform without direct supervision by the RN and/or instructor:

- Removal of urinary catheter
- Insertion/removal of nasogastric tubes; feedings through gastric and enteral tubes
- Simple dressing changes
- Oropharyngeal suctioning
- IV monitoring of main IV fluids; site care, removal
- CPR
- Assist physician with simple procedures.
- Administer medications by the following means: Oral / Nasogastric or gastric tube / Intramuscular / Subcutaneous / Sublingual / Otic / Optic / Topical / Inhalers / Vaginal / Rectal /and documentation
- Convert and/or flush peripheral saline lock
- Referral to social services, order dietary consult, revise care plans

Perform only with supervision by the RN and/or instructor:

- IV site initiation (IV start)
- Complicated sterile dressings/irrigations

- IV rate adjustments for main IV fluids
- Controlled/narcotic drugs that must be co-signed as required by hospital policy
- For anticoagulants and insulins any dosage changes, lab results, parameters and rationale must be verified by a licensed RN prior to administration
- Nasotracheal, endotracheal, and tracheal suctioning; tracheostomy care
- Assist physician with complex procedures
- Hanging a new main IV bag, IVP, IVPB and syringe pump IV medications
- Removal of central line catheter
- Insertion of urinary catheter
- Adjust continuous infusion of titrated IV solutions and medications, including heparin, morphine, dilaudid, aminophylline, TPN, PPN, lipids, blood and blood products, lidocaine, dobutamine, amiodarone
- Central Lines: dressing changes, tubing changes, flushes, conversion to saline lock, blood draws and removal
- Phone calls to physicians and receiving telephone or verbal orders from physicians
- Change PCA/epidural syringe/bag and adjust dosage
- Care of chest tubes, drainage system and chest tube dressings

Will NOT perform but may observe:

- Adjusting patient monitor parameters
- Cardiac rhythm independent interpretation
- Administer Versed or similar medications
- Conscious sedation
- Change position of oral ET tubes
- Hang solution or change tubing of antineoplastic or experimental drugs
- Obtain and/or witness consents
- Defibrillation or cardioversion

- Students are not to give IV push medications during a code
- Students should not perform any procedure that requires a special class or certification at the hospital where they are training

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### **Preceptorship**

This is a course presented at the end of a board-approved curriculum that provides students with a faculty planned and supervised registered nursing experience that is comparable to an entry-level registered nurse position. A preceptor is a registered nurse who meets the qualifications set by the BRN. The preceptor supervises nursing students in an educational experience that is directed by a faculty member.

A clinical preceptorship for our 4th semester nursing students provides an opportunity for students to concentrate on the development and mastery of core leadership skills necessary to successfully transition into practice as a graduate in today's health care environment. A nurse preceptorship model is utilized in this clinical practicum to provide students with a one-to-one learning experience with an expert nurse who is experienced at coordinating and providing care to 4-5 patients. A preceptor is a highly competent registered nurse with a specific area of expertise who can facilitate student access to the learning activities required to achieve the objectives of this course.

The selection of the clinical nurse preceptor is a collaborative effort between the Yuba College Nursing Faculty, and the health care agency. Preceptors are selected based on their preparation, experience and level of expertise, and their ability and willingness to assist a student in obtaining learning experiences appropriate for meeting course objectives. Students will work with selected RN/Preceptors according to each RN's regular work schedule, which may include weekends, and alternate shifts other than days,



including night shifts. A Yuba College Nursing Faculty will coordinate the clinical experience and will meet with students and their preceptors throughout the semester. The Yuba College Nursing Faculty will be available at all times during the students' clinical experience in addition to the preceptor on site.

The primary goals of the preceptor/preceptee experience will be to give the student the opportunity to synthesize concepts and knowledge to graduate with refined clinical and advanced leadership skills to function in today's healthcare environment. Emphasis should be placed on the development of leadership and collaboration skills, organization and management of multiple clients, supervision, and delegation of licensed unlicensed assistive personnel, daily unit operations, coordinating and providing care and all therapeutics interventions to their assigned clients. Students should be familiar with the organization, policies, standard of care and the accountabilities of the professional staff.

The following requirements are met:

- Preceptor orientation program that includes preceptor, student, and faculty responsibilities.
- An active clear license issued by the board
- Clinically competent and employed by a health care agency for at least 1 year with manager approval.
- Completed a preceptor orientation program prior to starting as a preceptor.
- Communication plan for faculty, preceptor, and student to follow during the preceptorship process.
- Frequency and method of faculty/student/preceptor contact.
- Availability of faculty and preceptor to the student at all times during the clinical experience.
- Maintenance of preceptor records that includes names of all current preceptors, registered nurses' licenses, and dates of preceptorships.

A [Petition for Specialty Preceptorship](#) may be completed by the student to request a specialty area of interest. The submission of petition does not guarantee specialty selection. The student will succinctly explain why we should accept your requested specialty area and include any previous Verbal Warning, Theory Contract for Success or Clinical Contract for Student Success throughout the Nursing Program in their request. **Petitions are to be submitted by August 31 for Fall semester or by January 30 for Spring semester.** The petitions will be reviewed by the Full Faculty and follow our [Petition Process](#).

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### **Technical Standards**

The Nursing Program has a responsibility to educate competent nurses to care for their patients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills. The Nursing Program has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its program. The Nursing Program provides the following description/examples of technical standards (see [Forms](#) at [yc.yccd.edu/nursing/](http://yc.yccd.edu/nursing/)) to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum.

- These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of the Nursing Program. The standards are not requirements of admission into the programs and the examples are not all-inclusive.
- Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. Key areas for technical standards

in nursing include having abilities and skills in the areas of:

- Acquiring fundamental knowledge;
- Developing communication skills;
- Interpreting data;
- Integrating knowledge to establish clinical judgment; and,
- Incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

The Nursing Program wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation.

The Nursing Program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the Nursing Program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

The program utilizes Advanced Technology Institute (ATI) for learning activities, modules, and testing. ATI assessments are WCAG 2.0 AA compliant and, accordingly, meet the mandates of the Americans with Disabilities Act. In addition, ATI

internally tests its products using a combination of voiceover, jaws and nvda to promote WCAG 2.0 compliant operations for assistive reading.

The Nursing Program and their students collaborate with Disabled Students Programs and Services (DSPS) on campus to provide equal access and opportunity for individuals with disabilities while attending college. DSPS seeks to encourage and foster independence for students' attainment of their personal and academic goals. DSPS levels the playing field so students with disabilities can succeed with distinction See [yc.yccd.edu/dsps/](http://yc.yccd.edu/dsps/)

For requirements, standards, and examples of how the requirements are met see [Forms](#) at [yc.yccd.edu/nursing/](http://yc.yccd.edu/nursing/)

## **Health**

A high level of wellness is necessary to meet the demands of the nursing curriculum and standards set by our clinical partners. Physical or emotional illness that interferes with the student's ability to meet course requirements or jeopardizes the health and safety of self or others will be referred to [Disabled Students Program and Services](#) for evaluation and support. This could include, but is not limited to, mental or physical illness, use of certain types of medications, surgical procedures, or substance abuse problems. Any student illness or injury which does not allow the student to meet the physical requirements set forth by any one of the clinical partners used by the program will be evaluated for functional ability by the nursing faculty before continuing in the program. Students must notify their faculty and/or the Director of Health & Medical Career Programs & Nursing if they have received any diagnosis/injury/illness/medication that may interfere with the student's ability to meet all course requirements.

Any student who has a documented disability has the responsibility to contact the faculty personally as soon as possible. Discussion regarding reasonable and appropriate

academic accommodations necessary to ensure full participation and educational opportunity will be held, with referral and collaboration with the Disabled Student Program [yc.yccd.edu/dsps/](http://yc.yccd.edu/dsps/) located on campus.

Yuba College has a [Student Health Clinic](http://yc.yccd.edu/student/health-clinic/) see [yc.yccd.edu/student/health-clinic/](http://yc.yccd.edu/student/health-clinic/)

### **Injury/Illness**

Injury or illness that may interfere with patient or student safety are required to see a licensed advanced practice (Doctor, Nurse Practitioner, Physician Assistant) to obtain a medical release without limitations. If the student is unable to be released without limitations the student is required to depart from the program. The student may request readmission per the readmission policy. A medical clearance is required upon readmission into the program.

In order to protect patients, peers, and others, you must not report to class or the clinical area if any sign of infectious illness is present. In addition, if the student receives an injury or develops an illness or condition that may endanger the student, the staff or patients, it will be necessary for the student to obtain medical clearance before they will be allowed in classes and/or the clinical area.

### **Accidents Insurance**

If a student become injured while in attendance on campus or in the clinical areas the faculty must be notified immediately. Student and faculty must follow District policy on workplace injury.

Malpractice Insurance: All students by virtue of the Enrollment Fee are covered by malpractice insurance.

Student Accident Insurance Policy: Yuba Community College District students are covered by an Accident Insurance Policy for accidents and injuries sustained while students are on and/or off campus participating in school related activities.

The policy has a maximum liability amount of \$20,000. Coverage is subject to the terms and conditions of the policy, which is available for review in the President's office.

**Workers Compensation Insurance:** An injury/accident in the clinical site falls under the umbrella of worker's compensation. Proper documentation of the accident is important to insure insurance coverage for services needed. If the injury/accident is life threatening, seek medical attention first. If a student is injured at the clinical site or while performing clinical duties, they must immediately (within 24 hours) report this to their faculty. Student must fill out all necessary Worker's Compensation forms obtained from the faculty or Nursing Office. The forms also include phone numbers/facilities where nonemergent treatment can be received. All necessary steps for proper documentation and treatment are located in these forms. Failure to follow proper procedure could result in denial of claim. Any questions should be directed to the Personnel Analyst in the Human Resources Department.

The agency on whose premises the injury occurred may also require completion of appropriate agency form(s).

## **Impaired Student**

### **Philosophy on Impairment**

The Nursing Program concurs with the Yuba Community College Districts purpose of providing an environment which fosters academic achievement and personal growth. Impairment may be a significant threat to the health and safety of users and people around them, may interfere with academic and clinical success, and can lead to personal, social, economic, and legal problems, the nursing faculty advocates a philosophy of personal and professional responsibility to avoid the abuse of alcohol and other substances.

The nursing student must be emotionally and mentally healthy and free of any illegal drugs/alcohol in all Nursing Program

classes, laboratories, and clinical rotations. Additionally, students may not be impaired by any prescribed medication while attending any school function. Impairment can affect academic and clinical performance and the impaired Nursing student may be a danger to self and a grave danger to themselves and the patient in their care.

The nursing program agrees with the California Board of Registered Nursing in statements regarding alcoholism, drug abuse and emotional illness and recognizes that:

- They are illnesses from which nursing students may recover;
- These are diseases and should be treated as such;
- Personal and health problems involving these diseases can affect one's academic and clinical performance, and that the impaired nursing student is a danger to self and a grave danger to the patients in their care;
- It is the responsibility of the student to voluntarily seek diagnosis and treatment of any suspected illness;
- Students are required to report any change in health status and provide clearance to participate in unrestricted activities essential to nursing practice;
- Confidential handling of the diagnosis and treatment of these diseases is essential;
- Students must be free of any evidence of impairment;
- Patient safety is always the number one priority.

### **Impairment Policy**

If a student is exhibiting behavior that suggests impairment by alcohol, drugs, and/or emotional/mental disability, the instructors have the authority and responsibility to take immediate corrective action regarding the impaired student's conduct and performance while maintaining confidentiality at all times, will:

- Remove the student from patient care immediately and

report to the clinic/hospital staff, the removal of the student so that patient care can be maintained. If in class or skills laboratory setting the student will also be removed from environment. The instructors will identify problem behaviors and physiologic signs with the student and allow student an opportunity to explain behavior and provide additional relevant information.

Problem behaviors or warning signs may include, but are not limited to, the following:

Physiologic:	Behavioral:
<ul style="list-style-type: none"> <li>• slurred or rapid speech               <ul style="list-style-type: none"> <li>• trembling hands</li> </ul> </li> <li>• persistent rhinorrhea (excessive nasal discharge)</li> <li>• altered pupil dilation               <ul style="list-style-type: none"> <li>• flushed face</li> <li>• red eyes</li> </ul> </li> <li>• odor of alcohol               <ul style="list-style-type: none"> <li>• tachycardia</li> <li>• somnolence (drowsiness/sleepiness)</li> <li>• unsteady gait</li> </ul> </li> <li>• declining health</li> </ul>	<ul style="list-style-type: none"> <li>• irritability and mood swings</li> <li>• isolation or avoidance of group work</li> <li>• pattern of absenteeism and tardiness</li> <li>• decreased clinical and academic productivity</li> <li>• fluctuating clinical and academic performance               <ul style="list-style-type: none"> <li>• change in dress or appearance</li> <li>• inappropriate or delayed responses</li> <li>• elaborate excuses for behavior</li> </ul> </li> <li>• decreased alertness/falling asleep in class/clinical               <ul style="list-style-type: none"> <li>• dishonesty</li> </ul> </li> <li>• inappropriate joking about drug and alcohol use</li> <li>• paranoia</li> <li>• delusions</li> <li>• hallucinations</li> </ul>

### **Impairment Procedure**

If the student's behavior indicates impairment, the following steps will be taken by the faculty in charge, in consultation with semester level full time faculty members and the Director of Health & Medical Career Programs & Nursing.

- Require blood and/or urine testing in an approved lab immediately at student expense. Refusal to provide a specimen when requested will result in immediate dismissal from the program without opportunity for readmission.
  - These labs are located in:
    - The Emergency Department at the assigned facility.
    - The closest approved lab (contact Nursing



office).

- In a facility without a lab on-site, the student will be sent by taxi (at student expense) to an approved lab.
- If deemed necessary inform student they may not participate in nursing program classes, until an evaluation and treatment plan developed by a mental health professional is obtained. Refusal to obtain an evaluation, as required in this policy, results in dismissal from the program without readmission privileges.
- The Nursing office or faculty will then notify the student's emergency contact person to take the student home after blood and/or urine testing has been completed.
- The incident will be documented by the instructor on a [Clinical Contract for Student Success](#).
- The instructor will inform the student, prior to leaving the facility, that they may not return to nursing classes nor clinical until they have met with, the Director of Health & Medical Career Programs & Nursing as soon as possible to:

1) Review the incident, including the documentation of behaviors, signs and symptoms of impairment exhibited by the student necessitating action.

2) Provide student with the opportunity to offer further explanation and additional relevant information.

3) Review results of student drug screen and/or evaluation by an advance practice practitioner.

4) Review with student the impairment policy and potential academic/clinical consequences.

5) If positive for drugs or alcohol, the student will be expelled from the Nursing Program with no rights to readmission. If the student has a valid prescription, and tests positive the student will follow the clinical facility policy for a positive drug screen but may be eligible for

readmission.

## **Mental Disability**

### **Mental Disability Problem Identified**

- If the evaluation indicates a problem with a mental disability the student will be required to have an evaluation and treatment plan developed by a mental health professional, chosen by the student, licensed to practice in the State of California. The student, working with the Psychiatrist or Psychologist, agrees to adhere to all recommended treatment, including the use of psychotropic medications, if prescribed, and agrees to random drug testing to monitor compliance, if indicated.
- After a minimum period of 6 months, the student may apply for readmission, provided the student has a documented history of treatment adherence, and a letter from the treating mental health professional granting full release to return to school.

## **Student Disclosure**

### **Impairment Process**

In compliance with the guidelines from the California Board of Registered Nursing regarding students suspected to be impaired by alcoholism, drug abuse and mental disability, the nursing faculty will:

1. Offer appropriate assistance, either directly or by referral;
2. May require, at student expense, random drug testing through an (contact nursing office) or at the clinical agency;
3. Have the responsibility and authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting;
4. Inform nursing students of the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent them from being

licensed to practice nursing in the state of California; and on admission to the program, distribute the policy to students and have each student sign a statement that they have read and understand the policies/procedures/content/expectations in the Student Handbook and agree to abide by them. This signed statement will be put in the student's file;

5. Provide factual material to incoming students regarding this policy on drug and alcohol abuse and mental disability among nursing students.

BRN 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 ([BPC section 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.

### **Facilities Guidelines**

The following guidelines are developed for maintaining safety for students, staff, and faculty while using the facilities. These safety guidelines shall be adhered to by all concerned.

1. Failure to adhere to these general guidelines may result in disciplinary action.
2. Individuals will not enter the clinical or classroom setting when they have an impairment or illness that could be harmful or infectious to others.
3. All facilities are locked always, unless occupied by faculty, staff, and/or students during class or scheduled practice.
4. Facilities are reserved for enrolled nursing students only. Students who are not enrolled a Yuba College course are prohibited from using these facilities

without the express permission of the Director of Health & Medical Career Programs & Nursing.

## Classroom

1. Food and beverages are not allowed in any classroom with the expectation of water with a lid.
2. There may be assignments that must be completed before attending class; prepare accordingly. Selected parts of the course may be online as directed by your faculty.
3. All commentary is to be respectful, helpful, and enrich the discussion.
4. Students are responsible for information presented in the classroom.
5. Examinations may include information presented in the classroom, as well as other information in the course. Previous courses including prerequisites may be tested.
6. Faculty have the right to give unannounced quizzes. Students must be present at the time offered and complete these quizzes to receive credit.
7. Students are not allowed to record test review sessions.
8. Lectures:
  1. Recording of lectures requires faculty permission. Lectures may be viewed in Canvas at any time after the class (if available).
    1. Watching of live lecture videos from home or location other than the classroom is not allowed unless you have permission from faculty. Only students registered in the specific class will be allowed access to archived lectures.
    2. Lectures are the intellectual property of the faculty. Downloading and/or dissemination of this content is prohibited without the express permission of the faculty.

## Facilities Guidelines continued

## Labs Sharps Mannequins Standard Precautions Exposure

### **Lab**

1. Come to lab prepared. All items (bags, cellphone, drinks, etc.) not required during lab will be stored in the simulation prep room.
2. Students should be actively engaging in performing and practicing skills for the lab day. Professors and lab assistants will be available to guide your practice.
3. No eating or drinking in the labs. No cellphone usage is permitted in the labs. Ringers must be on silent mode, so they do not cause a disturbance.
4. The materials found in the lab supply kits and/or in the lab are used in the nursing lab environment only. Never use the supplies on yourself or others.
5. All walkways and doorways must remain clear.
6. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
7. Students and faculty are responsible for the cleanliness of the lab during and after use. Bed linens will be changed on a regular basis and when soiled or after extensive use.
8. Electrical beds will be inspected for repairs and be maintained in the lowest position when not in use.
9. Children or unauthorized individuals are not allowed in the labs at any time. Injury to unauthorized individuals in the labs will not be considered the responsibility of the District or the Nursing Department.
10. Students are to report any misconduct occurring in the labs and may be held responsible if not reported.
11. Students must be in uniform while in the lab if the time is part of clinical course hours.
12. Proper body mechanics such as moving, lifting, and transferring must always be utilized.

### **Sharps**

1. Needles provided for practice of injections are used only with faculty/staff present.
2. Safety precautions must be utilizing as instructed in class.
3. Used needles are never to be recapped they must be discarded in the sharps disposal containers provided. Sharps must not be discarded in the trash or left out openly.
4. All needles are to be secured when not in use for student learning experience. Needles and syringes are not used on yourself or others as this could result in serious bodily harm that could lead to permanent disability and/or death.
5. In the event of any needle stick, notify the professor immediately. The professor will determine the need for an incident report and will assist the student in filling one out. Incident reports are in the nursing program office.

## **Facilities Guidelines continued**

### **Standard Precautions**

1. All blood and body fluids should be treated as if they are infectious.
2. Follow all precautions to avoid getting another person's blood or body fluids on their skin and/or mucus membranes.

### **Blood Borne Pathogen Exposure Immediately after a needle stick or exposure**

The Bloodborne Pathogens Standard applies to individuals who have occupational exposure with blood or other potentially infectious materials.

The three most common bloodborne pathogens are human immunodeficiency virus, hepatitis B virus, and hepatitis C virus.

1. Wash the area with soap and water for at least 3 minutes.
2. Splashes to the nose, mouth, or skin should be washed with water for 5 minutes.
3. Eyes should be irrigated with clean water, or saline.
4. Immediately report the incident to your faculty if on campus if in a clinical site report to the liaison (nurse, supervisor, person supervising you) and your faculty. Prompt reporting is essential. In some cases, post-exposure treatment may be recommended, and it should be started as soon as possible, preferably 1-2 hours. After applying first aid, if you have not already done so, report this immediately to your clinical faculty who will provide direction for your care and complete the required paperwork.

### **Mannequin**

1. Wet materials or any potentially damaging materials (ink or permanent markers) may not be used around mannequin and related equipment.
2. Faculty and students are responsible for reporting to the appropriate staff any defects of dysfunction with mannequins both high fidelity and low fidelity.

### **Simulation**

The high-fidelity Simulators utilized are complex and sophisticated state-of-the-art physiological models of a human patient. The following list represents expectations that must be adhered to while in the simulation lab. The students engage in approximately 56 hours in the first year and 17 hours in the second year. The nursing student will:

1. adhere the guidelines of confidentiality. All clinical scenarios are confidential.
2. come prepared in proper uniform and conduct myself in accordance to clinical standards while in the simulation center.

3. not eat or drink in the simulation rooms.
4. not wear hand jewelry, including wedding rings as they can tear the skin and/or leave permanent indentions.
5. not use pens near the Simulators, as they can stain the skin of the Simulator permanently.
6. not attempt to fix any technical problems with the Simulator, notify staff of any issue that arise, do not manipulate, or remove any cords or connections from any of the equipment or the Simulator.

## **Facilities Guidelines continued**

### **Computer and Internet**

The user is personally responsible for their actions in accessing and utilizing the college's computer resources. Internet in the classrooms and lab is expressly used for the purposes of instruction and learning.

1. People may not use the computers unless enrollment in a Yuba College course or are faculty/staff.
2. Problems should be reported promptly to faculty, so a work order may be completed.
3. Work can be saved in the students OneDrive account or on a memory stick not to the computers hard drive.
4. Student users may not:
  - a. eat or drink around computers
  - b. install, copy, and/or download software
  - c. attempt to physically move or disconnect any equipment
  - d. view or post obscene, indecent, lewd or lascivious material, engage in profane language or can be construed as bigoted, inflammatory or harassing in nature
  - e. engaging in cyber-attacks: bullying, intimidating, threatening or harassing entries



Student input regarding learning experiences is vital to maintaining a high-quality program. This is one way we evaluate our program. Responses will be considered by faculty when making course and program improvements. Students are encouraged to be candid.

Nursing students utilize evaluation/surveys of their class, clinical facilities, and the Nursing Program. At the completion of every semester student will complete an anonymous online course evaluation. Changes take place as a result of the evaluation suggestions, critique and descriptions. A link to the survey is available on every course Canvas site near the end of each semester. We also welcome a general critique of our program on the same survey.

All faculty are evaluated at minimum every 3 years. So, faculty evaluations will occur periodically during the program. Student questionnaires will be completed during this faculty evaluation process, which are anonymous. Those questionnaires will provide the faculty member with valuable information for improvement in teaching.

End of program survey is completed by the student's nearing graduation and the focus is to gather program strengths and weaknesses to make possible changes.

Once students have graduated from Yuba College, the Nursing Department will continue to request evaluation information for students as practitioners. A graduate survey is anonymous, and its purpose is to improve the program, its curriculum, retention, and success on the NCLEX.

Our program collaborates with potential employers in the region in our Greater Sacramento Regional Nursing Advisory-Community Colleges. In this annual meeting regional agencies employing RN's attend and provide feedback to the region nursing programs. The nursing programs and clinical agencies discuss their needs and provide feedback. The regional

potential employers of our nursing school graduates are a cornerstone in educating and supporting nurses in our region.

In addition, we complete a program review which is another way for us to understand how to improve what we do. Our program reviews are powerful in that they are a to help our students reach their educational goals. The review is an engaged, continual self-evaluation and reflection. In this process we find out what's working and what's not working and inform strategic changes that will foster more student success. We also assess how our efforts are affecting student learning so that we can continually improve the ways we help them learn. Then we can analyze and prioritize what resources we need to help us in our endeavors. Some of the areas examined are program curriculum, enrollment, program completion, success trends and instructional delivery modes.

#### Program Student Participation

Students have the opportunity to participate with the faculty in the identification of policies and procedures related to students including but not limited to our program philosophy and objectives; learning experiences; and curriculum, instruction, and evaluation of the various aspects of the program, including clinical facilities.

**Cohort Representative:** Semester Meetings include the faculty and students in the given semester examine any issues and/or needed planning/change. Meetings are at least once a month. Examines the day-to-day aspects of the courses in the semester. The nursing student will communicate information to classmates at all sites regarding program and/or class changes. The class representatives will also communicate student issues to faculty as needed.

**Curriculum Committee:** Nursing Curriculum includes all faculty and 2-4 current nursing students that review and examine current curriculum and revisions needed. Focus on curriculum development ensuring it is organized, current, and relevant

through regular reviews. The student nurses are valuable to this process. This is one way we ensure there is student input in our program curriculum development and growth.

**California Nursing Student Association (CNSA):** a student driven committee with a faculty advisor. Part of a state-wide community focused on transitioning the students into the professional role of a nurse. The organizations focus is professionalism, leadership, education, mentorship, advocacy, activism, and stewardship. Outreach is a large part of this organization. An example is an annual blood drive on campus.

**Nursing Student Pinning Ceremony Committee:** a group of 3-4 students in fourth semester coordinate the planning of the pinning ceremony in collaboration with the faculty advisor.

#### Program Pinning Ceremony

The pinning ceremony symbolizes the welcoming of newly graduated nurses into the nursing profession. The ceremony is on the Marysville campus. Students who participate are expected to wear business professional attire or semi-formal. Participation is optional. If students wish, they may take part in determining specific parts of the program such as music selection and student or guest speakers.

Early in the fourth semester, the Pinning Ceremony process should complete the following:

1. The Nursing Office will complete and submit the facilities request for the rehearsal and ceremony. Note: this request must be done 3 months prior. Decorations or equipment in the theater need prior approval from Theatre Technician. For the candle-lighting at the conclusion of the ceremony, non-drip wax candles must be used, and buckets of water must be at the top of the theater steps (to place the candles in).
2. The ceremony follows a standardized program. Invitations must be ordered a minimum of 6 weeks in advance through

the Nursing Department (cost is covered by the program). Choose a speaker(s), if desired (1 public speaker and 1 student speaker). Speakers, program changes, slide shows, videos and music must be pre-approved by the faculty advisor 3 weeks before.

1. Slideshow video/music needs to be less than 5 minutes total.
2. Can't include anything from of any clinical facilities. Not inside the walls nor outside on their property.
3. We encourage action videos/pictures from the skill lab and discourage too many selfie/posing type photos. The loved ones that come to the pinning enjoy seeing the grads in action (injections, assessments, and such).
3. The theater seats 308 people. There are about 30 seats for college attendees.
4. Planning and expenses associated with the nursing pins, flowers, decorations or reception are the responsibility of the students.
5. Finalize plans for reception (optional). Contact second/third semester students who may serve as ushers, servers, and clean up. If you wish to use the quad area outside the Nursing Department for your reception, ensure facility request has been submitted. Clean up following the reception is the responsibility of the graduating class.
6. Nursing pins, sashes, candles, lanterns if desired will be the responsibility of the students.

Faculty Advisor of the Pinning Ceremony process will complete the following:

1. Send in the dates to the theater staff for the pinning by April each year.
  1. See [important dates](#) for the dates
2. Review and approve the program, speeches, and audio-

visual prior to the pinning ceremony.

3. Encourage students to walk in the College Graduation Ceremony May (for Associate in Science Nursing Degree). See [yc.yccd.edu/admissions/graduation/petition/](http://yc.yccd.edu/admissions/graduation/petition/)

The Nursing office sends invitations to:

- Governing Board
- Chancellor
- Vice Chancellor
- President
- Vice President
- CTE & Workforce Development
- Director of Health & Medical Career Programs & Nursing
- Faculty
- Department Administrative Secretaries
- Clinical agencies
- Support faculty, preceptors
- Advisory board including GAC

### **Petition Process**

The Nursing Department affords all students a process by which the student can remedy a problem or decide on a request. This process is to be for any issues outside the scope of normal course procedures. The program also utilizes petitions for [Specialty Preceptorship](#) request. Petitions are taken before the Nursing, Allied Health faculty monthly for a vote. Petitions will be adjudicated once each month (possibly longer if received in June/July). After the petition have been voted on the individual will be notified with in 10 business days of the decision via email to their go.yccd.edu Yuba College student email. This process is for Nursing Program General Petitions and Petitions for Readmission. Petitions are to be sent to the Director of Health & Medical Career Programs & Nursing at [nahp@yccd.edu](mailto:nahp@yccd.edu). Any questions on the petition process, or on what can be petitioned, please contact the Nursing Department at 530.741.6784.

## **Course Petitions Related to Application**

Course petitions related to program applications follow the college policy. Make an appointment to see a [Yuba College counselor](#). Please note any course(s) petitions in process, will not be accepted, and the applicant will not be qualified to apply.

## **Grievance Procedure**

### **Program General Petition**

Any individual has the right to petition the Yuba College Nursing Program for a change or exception to current policy/procedure/content/expectation utilizing the Nursing Program General Petition. (See [Forms](#) for the Nursing Program General Petition form and our Organizational chart). Petitions are to be sent to the Director of Health & Medical Career Programs & Nursing at [nahp@yccd.edu](mailto:nahp@yccd.edu). Any questions on the petition process, or on what can be petitioned, please contact the Nursing Department at 530.741.6784.

### **Grievance Procedure**

These procedures are designed to provide the student a specific avenue of grievance regarding the decisions or actions of the Program officials and serve to address any problem or concern that the student believes needs addressing and/or to be reviewed. A grievance shall be defined, as any concern, complaint, or dissatisfaction with any aspects of the Program that a student believes is not resolvable by normal informal means of communications.

### **Program General Petition**

Steps to be taken before a formal Grievance is filed using the chain of command:

- first, discuss and attempt to resolve the issue with that faculty or individual. If unable to resolve the issue, then
- the student should meet with the Director of Health & Medical Career Programs & Nursing to discuss the matter.

If the matter cannot be resolved within the department, then

- the student may consult the Dean of Applied Academics. If this avenue does not serve the needs of the student, they may
- consult their assigned Counselor relative to the most effective way to have the complaint considered, or they may
- be referred to the Vice President of instruction to work with other cognizant College Administrators and the faculty or individual concerned to reach an equitable solution. If this solution does not satisfy the student, and wishes to pursue the matter, they may file a formal complaint according to District procedures see [yc.yccd.edu/student/student-grievance/](http://yc.yccd.edu/student/student-grievance/)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to:

Department of Consumer Affairs Board of Registered Nursing  
[\(BRN\)](#)

1625 Market Blvd. Suite N 217

Sacramento, CA. 95834-1924

Phone: 916.322.3350

Student can also refer to the Yuba College grievance procedure at [yc.yccd.edu/student/student-grievance/](http://yc.yccd.edu/student/student-grievance/)

### **Drop/Withdrawal/Departure Process**

- Students will:
  - Consult their theory and clinical faculty
  - Read and sign the Yuba College Nursing program [Drop/Withdrawal/Departure/Academic Failure Acknowledgement form](#) and Acknowledgement
  - Turn all badges in to the Nursing Office as soon as possible

- Ultimately it is the student's responsibility to drop nursing course(s) in the [Yuba College Self Service](#).
- However, if the student does not wish to be dropped, they will be advised of the college deadline for withdrawals is in the [Yuba College Academic Calendar](#) and that failure to drop will result in an "F" grade on the official transcript.
- Faculty will:
  - Complete the [Drop/Withdrawal/Departure/Academic Failure Form](#) in consultation with the student.
  - The faculty may drop the student as a courtesy if requested on the Yuba College Nursing Program Drop/Withdrawal/Departure/Academic Failure Acknowledgement Form.
    - It is the student's responsibility to check in the [Yuba College Self Service](#) the requested drop(s) have been processed.
- If the student is considering a return to the program, the student must meet with the Director of Health & Medical Career Programs & Nursing, or designee 10 business days of their last day of attendance to be eligible for readmission. Student must review and adhere to the [Readmission Policy](#) to be concerned for possible readmission.

Any Drop/Withdrawal/Departure/Academic Failure issues related to Title 16, California Code of Regulations, Section 1444 with student will not be allowed to continue in the program, are not eligible for readmission, nor can a letter of good standing be provided for admission into another healthcare related program. A conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health,



safety or welfare.

Any Drop/Withdrawal/Departure/Academic Failure related to unsafe clinical practice, gross negligence, unprofessionalism, incompetence, or for any dishonesty including academic will have no with eligibility to return (readmit nor reapply). In addition, the program will not provide a letter of good standing for admission into another healthcare related program.

### Readmission Policy

Only one readmission into the program is allowed. Only second, third, or fourth semesters of the nursing program are permitted to petition for readmission. Readmission to the program is not guaranteed, regardless of the reason for drop/withdrawal/departure/academic failure.

### Readmission Process

- If plan to re-enter student must:
  - Meet Nursing, Allied Health Director, or designee within 10 business days of their last day of attendance due to their Drop/Withdrawal/Departure/Academic Failure
  - Complete and submit the [Student Petition for Readmission form](#) before the end of the semester
    - The student petition for [Readmission form](#) will be completed by the student. Submit form to the Director of Health & Medical Career Programs & Nursing at [nahp@yccd.edu](mailto:nahp@yccd.edu)
    - Petitions are taken before the Nursing, Allied Health faculty [monthly](#) for a vote to approve or deny the readmission petition. This determines if the student is eligible for readmission. Petitions will be adjudicated once each month (possibly longer if received in June/July). The individual

will be notified within 10 business days of the decision via email to their go.yccd.edu Yuba College student email.

- If approved, await further direction to their go.yccd.edu Yuba College student email for the two eligible semesters for possible readmission
- Readmission is not guaranteed and is dependent on space availability, Merit-Based Score, and approval of Readmission Petition.
- Any Drop/Withdrawal/Departure/Academic Failure student may re-enter or reapply to the Nursing Program only once.
- Students must re-enter the program within one year of the program Drop/Withdrawal/Departure/Academic Failure.
  - Students who are out of the program for more than one year (2 semesters) are invited to reapply as a first semester student.
  - If readmitted the student would repeat the needed course(s), however, the original grade will remain on the official transcript.
- Readmission to the Nursing Program will be when space is available for readmission, if the petition for readmission is approved, and ranked based on highest Merit-Based Score student.

### **Readmission Ranking:**

If more than one space is open in the course(s) the student is petitioning for readmission into and more than one student is applying for readmission to the same course(s) they will be ranked. The program ranks readmission based on the criteria below.

- Drop/Withdrawal/Departure/Academic Failure student
  - When more than one Drop/Withdrawal/Departure/Academic Failure student is eligible for readmission to the same

course(s).

- The highest [Merit-Based Score](#) will be selected for readmission.
- If students who are petitioning for readmission have the same Merit-Based Score, the highest [TEAS score](#) will be selected. If students who are petitioning for readmission have the same Merit-Based Score and the same TEAS score they will be selected based on the earliest date/time stamp of their application to the program.
- [LVN to RN Career Mobility](#) student are conditionally accepted into the program before a transfer, international, or a 30 unit option applicant.
- [Transfer student](#)
  - If more than one transfer student qualifies for entry in the same cohort the applicants will be brought to the Nursing, Allied Health department faculty for selection based on meeting admission criteria.
- [Graduates of International Nursing Programs](#) with a California State Board of Nursing identified a deficiency
- New or returning students who are designated as [30 unit option](#)

### **Not Eligible for Readmission:**

- First semester students are not eligible for readmission. The student may reapply to the Nursing program, and the student's application will be considered in the pool of applicants. If student completed the Fundamentals of Pharmacology course with a C or better, they would not have to repeat the course if readmitted.
- Readmission petition denied by the Nursing, Allied Health faculty

- If the student does not complete with the faculty student [Drop/Withdrawal/Departure/Academic Failure](#) if applicable.
- Student did not return the badges (Yuba College and/or Clinical Partners)
- The Drop/Withdrawal/Departure/Academic Failure was for as unsafe clinical practice, gross negligence, unprofessionalism, incompetence, or for any dishonesty including academic
- Student failed to meet with Nursing, Allied Health Director, or designee within 10 business days of their last day of attendance due to your Drop/Withdrawal/Departure/Academic Failure
- If student tested positive for drugs or alcohol, the student will be expelled from the Nursing Program with no rights to readmission. If the student has a valid prescription, and tests positive the student will follow the clinical facility policy for a positive drug screen but may be eligible for readmission.
- Student did not meet [Clinical Compliance Requirements](#) by the deadlines including but not limited to a new drug screen and background check if offered conditional re-entry
- Student did not attend the mandatory onboarding for the semester of readmission
- Student was offered conditional readmission, and student did not respond/reply to the offer of readmission via email within 5 business days
  - email [nahp@yccd.edu](mailto:nahp@yccd.edu)
- Student has declined previous offer of readmission
- Student was readmitted or reapplied after a previous Drop/Withdrawal/Departure/Academic Failure
- Student has been out of the program for over one year (2 semesters)
- Transfer student who did not provide their previous nursing school contact information and permission to contact the school designee

- Transfer student who was a Drop/Withdrawal/Departure/Academic Failure from another program for Unsafe/Gross Negligence/Dishonesty clinical practice
- Transfer student who was Drop/Withdrawal/Departure/Academic Failure from another program for unprofessionalism or dishonesty including academic

## Transfer Students

This is for nursing students who have started but not completed their nursing degree/program and are seeking to complete their nursing program coursework here at Yuba College. These students have completed part of their program and are seeking to complete their coursework to sit for NCLEX-RN.

Transfer students from other nursing programs are welcome to apply to our program as a [generic student](#) or as a transfer student. To be considered as a transfer student students must complete the following steps in order:

- Make an [appointment](#) through our Administrative Secretary Nursing, Allied Health to meet with the Director of Health & Medical Career Programs & Nursing **and** provide the letter from their previous nursing school in this meeting.
- Letter from the Nursing Department Director must state that they left in good standing.
  - Good standing is defined as a GPA in cumulative Nursing Core Content Courses to date of 2.5 or better **and**
  - The departure was **not** due to Unsafe/Gross Negligence/Dishonesty clinical practice, unprofessionalism or dishonesty including academic, nor any issues related to Title 16, California Code of Regulations, Section 1444 (A

conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety or welfare)

- Both above aspects need to be stated in the letter.

Type of Letter: Reference

Delivery Method: In person during your visit with the nursing department and via email

Recipient Email: nahp@yccd.edu

Special Instructions: must include that the student left in good standing (defined as a GPA in cumulative Nursing Core Content Courses of 2.5 or better) and the departure was not due to safety concerns

- After this initial meeting and letter the student must meet with a Yuba College [counselor](#) to ensure they met the prerequisite program requirements and the [Yuba College graduation](#) requirements.
- Once cleared by counseling they must have an Admissions and Records review to ensure they meet all the admission [requirements](#) of our program
- If the potential transfer student is cleared by the meeting Director of Health & Medical Career Programs & Nursing, the letter from their previous school, counseling, and Admissions & Records their previously completed nursing courses will be reviewed for potential placement in our program.
- If based on the above reviews they are eligible, their potential admission into the program is ranked as described in our [Readmission Policy](#)
- For the semester immediately following the transfer

process completion

- The following are not eligible:
  - Transfer student who did not provide their previous nursing school contact information and permission to contact the school designee
  - Transfer student who was a Drop/Withdrawal/Departure/Academic Failure from another program for Unsafe/Gross Negligence/Dishonesty clinical practice
  - Transfer student who was Drop/Withdrawal/Departure/Academic Failure from another program for unprofessionalism or dishonesty including academic
  - Transfer student who was Drop/Withdrawal/Departure/Academic Failure from another program for any issues related to Title 16, California Code of Regulations, Section 1444
    - A conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety or welfare.
  - Transfer student who has been out of their original nursing program for over 1 year (Spring/Fall or Fall/Spring). This is verified at the point that the student meets with our Director of Health & Medical Career Programs & Nursing (or designee) **and** provide the letter from their previous nursing school in that meeting.

Challenge Advanced Placement for Military

Individuals who have held Military Healthcare Occupations,

specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Healthcare Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2nd semester of the Nursing Program with documentation of education and experience qualifying them for the specific Military Healthcare Occupation and upon successful completion of the challenge exam, fundamental dosage calculation exam, and skills competency exams.

- Applicants must meet all general entrance requirements of the Associate in Science Nursing Program, including completion of science prerequisite courses, general education courses for the Nursing Major and the Test of Essential Academic Skills (TEAS).
- Acceptance of Military Challenge students into the Associate in Science Nursing Program is contingent upon space availability, and successful passing of the skills competency exams, achievement of 75% or above on the Challenge Exam and 90% on a fundamental dosage calculation exam.
- Military Challenge students who have earned a grade of C- or lower or W in a previous Nursing Program will not be eligible for admission to the Associate in Science Nursing Program.

### **Procedure for Challenge/advanced placement for military-trained healthcare personnel**

Interested candidates must request an appointment with the Director of Health & Medical Career Programs & Nursing at least four weeks prior to any application period to discuss eligibility requirements for the Associate in Science Nursing Program.

- Applicants who may be eligible for advanced placement will include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:



Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)  
Army Healthcare Specialist (68W Army Medic)  
Air Force Independent Duty Medical Technician (IMDT 4N0X1C)

- Applicants applying for transfer credit must submit the following materials verifying education and experience:
  - Official transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience
  - Documentation of experience
- After a review of the applicant's documentation and upon determination that the applicant has met the educational and experience requirements as well as the additional Nursing Program admission requirements, the student will be required to take a challenge examination for the Fundamental Nursing Concepts course, a competency skills exams, and a fundamental dosage calculation exam.
  - The following materials will be available to the applicant once challenge confirmation is made course syllabus, including course objectives; content outline; list of course resources; and example of style and format of examination.
- Testing and skills competency examinations for advanced placement or challenge must be completed eight weeks prior to admission to the program, unless waived by the Director of Health & Medical Career Programs & Nursing.
- Advanced Placement will be granted if applicant meets minimum requirements equivalent to those required of students enrolled in the actual course.

Credit by Examination Challenge Credit and Challenging Course Prerequisites

### **Graduates of International Nursing Programs**

If the California State Board of Nursing identified a deficiency and a student would like to complete their areas of need in our program.

The requirements are:

1. Provide the California State Board of Nursing letter of deficiency
2. Take the TEAS and earn a score of 67% or higher.
3. There must be a spot open
4. Pending Full Faculty approval

The student must meet with the Director of Health & Medical Career Programs & Nursing (call 530.741.6785, or email Gloria Garcia at [ggarcia@yccd.edu](mailto:ggarcia@yccd.edu) to get an appointment) and a Yuba College [counselor](#) to ensure they met the program requirements to ensure at the end of the program they would be eligible for graduation and to sit for the [NCLEX](#).

### **Credit By Examination (Challenge) credit and Challenging Course Prerequisites**

Steps:

- Review information about the challenge procedures in the Yuba College Catalog. Sections: Policy for Challenging Course Prerequisites and/or Credit By Examination (Challenge) before you begin this process.
  - Students who expect to transfer challenge credits to another institution are strongly advised to acquaint themselves with the policies of that institution regarding transferability of challenge and grades.
  - Segments or sections of courses cannot be challenged.
  - Students may not be enrolled in the course at the time of challenge.
- Must meet with the Director of Health & Medical Career Programs & Nursing and a Yuba College counselor [yc.yccd.edu/student/counseling/](http://yc.yccd.edu/student/counseling/)
- Complete and submit the proper form(s)
  - Forms are in the Yuba College counseling office: Prerequisite Challenge Form and Petition for

### Credit By Examination

- If approved by faculty of record the student will communicate with the faculty as directed by the Director of Health & Medical Career Programs & Nursing to discuss the procedure and scheduling the challenge exam.
  - Students should plan for an adequate period of preparation. The course syllabus, Course outlines, objectives, and resources utilized are available for this preparation. An explanation of the test format will also, be given. Individual schedules for challenge exams will be established with each applicant in writing and must be followed exactly.
- The Petition for Credit By Examination must be turned into Admissions and Records by the faculty. The original must be submitted to Admissions and Records after the grade is earned.

An applicant may only challenge a course once. If successful, they will be given the grade earned on the challenge exam as a course grade. If unsuccessful, the applicant may take the course as a regularly enrolled student if allowed based on Yuba College Policy. If no spaces are available at the time of application, the student must reapply within the next incoming class or be admitted as space becomes available.

Psychiatric Technicians (Psych Tech) may challenge Psychiatric Mental Health Nursing. They must have been accepted into the Nursing Program before permission to challenge will be granted. Students considering challenge are encouraged to consult with an Academic counselor to make appropriate academic decisions.

### **Challenge credit**

For the applicant whose previous education and experience indicate a related or equivalent background, faculty will allow the student an opportunity to challenge the equivalent course work. The process must be completed prior to the beginning of the module for which credit is requested. [Contact](#)

the nursing department to discuss.

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Signature Page for Student Handbook and Release of Information