

**Merritt College**  
**Associate Degree Nursing (ADN)**  
**Program**

**2018 STUDENT HANDBOOK**



**12500 Campus Drive ~ Oakland, CA 94619 ~ 510.436.2422**

*Revised August 2018*

## Table of Contents

INTRODUCTION.....	4
HISTORY OF THE ADN PROGRAM.....	4
LEGEND OF CURRICULUM FRAMEWORK AND UNIFYING THEME: HOMEOSTASIS.....	5
Philosophy and Mission Statement of the ADN Program.....	
Statement of Philosophy.....	6
Statement of Purpose.....	7
Primary Objectives of the Nursing Curriculum.....	7
Goals of the ADN Program.....	7
Objectives of the ADN Program.....	8
Terminal Objectives.....	8
Level Objectives.....	8
ADN PROGRAM GENERAL REQUIREMENTS.....	10
Test of Essential Academic Skills (TEAS) Assessment.....	11
ADN Program Admission Criteria.....	11
ADN PROGRAM – COURSE DESCRIPTIONS.....	12
FIRST SEMESTER.....	12
SECOND AND THIRD SEMESTERS.....	14
FOURTH SEMESTER.....	15
GERIATRICS: INTEGRATED CURRICULUM.....	16
LVN to RN COURSES.....	16
ADDITIONAL COURSEWORK.....	17
OPEN CLINICAL SKILLS LABORATORIES.....	17
ALLIED HEALTH COMPUTER LABORATORY.....	18
Assessment Technologies Institute (ATI) POLICY.....	19
NCLEX PREPARATION.....	20
ADVANCED PLACEMENT.....	21
TRANSFER STUDENTS.....	21
ADVANCED PLACEMENT.....	22
ADVANCED PLACEMENT POLICY STATEMENT.....	23
ADN CHALLENGE EXAMINATIONS.....	25
ACT (AMERICAN COLLEGE TESTING) PROFICIENCY EXAMINATIONS... ..	27
ADVANCED PLACEMENT FOR LVNS.....	28
RETENTION OF STUDENTS.....	29
BASIS FOR DISQUALIFICATION FROM PROGRAM.....	30
READMISSION TO THE ADN PROGRAM.....	31
READMISSION FOR STUDENTS IN “UNSAFE” STATUS.....	33
ACCOMODATIONS FOR DISABILITIES.....	33
SCHOLASTIC STANDARDS.....	33
GRADING STANDARDS.....	33
STUDENT ATTENDANCE AND PUNCTUALITY.....	34
LATE WORK.....	35
LATE EXAMS.....	35
HONOR SYSTEM.....	35
CLINICAL EVALUATION.....	36
HEALTH REQUIREMENTS.....	37

PATIENT SAFETY .....	38
PATIENT COMFORT .....	38
ORGANIZATIONAL SKILLS.....	39
ASEPSIS .....	39
UNSAFE PERFORMANCE/PATIENT ENDANGERMENT .....	39
REMOVAL OF STUDENT BY CLINICAL AGENCY.....	40
REMOVAL OF STUDENT BY CLINICAL INSTRUCTOR .....	40
STUDENT APPEAL OF DISMISSAL FOR CLINICAL PERFORMANCE .....	41
CLINICAL PROBATION POLICY .....	42
CLINICAL STATUS TERMINOLOGY .....	43
CODE OF CONDUCT .....	44
SUBSTANCE ABUSE .....	45
STUDENT OBLIGATION REGARDING USE OF CHEMICAL AGENTS OR A MEDICAL CONDITION .....	47
DRESS CODE REQUIREMENTS FOR CLINICAL FACILITIES.....	48
HANDWASHING AND FINGER NAIL POLICY .....	50
UNIVERSAL PRECAUTIONS.....	51
DEPARTMENTAL COMMUNICATIONS.....	52
APPENDIX .....	52
2017 ADN Program Admissions Brochure.....	53
NURSING FACULTY.....	59
BACKGROUND CHECKS.....	60
FINANCIAL ASSISTANCE .....	60
MERRITT COLLEGE LIBRARY.....	61
GRADUATION / PINNING CEREMONY.....	61
HISTORY OF THE PIN .....	62
STUDENT REPRESENTATIVES/OFFICERS.....	62
STUDENT CONCERNS ABOUT A SPECIFIC COURSE OR FACULTY MEMBER.....	62
STUDENT CONCERNS DIRECTED TO THE FACULTY COMMITTEE .....	62
STUDENT GRIEVANCE AND DUE PROCESS POLICY .....	63
ALLIED HEALTH STUDENT GRIEVANCE HEARING.....	68
STUDENT GRIEVANCE AND DUE PROCESS PROCEDURE .....	69
DISCLAIMER .....	70
STUDENT HANDBOOK FORM.....	71

# INTRODUCTION

Merritt College is one of four institutions operated by the Peralta Community College District. The other colleges of the Peralta District are the College of Alameda, Laney College, and Berkeley City College. Merritt College also administers a community-outreach training center located in the Fruitvale district of Oakland.

The Merritt College Associate Degree Nursing (ADN) program is accredited by the Western Association of Schools and Colleges and is approved by the California Board of Registered Nursing, the California State Department of Education, the Veteran's Administration for the training of veterans, the Federal Department, and the Federal Immigration and Naturalization Service for foreign student education. The courses in the ADN program are accepted by the University of California, the California State University system and many other public and private institutions of higher learning.

The ADN program is part of the Allied Health Department. The other programs in the department are the Chronic Care Assistant program, the Medical Assistant program, and the Radiologic Science program. Excluding the director, there are seven full-time instructors in the ADN program. Supplementary lecture faculty and clinical instructors are hired on an as-needed basis. A full-time senior clerical assistant assists with the administration of the Allied Health Department. One part-time senior clerical assistant is dedicated to the ADN Program.

## HISTORY OF THE ADN PROGRAM

The Kellogg Foundation, during the year of 1960-1961, funded the ADN program. Cooperation with the Junior College Bureau of the California State Department of Education provided professional nursing consultation services, financial support and resource information. In September of 1961, 36 students were admitted to the first class.

Mrs. Gingrich, the first coordinator of professional nursing, said, "In this responsibility of making nursing education a part of the whole educational community, Oakland City College joins... other junior colleges in California, to provide an increased opportunity to prepare qualified persons who will help to meet the growing need for professional nursing care."

The name Oakland City College has since been changed to the present Merritt College, but the tradition of making nursing education a part of the educational community remains the same.

# LEGEND OF CURRICULUM FRAMEWORK AND UNIFYING THEME: HOMEOSTASIS

"Survival is the body's most important business -- survival of itself and survival of the human species. To achieve survival, the body must carry on ceaseless and almost numberless activities. -- Life is synonymous with these activities; death is synonymous with cessation of these activities."\*

The preceding paragraph adequately describes the conceptual framework and the unifying theme chosen by the faculty of Merritt College Associate Degree Program, which is Human Homeostasis.

Homeostasis may be defined as the dynamic equilibrium between the organism and its internal and external environment. This dynamic equilibrium is under the control of the body's regulatory mechanisms and processes, both voluntary and involuntary.

These mechanisms and processes are important indications as to the adequacy of responses the body can make to stimuli or challenges to its integrity.

In response to either internal or external stimuli or challenges, compensatory mechanisms operate to maintain homeostasis, the dynamic equilibrium.

The compensatory or adaptive mechanisms tend to restore or maintain homeostasis. These adaptive mechanisms also describe activities throughout the life-time of the individual and through stages of human development including conception and death.

The faculty chose this concept because it adequately describes the process by which we derived our curriculum, the process by which students may contact and process new ideas, the process by which we may view nursing and the process by which we may view changes in learning and teaching.

We think it is important to note that a "steady state" in teaching and learning and in matters of the curriculum, means change and the inflow of new ideas so that the curriculum will never be mired in a static state.

The unifying theme also symbolizes the idea that man brings to the world his socio-cultural, physical and psychological integrity, which in turn is challenged by and interacts with his internal and external environment from conception to his grave. The triangle in the framework alludes to the strength of the effort man makes to maintain his integrity. The circle denotes the life and death, health and illness continuum throughout the lifetime with which we as nurses must interact.

In other words, homeostasis means, to our faculty, a "condition which may vary but which is relatively constant" within a narrow socio-cultural, physiological and psychological range.

It is our hope that we will help students to see the overall logical picture of the important phenomenological concept.

\*Anthony & Kortnoff Textbook: Anatomy & Physiology

*Reviewed and reaffirmed by Merritt College ADN Faculty and Student Representatives – Fall, 2008*

# Philosophy and Mission Statement of the ADN Program

## Statement of Philosophy

We, the faculty of the nursing program at Merritt College, believe that nursing education is most effectively carried out in a collegiate setting in which the controlling body is the college. The college is dedicated to serve both the community and the individual. We believe that the educational program should provide for the personal growth of the student taking into consideration his/her cultural, ethnic uniqueness and support system and should better prepare him/her to assume the responsibilities of a citizen in his/her community. The educational program should be challenging, broad in scope and flexible to meet individual needs, with general education courses to precede or accompany nursing education courses.

We believe that education is an on-going process of learning whereby the individual, in response to his/her learning styles and experiences, assimilates and integrates knowledge, develops skills and incorporates attitudes resulting in the modification of more positive behavior. Learning is facilitated in an environment in which the student feels accepted and valued as an individual with varying needs, abilities, skills, past experiences and goals. We believe learning is most effective when it is self-directed and the student perceives experiences as meaningful. The faculty participates in the learning process by providing guidance while encouraging the student toward self-direction and by sharing with the student the responsibility of evaluating his/her learning styles and experiences.

We believe that man is unique as an individual and as a human being. No two human beings are alike, therefore, his/her uniqueness is a precious commodity which, in turn, points to his/her value as a human being possessing energy to grow, to adapt, to adjust, and to demonstrate homeostatic processes in his/her own unique manner.

Human ideas and behavior are dramatic and diverse because of our ability to change and adapt to a variety of situations and environments. Therefore, the nursing care of men and women must rely on the holistic approach that views the structure and function of men and women in context with his/her inner and outer environment as a whole person. The holistic approach also focuses on cultural factors that exert powerful influences on his/her health and his/her attitudes toward illness and death.

We believe nursing is a profession in which a service is rendered to the community in collaboration with other professions to help individuals achieve and maintain homeostasis - a state of dynamic health which allows clients to function at their optimum level of physical, emotional and social well-being. The client is defined as the patient and his/her family (or significant others) who have health care needs.

The role and position of the nurse is complex and dynamic. This role results from advanced technology and increased knowledge in the behavioral, natural and applied sciences, with resultant social changes in health values and practices. Nursing care focuses on a holistic approach in the total care of the individual in his/her environment. Nursing care facilities provide a forum for adaptation for health teaching, prevention of illness, maintenance of wellness, restoration and rehabilitation toward independence and self-sufficiency.

The program is designed to prepare the graduate to assume a first level nursing position in a hospital and similar community agencies and to take responsibility for further professional growth.

## **Statement of Purpose**

The nursing program at Merritt College recognizes the “Merritt College Mission Statement and Philosophy” and is committed to educating nurses who will serve this community as stated in the “Philosophy and Primary Objectives” of this nursing program.

## **Merritt College Mission Statement**

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

## **Primary Objectives of the Nursing Curriculum**

1. To help the student incorporate and apply principles of teaching, learning, and homeostasis when he/she is in a care-giving relationship with patients, family, and staff members.
2. To help the student, in an on-going process, develop an awareness of him/herself as a person and as a practitioner with respect to his/her abilities, needs, motives, culture, values and attitudes.
3. To help the student develop the ability to provide knowledgeable, safe nursing care with appropriate supervision to one or a group of patients.
4. To help the student become knowledgeable in the utilization of the nursing process, thereby increasing his/her effectiveness as a member of the health team.

## **Goals of the ADN Program**

1. It is the goal of the program to maintain a program consistent with current Board of Registered Nursing regulations, State Education Codes, Peralta Community College District policies and ADN program policies.

2. It is the goal of the nursing program to maintain an educational program that will prepare students as competent and safe entry-level nurses who deliver holistic, quality health care.

### **Objectives of the ADN Program**

1. Establish, implement and review on a regular basis the philosophy and objectives of the program.
2. Plan, implement and evaluate curricula to ensure that it is consistent with the philosophy and objectives of the program.
3. Re-evaluate and revise the curricula to ensure currency with the criteria set by the Board of Registered Nursing for all aspects of the program.
4. Reevaluate admission, progression, transfer and challenge examination policies on a yearly basis to assess their effectiveness and consistency with college policies and Board of Registered Nursing policies.
5. Revise and implement nursing program policies and procedures per the program evaluation plan.
6. Participate in budget planning by recommending needed resources such as facilities, books, journals, audio-visual hardware and software.
7. Interview and recommend new faculty for appointment by college administration.
8. Meet as often as necessary to complete and implement all program business.

### **Terminal Objectives**

At the completion of the Associate of Science in Nursing Degree, the graduate of Merritt College will function in an acute, primary or secondary setting and will be able to:

1. Use the nursing process to assist clients in their adaptation to stressors by applying a broad array of theories and concepts derived from bio-sociology, physio-psychology, humanities, nutrition, and nursing science as a basis for common practice.
2. Use selected knowledge, skills, critical thinking, and protocols in establishing and maintaining effective communication with clients, significant others, and health team members in decision-making for nursing practice.
3. Develop, implement and adapt nursing care and teaching plans for the client and significant others, in order to promote homeostasis.
4. Assume responsibility for personal and professional growth.
5. Use the nursing process when applying knowledge about society, cultures, and subcultures in providing care for culturally diverse clients at all stages of development.
6. Coordinate nursing care for a group of clients within health care settings.
7. Identify policies, practices and procedures which impede client care and communicate these findings through appropriate channels.
8. Apply principles of legal and ethical boundaries of nursing to practice as a participating member of the health team.

### **Level Objectives**

At the end of the first year the students should be able to:

1. Provide effective care utilizing the nursing process and the sciences as a base to assist clients in their adaptation to psychosocial and physical stressors.



2. Utilize acquired knowledge, skills and procedures to initiate and maintain communication with clients and other co-workers in the health care setting.
3. Utilize and develop, with assistance, nursing care and teaching plans that help clients and families to promote homeostasis.
4. Demonstrate growth in the acquisition of and responsibility for acquiring personal attributes necessary for successful nursing practice.
5. Apply the nursing process to demonstrate knowledge and understanding of societies, cultures and subgroups in the care of clients at various stages of the life cycle with special emphasis on the older adult.
6. Apply principals of homeostasis in the care of clients in structured and supervised health care settings.
7. Demonstrate advocacy for clients utilizing communicating and negotiating skills in promoting health care.
8. Exhibit therapeutic behaviors consistent with the knowledge of the legal, moral and ethical practice of nursing.

At the end of the second year the students should be able to:

1. Provide comprehensive nursing care utilizing the nursing process and the sciences as a basis for nursing practice to assist clients in their adaptation to psychosocial and physical stressors.
2. Utilize acquired knowledge, skills and procedures to promote effective client advocacy, group process and the use of therapeutic communication in making professional decisions for client care.
3. Develop, implement and adapt care and teaching plans to one or more clients or families in a variety of health care settings which promotes homeostasis.
4. Demonstrate behaviors consistent with a professional commitment to lifelong excellence in nursing practice.
5. Apply adaptive skills and the nursing process to demonstrate sensitivity to clients from a multiethnic/multicultural population at all stages of the life cycle.
6. Apply principals of homeostasis in the care of clients affected by simple or complex health care settings.
7. Demonstrate advocacy for clients and colleagues in communicating and negotiating on their behalf in the health care system with the purpose of providing better delivery of health care utilizing leadership and management skills.
8. Exhibit therapeutic behaviors consistent with a broad understanding of the impact professional knowledge has on the delivery of nursing practice and the existence of legal, moral and ethical prescription.

*Reviewed and reaffirmed by the Merritt College ADN Faculty and Student Representatives - Fall, 2008*

# ADN PROGRAM GENERAL REQUIREMENTS

The Merritt College ADN program is approved by the California Board of Registered Nursing. The program is designed to prepare students for beginning positions as registered nurses. Upon successful completion of the program, students will graduate with an Associate of Science Degree and be eligible to take the state licensing examination for registered nurses (National Council Licensure Examination – NCLEX-RN).

The course of study includes instruction in applied nursing sciences, related natural, social and behavioral sciences and clinical nursing experience in health care agencies.

California law requires that all community college students pay a fee unless special consideration stipulated in California Law disallows it. Students are required to purchase the required textbooks, uniforms, a watch, and other equipment needed for clinical assignments. All nursing students must pay for the ATI Testing Package for each semester in the program. Students must also pay for required background checks, drug testing, and clinical health screening.

In accordance with the student handbook as specified on (p. 36), entry requirements to the nursing program include the submission of mandatory health record information. However, there is individual variation within each clinical facility for the required student documents. Students will be informed of institutional specific criteria for health records. Students are responsible for ensuring that records are submitted by the instructor's established deadline. Submission will be prior to the beginning of the clinical rotation. Failure of the student to submit the health records by the specified date as requested by the clinical instructor will result in the students' inability to begin the clinical rotation and potential forfeiture of the student's placement in the program.

All students must maintain CPR (AHA) certification during the entire course of study. The ADN office must verify the original card and a photocopy of the card must be kept on file.

In addition, all students must have a current health examination and immunization record on file. Health examinations and immunizations are done outside Merritt College and at the student's own cost.

Students must conduct themselves in a professional manner while assigned to an affiliated clinical agency, in the nursing and computer skills laboratory, and in the nursing classrooms or offices. Students must comply with the Merritt College ADN Program Code of Conduct and the College and District rules and regulations.

# Test of Essential Academic Skills (TEAS) Assessment

All students in the Merritt College ADN Program are given a scholastic aptitude assessment – Test of Essential Academic Skills (TEAS). Research has shown that the TEAS is an effective predictor of successful completion of nursing programs and passage of the NCLEX.

Currently, the TEAS is being used as admission criteria by many nursing programs in the state including the entire California State University System.

If the TEAS profile indicates that the student academic mastery is far below the minimum score shown to predict potential success in the program, the student will be counseled by faculty and take steps to improve their academic skills.

*Approved by the Merritt College ADN Faculty and Student Representatives – May, 2009*

## ADN Program Admission Criteria

Applications will generally be accepted from February through March for fall admission of the following academic school year. Applicants may apply for admission only once per year.

The Program has adopted the Chancellor's Advisory Model Prerequisites for Enrollment in the ADN Program which determines admission by the following criteria: (1) Overall college GPA – 2.5 or above; (2) Biology Core (anatomy, physiology, and microbiology) GPA – 2.5 or above; English 1 A (Composition and Reading) GPA – 2.0. Additionally, biology core repetitions will adversely affect the overall score. A withdrawal, D, or F is counted as a repetition. A formula approved by the State Chancellor's Office will compute your cut score. Those who score above 80% will be required to take the ATI TEAS 6.0, and receive a passing score of 62%.

All Group A pre-requisites must be satisfactorily completed prior to submitting the application. Although, not required, it is **highly recommended** that applicants complete Group B courses prior to entry into the ADN Program.

Applicants who fail to achieve the passing score on the TEAS will be referred for remediation to complete additional pre-nursing course work to become eligible for admission and enrollment in the Nursing Program.

Applicants who meet the admission criteria then become candidates eligible for admission into the Nursing Program. A lottery will be used for selection purposes.

Refer to the Appendix in this handbook – “2018 ADN Program Admissions Brochure” for complete details.

# ADN PROGRAM – COURSE DESCRIPTIONS

The ADN program curriculum is taught over four semesters. In order to continue in the ADN Program a student must earn a grade of at least 75% in all courses in the nursing program. Each course has a different emphasis; however, the following content is integrated throughout the entire nursing curriculum:

- Nursing process;
- Intervention skills in preventive, remedial, supportive, and rehabilitative nursing;
- Behavioral and social aspects of human development from birth through all age levels;
- Gerontology and pain management;
- The knowledge and skills required to develop collegial relationships with health care providers from other disciplines;
- Communication skills; natural sciences including human anatomy, physiology, cultural patterns;
- Human development and behavior related to health-illness.

## FIRST SEMESTER

In the fall semester of the first year, students must satisfactorily complete Nursing 1: Beginning Principles of Health Care – (9 Units), Nursing 11: Ethics and Law (1 Unit) and Nursing 12: Calculations of Drug Dosage for Health Professionals (1 Unit). These courses are integrated and taught concurrently.

During the first half of the first semester, the clinical laboratory assignment will be in the Clinical Skills Laboratories on campus. Students will be assigned to the Nursing Skills Laboratories five days a week, from Monday through Friday. Lecture will be coordinated with Nursing 11 and 12 and scheduled over five days a week, from Monday through Friday.

During the second half of the semester, twelve hours a week of direct care of the adult medical-surgical patient are completed in various health care agencies. These hours are usually scheduled over two consecutive days (usually Tuesday and Wednesday or Thursday and Friday or any other combination). Exact hours can vary; sessions may begin as early as 6:30 a.m. and end as late as 11:30 p.m. Since many of the affiliated clinical agencies where our students receive clinical laboratory instruction are impacted, students may be assigned to a clinical laboratory session at one of our affiliated health care agencies on evenings or weekends. Three additional hours a week are devoted to the development of health and physical assessment skills in the Clinical Skills Laboratories. Twenty-four hours are devoted to the care of the older adult.

The clinical skills laboratories provide an opportunity for students to learn the art of physical assessment, designated nursing skills and concepts in a simulated clinical environment. Students are able to begin a process of constructive, critical, self and peer evaluation. The nursing skills laboratories provide an opportunity for students, with instructor input, to identify their individual learning needs and goals. They also provide an environment where there are learning situations and guidance to meet these needs and goals. Students will learn and practice simulated nursing

skills using both computer simulations and hands on simulations and demonstrate proficiency in nursing skills under the guidance of clinical instructors.

**Nursing 1: BEGINNING PRINCIPLES OF HEALTH CARE** (9 Units) consists of 4 hours lecture, 12 hours laboratory (hospital), and 3 hours skill laboratory each week.

*Prerequisite: Biology 2 or 20A, Biology 3, Biology 4 or 20B, and Math 201*

An introduction to the profession of nursing in historical contemporary and factual perspectives; Nursing fundamentals and the changing philosophy of health care; current concepts of health and illness underlying present practices; emerging trends in nursing with an emphasis on homeostasis as it relates to the promotion and conservation of the individual family and community health; nursing process and the use of nursing diagnoses. The clinical experience is designed to focus on fundamental and beginning nursing skills in caring for selected medical-surgical patients experiencing a disruption in homeostasis.

**Nursing 11: ETHICS AND LAW FOR NURSES** (1 unit) consists of one hour of theory lecture.

*Concurrent with Nursing 1*

This course includes the knowledge and limits of practice and licensure and ethical and legal considerations of nursing practice in California. It is designed to familiarize students with values and rights of patients, health professionals, as well as the ethical and legal problems encountered by nurses and the legal issues confronting practicing nurses and the legal boundaries of nurse conduct.

**Nursing 12: CALCULATION OF DRUG DOSAGES FOR HEALTH PROFESSIONALS** (1 unit) consists of one hour of theory lecture.

*Concurrent with Nursing 1*

Drug and fluid dosages and calculations are discussed, taught, practiced, and tested. This course is designed to teach students how to calculate the correct amount of prescribed medication and fluids to patients. Gives the student a thorough knowledge of weights and measures used in the prescription and administration of medications and the ability to use mathematical skills in calculating medication dosages.

## SECOND AND THIRD SEMESTERS

During the second and third semester, students who have successfully completed (earned a 75% or above) Nursing 1, 11, and 12 are enrolled in either Nursing 3A, Maternity Nursing 3B, Pediatric Nursing OR Nursing 4A, Medical-Surgical Nursing and Nursing 4B Psychiatric Nursing. Nursing 3A, 3B, 4A, and 4B each consist of two hours of lecture weekly and twelve hours of clinical laboratory experience. These hours are usually scheduled over two consecutive days (usually Tuesday and Wednesday or Thursday and Friday). Exact hours can vary; sessions may begin as early as 6:30 a.m. and end as late as 11:30 p.m. Since many of the affiliated clinical agencies where our students receive clinical instruction are impacted, students may be assigned to a clinical laboratory session at one of our affiliated health care agencies on evenings or weekends.

Approximately one-half of the students are enrolled in Nursing 3A and Nursing 3B and the other half of the students are enrolled in Nursing 4A and Nursing 4B. Those students who successfully complete (earn a 75% or above) Nursing 3A and Nursing 3B in the second semester will attend Nursing 4A and Nursing 4B in the third semester. Those students who successfully complete (earn a 75% or above) Nursing 4A and Nursing 4B in the second semester will attend Nursing 3A and Nursing 3B the third semester.

**Nursing 3A: MATERNITY NURSING** (4 units) consists of two hours of lecture content weekly, plus a clinical session approximately eight weeks in length. One clinical session includes 12 hours of clinical laboratory experience (hospital) per week.

*Prerequisite: Nursing 1, 11, 12 (concurrent enrollment or completion of Nursing 13)*

Theory and guided practice in working with other nursing and health team members in providing comprehensive care of the child-bearing family in maternity hospital settings; laboratory experience is designed to assist students to assume responsibility for planning, implementing, and evaluating nursing care of patients using homeostasis as a base and the nursing process as a tool for intervention.

**Nursing 3B: PEDIATRIC NURSING** (4 units) consists of two hours of lecture content weekly, plus a clinical session approximately eight weeks in length. One clinical session includes 12 hours of clinical laboratory experience (hospital) per week.

*Prerequisite: Nursing 1, 11, 12 (concurrent enrollment or completion of Nursing 13)*

Theory and guided practice in working with other nursing and health team members in providing comprehensive care of infants, children in pediatric hospital settings; laboratory experience in designed to assist students to assume responsibility for planning, implementing, and evaluating nursing care of patients using homeostasis as a base and the nursing process as a tool for intervention.

**Nursing 4A: MEDICAL-SURGICAL NURSING** (4 units) consists of two hours of lecture content weekly, plus a clinical session approximately eight weeks in length. One clinical session includes 12 hours of clinical laboratory experience (hospital) per week, generally dispersed over two days weekly. Additionally, in 4A there is an offsite mandatory Gerontology research project.

*Prerequisite: Nursing 1, 11, 12 (concurrent enrollment or completion of Nursing 13)*

Theory and guided practice in working with nursing and health team members in providing comprehensive care of adults in medical- surgical clinical settings; laboratory experience designed to assist students in assuming responsibility for planning, implementing, and evaluating

care of patients with increasingly complex levels of physical, social, and emotional disruption and adaptation to homeostasis.

**Nursing 4B: PSYCHIATRIC NURSING** (4 units) consists of two hours of lecture content weekly, plus a clinical session approximately eight weeks in length. One clinical session includes 12 hours of clinical laboratory experience (hospital) per week, one week will be in a geriatric facility, and the other clinical sessions are in a psychiatric facility.

*Prerequisite: Nursing 1, 11, 12 (concurrent enrollment or completion of Nursing 13).*

Theory and guided practice in working with nursing and health team members in providing comprehensive care of adults in geriatrics and psychiatric clinical settings; laboratory experience designed to assist students in assuming responsibility for planning, implementing, and evaluating care of patients with increasingly complex levels of physical, social, and emotional disruption and adaptation to homeostasis.

**Nursing 13: PHARMACOLOGY** (3 units) is a hybrid course, and consists of two hours lecture content weekly plus one hour weekly of online case studies and activities. The course must be satisfactorily completed by the end of the second semester of the first year in order to progress in the nursing sequence.

*Prerequisite: Nursing 1*

Content includes information about medications, classification, action uses, and nursing care associated with various drugs. Description and study of general and specific classes of drugs; the mechanisms of their actions, interactions, symptoms of toxicity; and common drugs in each group, as well as State and Federal drug legislation.

**Nursing 14: NUTRITION** (2 units) consists of two hours of online content weekly. In-class testing with dates TBA.

*Prerequisite: Nursing 1*

The course provides theory and guided practice in working with concepts of nutrition and diet therapy to maintain or restore homeostasis in providing patient care and teaching.

## FOURTH SEMESTER

During the spring semester of the second year, all students who have successfully completed Nursing 1, 3A, 3B, 4A, 4B, 11, 12, 13 and 14 may enroll in Nursing 5: Advanced Medical-Surgical Nursing and Nursing 10: Leadership and Management.

**Nursing 5: ADVANCED MEDICAL-SURGICAL NURSING** (9 units) consists of four hours of lecture and fifteen hours of clinical laboratory experience (hospital) a week. These hours are usually scheduled over two consecutive days (usually Tuesday and Wednesday or Thursday and Friday). Exact hours can vary; sessions may begin as early as 6:30 a.m. and end as late as 11:30 p.m. Since many of the affiliated clinical agencies where our students receive clinical instruction are impacted, students may be assigned to a clinical laboratory session at one of our affiliated health care agencies on evenings or weekends. Twenty-four hours of clinical practice are devoted to the care of the older adult.

*Prerequisites: Nursing 1, 3, 4, 11, 12, 13, 14 (concurrent enrollment Nursing 10)*

An in-depth approach to the study of illness, designed to introduce the student to beginning practice in advanced medical-surgical nursing and leadership and management. The method of

study will be one of combined lecture, demonstration, and clinical experience. Clinical experience is designed to focus on caring for critically ill patients with disruption in homeostasis and beginning activities in leadership and management.

**Nursing 10: LEADERSHIP AND MANAGEMENT** (1 unit) consists of one hour of lecture  
*Concurrent with Nursing 5*

Designed to help the student examine nursing issues, job skills, leadership styles, management theories, health care politics and health care delivering systems. Students will examine their own leadership styles and evaluate their effectiveness.

### **General Course Information**

All courses in the nursing program provide critical information integral to the student's capacity to practice holistic nursing care and impact the student's ability to safely care for clients.

Five classes represent non-clinical courses in the nursing sequence: Nursing 10: Leadership and Management; Nursing 11: Ethics and Law for Nurses; Nursing 12: Calculation of Drug Dosages for Health Professionals (DDC); Nursing 13: Pharmacology, and Nursing 14: Nutrition.

Failure to successfully complete any non-clinical course, (Nursing 10, 11, 12, 13 or 14) or clinical course (Nursing 1, 3AB, 4AB or 5) with a minimum final cumulative average of 75% will constitute one failure in the nursing program. This will result in an inability to progress in the nursing sequence.

*Reviewed, revised and approved by the Merritt College ADN Faculty – Spring 2010*

## **GERIATRICS: INTEGRATED CURRICULUM**

While students are in Nursing 1 (Beginning Principles of Health Care), Nursing 4A (Intermediate Medical-Surgical Nursing), Nursing 4B (Psychiatric Nursing) and Nursing 5 (Advanced Medical-Surgical Nursing), the development of skills associated with the care of older adults is emphasized. There are clearly defined components in these areas that focus on the nursing care of the geriatric client, both in didactic and clinical experience.

## **LVN to RN COURSES**

*The following Merritt College articulation courses are not currently being offered. For up to date information, please call the Allied Health Department.*

### **Nursing 15A - LVN-ADN Exam (0.5 semester unit)**

*Prerequisite: LVN license*

Orientation and examination for LVNs and designed to orient the LVN applicant to the ADN program. Includes a discussion of ADN curriculum and the administration of the Merritt College ADN Program's Exam for LVNs. Passage of this exam is a requirement for admission to the ADN program with advanced placement.

### **Nursing 15B - Pre-Nursing Articulation for LVNs (4.5 semester units)**

*Prerequisite: Nursing 15A*

Designed as a bridge course for LVNs receiving advanced placement in the ADN program and provides the content necessary for the transition of the LVN into the role of ADN student.



## ADDITIONAL COURSEWORK

*The following courses may or may not be currently offered. Please check with the Nursing Department for current information.*

### **Health Occupations 250 – Fluid and Electrolyte Workshop (0.5 semester unit)**

Nursing workshop covering the problems associated with patients suffering from fluid and electrolyte related problems.

### **Nursing 250 – Associate Degree Nursing Success (1-4 semester units)**

*Prerequisite: Interest in the ADN Program*

Nursing Success is offered to prepare students for successful transition into the core classes of the ADN Program at Merritt College. Generally held in the summer, this course is designed to provide potential nursing students with the necessary tools to enhance their understanding of nursing lectures and textbooks, test taking strategies specific for nursing exams, drug dosage and to introduce students to nursing fundamental concepts related to critical thinking and applications of the nursing process.

### **Nursing 260 – Nursing Skills Lab (1-2 semester units)**

Nursing skills lab to improve skills in a controlled environment. Forum to practice skills in a self-paced atmosphere.

### **Nursing 270 – Survey of Nursing Programs and Professions (0.5 semester unit)**

Introduction to nursing roles and professions in the healthcare fields: Discussion of levels of healthcare delivery responsibilities, issues and compensation.

### **Nursing 275 - ADN Orientation (0.5 semester unit)**

Orientation to the role of a student nurse or registered nurse in the health care field. Discussion of issues with student nurses currently in the program, nursing instructors and working RN's.

## OPEN CLINICAL SKILLS LABORATORIES

The Clinical Skills Laboratories are “open” to all students in the ADN Program approximately 20 hours a week. The “open” simulated skills laboratory is staffed with a clinical instructor who is available to assist students who would like additional instruction or practice of specific nursing skills. If an instructor identifies areas where a student would benefit from additional instruction or practice previously learned skills, the student will be referred to the open skills laboratory for additional simulated experience. The open skills laboratories provide an opportunity for students, with instructor input, to identify their individual learning needs and goals. It also provides an environment where there are learning resources and guidance to meet these needs and goals. Students will learn and practice simulated nursing skills using both computer simulations and hands-on simulations and demonstrate proficiency in nursing skills under the guidance of clinical instructors. ***Students must be registered in Nursing 260 to utilize the lab. Skills lab***

**units are 0.5-2.0 units. Unit breakdown is as follows: 0.5 unit=26.25 hr/semester; 1 Unit=52.5 hrs/semester; 1.5 Units=78.75 hrs/semester and 2 Units=105 hrs/semester. No exceptions will be made for partial hours completed.**

### **Skills and Open Skills Lab Dress Code**

As a nursing student in the Merritt College ADN Program, you represent our nursing program and the nursing profession. In order to present yourselves as professionals you need to follow the following mandatory dress code guidelines for open skills and skills lab.

1. Clean white lab coat must be worn whenever you are in the skills or open skills lab.
2. Personal hygiene is mandatory. This means come to class bathed, neat and free of body odor and clean clothes.
3. Shorts, dresses and skirts must be knee-length while in skills and open skills lab. Tight-fitting clothing (for example, exercise tights) will not be allowed.
4. No blouses or tops that expose body parts (for example, cleavage or abdomen) are allowed.
5. To prevent injury, no flip-flops are allowed while in the skills lab or open skills lab.

I \_\_\_\_\_, a student in the Merritt College Nursing Program understand the dress code and intend to abide by it.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ALLIED HEALTH COMPUTER LABORATORY**

The Allied Health Computer Laboratory is a component of the clinical skills laboratory. The computer laboratory provides an opportunity for students enrolled in the Merritt College Allied Health Program to learn and practice nursing skills using software designed to provide simulated learning experiences. This software allows the students to learn specific procedures and the rationales for these procedures. The simulated computer laboratory is a component of the required clinical skills laboratory experiences in Nursing 1, 3A 3B, 4A, 4B, and 5 and the optional open skills laboratory. Additional laboratory testing may take place in the L building. The computer laboratory may also be used throughout the ADN Program for course testing and the mandatory ATI Assessment Program that is discussed below.

# Assessment Technologies Institute (ATI) POLICY

The Merritt College ADN Program has incorporated the review and assessment program materials from Assessment Technologies Institute (ATI) into our nursing program.

ATI is one of several learning programs being used by nursing programs to supplement student learning and prepare students for the NCLEX. After reviewing other programs, the faculty feels that the services provided by ATI are an outstanding benefit and value for our students.

Studies have shown that students who utilize and successfully complete all of the ATI reviews and assessments as part of their program of study demonstrate an over 90% pass rate on the NCLEX on the first attempt.

ATI is one of the few nursing assessment companies offering computerized testing via the internet. The computerized assessments increase student's familiarity with the computerized test-taking process, eliminate the shipping time and costs associated with paper/pencil assessments, and provide the student and school with instant results.

Students will also have access to an "Internet Based Student Assessment" which is a battery of formative assessments based on the NCLEX blueprint. It identifies specific areas of content weakness for directed study. It provides the student with feedback on all response options in an interactive style. The rationales are designed to provide the student with additional information about the correctness of the answer to supplement understanding of the concept. Incorrect responses are also explained with detailed rationales to clarify and explain topics on which students may need further study. Students will receive a performance report that summarizes the student's knowledge of content areas and use of the critical thinking phrases, nursing process, and cognitive levels. These assessments are available on the internet via any computer with internet access. This assessment is required and must be taken by students in Nursing 1, 3AB, 4B, 5, 10, 13, & 14.

Currently the ATI Curriculum is being utilized in the clinical skills portion of Nursing 1, Fundamentals.

# NCLEX PREPARATION

In addition to the Content Mastery Series, ATI provides a three-stage process for preparation for the NCLEX licensure examination. This is the final phase of the ATI Comprehensive Assessment and Review Program.

Stage 1: The Secured Comprehensive Predictor is 98.9 % predictive for passing scores on the NCLEX. Each assessment is standardized and provides immediate feedback with national and group percentile rankings.

Stage 2: The Unsecured Comprehensive Predictor is an on line assessment which contains 200 exam items with 800 rationales to maximize the student's learning opportunities for a comprehensive content review.

Stage 3: The RN NCLEX Preparation Module provides strategies for increasing performance on the NCLEX exam. Students receive information with a step-by-step approach for the registration and administration of the exam.

Each semester, all of the students in the ADN Program will be responsible for paying the cost of the ATI materials. Payment will be online.

## **Class Entering From Fall 2016**

Fall, First Semester:	Fundamentals of Nursing (Nursing 1)
Spring, Second Semester:	Mental Health (Nursing 4B) Pharmacology (Nursing 13) Maternal Newborn (Nursing 3A) Nursing of Children (Nursing 3B)
Fall, Third Semester:	Mental Health (Nursing 4B) Maternal Newborn (Nursing 3A) Nursing of Children (Nursing 3B) Nutrition and Diet Therapy (Nursing 13)
Spring, Fourth Semester:	Adult Medical-Surgical Nursing (Nursing 5) Nursing Leadership and management (Nursing 10) Comprehensive Predictor (NCLEX) Comprehensive Assessment – Non-Proctored Preparation for NCLEX – Study Guide Critical Thinking – Exit Test

Currently the ATI Curriculum is being utilized in the clinical skills portion of Nursing 1, Fundamentals. Costs will be adjusted to reflect this usage.

Additional NCLEX preparation testing may be offered during the spring semester of Nursing 5 by Kaplan Testing Centers.

## **PRIOR TO TAKING NCLEX-RN EXAMINATION**

All applicants applying for the NCLEX-RN examination are required under law to report all misdemeanors and felony convictions unless they are only minor traffic violations. Failure to report prior convictions or disciplinary action is considered falsification of an application and is grounds for denial of licensure or revocation of license.

# **ADVANCED PLACEMENT**

## **TRANSFER STUDENTS**

### **Policy:**

**All transfer students or advanced placement students must submit an application for admission and meet entrance requirements in order to be considered for admission.** If admitted, a complete physical exam with an immunization record, current CPR certification, background check, drug testing and evidence of current transcripts must be submitted prior to admission into the ADN program.

The ADN Program requires that students transferring into the Merritt College ADN Program from other collegiate nursing programs (ADN, BSN) must confirm that they are current in the fundamental knowledge and skills as set forth in the Advanced Placement Policy Statement.

Transfer students from other collegiate nursing programs (ADN, BSN) who wish to transfer into Merritt College ADN program will be accepted on a space available basis.

### **Procedure:**

All transfer students must meet the following guidelines:

1. Students from collegiate nursing programs (ADN, BSN) may transfer units in nursing courses if transcripts and evidence of successful completion of comparable learning within the last five years is produced from an accredited college. Students may be required to complete a minimum of two semesters in order to graduate from the nursing program. Each student will be considered on an individual basis.
2. All students applying to enter the nursing major must meet the entrance requirements of the nursing program as stated in the college catalog and ADN brochure.
3. Nursing units from an accredited diploma program will be evaluated for equivalent content. Examination may be used to determine whether the student is eligible for advanced placement.
4. General education requirements must be completed to correspond to the nursing program's requirements up to the semester for which the student is an applicant for advanced standing.

Those students whose previous course work was completed more than two years but less than five years from the date of admission who wish to challenge, may elect one of the three following options for challenge:

1. Obtain credit by satisfactory completing the ACT Proficiency Examination in nursing. The student is responsible for the cost involved.

2. Obtain credit by enrolling in and successfully completing a theoretical review course appropriate to the desired area of challenge.
3. Successfully complete all parts of the Merritt College ADN Examination for Transfer students with a 75% or better.

## ADVANCED PLACEMENT

Students with prior experience in the health care field and/or other acquired knowledge may apply to the nursing program as an advanced placement student. Students who successfully pass advanced placement examinations and pass the clinical challenge of the courses, where applicable, will receive credit for the course(s) being challenged. All challenge and transfer students must meet eligibility requirements for admission into the program. *Advanced placement is contingent upon space availability.*

### **Policy:**

Advanced placement is defined as any student who requests to enter the Merritt College ADN Program as a **re-entry student**, **transfer student**, or **challenge student**.

### **Procedure:**

**Re-entry** students must complete all required courses for continuation in the nursing sequence and any contractual agreements must be completed before re-entry into the program.

As a **transfer student** or **challenge student**, advanced placement is contingent upon:

1. Space availability
2. Successful completion of all prerequisite requirements
3. Enrollment in concurrent courses required for progression in the program
4. Selected general education courses
5. Knowledge of fundamentals of nursing
6. Passing grades on either of the following examinations appropriate for the level or type of advanced placement requested:
  - a. Merritt College Challenge Examinations
  - b. ACT Examinations (taken at the student's expense)

The student must also pass a clinical challenge examination in all courses with a clinical component. All students receiving advanced placement standing must read, agree with, and sign the "Advanced Placement Policy Statement".

## ADVANCED PLACEMENT POLICY STATEMENT

In the ADN Program, the learning in each semester builds on the previous semesters work. Because nursing is an ever evolving field and deals in human life, all students are expected to be current in fundamentals of nursing. Therefore, the ADN Program requires that all transfer, challenge and re-entry students confirm that they are entering or re-entering the Merritt College ADN Program with the following:

1. A knowledge of the nursing process and the ability to apply this knowledge in the patient care setting. This includes the ability to:
  - a. Correlate, integrate and apply theory.
  - b. Utilize the nursing process by gathering data, identifying major problems, setting priorities, planning, implementing nursing interventions and modifying plans of care.
  - c. Identify and analyze pathological conditions.
  - d. Perform an initial and ongoing patient assessment.
2. A knowledge of professional responsibilities and roles in the health care setting including legal and ethical issues; and the ability to apply this knowledge in the patient care setting.
3. A knowledge of communication skills including therapeutic communications, staff communications, instructor communications and documentation; and the ability to apply this knowledge in the patient care setting.
4. A knowledge of homeostasis, stress, adaptation to stress; and the ability to apply this knowledge in the patient care setting.
5. A knowledge of pharmacology: classifications, dosage, administration routes, adverse reactions, methods of administration, nursing implications, accurate calculation of medications and intravenous fluids; and the ability to apply this knowledge in the patient care setting.
6. A knowledge of the basic changes in aging; and the ability to apply this knowledge in the patient care setting.
7. A knowledge of anatomy, physiology, pathophysiology and microbiology; and the ability to apply this knowledge in the patient care setting.
8. A knowledge of the endocrine systems; and the ability to apply this knowledge in the patient care setting.
9. A knowledge of fluid, electrolytes and acid base balance; and the ability to apply this knowledge in the patient care setting.
10. A knowledge of principles of safety including body mechanics, electrical safety, medications, universal precautions, or any measure that is necessary to keep the patient free from bodily or psychological harm; and the ability to apply this knowledge in the patient care setting.
11. A knowledge of comfort needs including measures necessary to maintain physical and psychological well-being and freedom from pain and harm; and the ability to apply this knowledge in the patient care setting.
12. A knowledge of organizational skills and the ability to function in an orderly and timely manner in the application of the nursing process in the patient care setting.
13. A knowledge of the immune response including asepsis, and the ability to apply this knowledge in the patient care setting.
14. I have read the advanced placement policy statement. I understand that I am responsible for the fundamental knowledge and skills as set forth.

Signature of the Candidate \_\_\_\_\_

Date \_\_\_\_\_

## Military Veterans with Healthcare Experience

---

The following information is provided to help Veterans with healthcare experience in obtaining advance placement into Merritt College's ADN program.

To be considered for advance placement, military healthcare experience must be within three years of request following an honorable discharge, as evidenced by Form DD-214, prerequisites\* must be completed, and **ATI TEAS** passed. An individual appointment with the Program Director or designee will be required.

If you are a military veteran:

Licensed as a Licensed Vocational Nurse (LVN):

- There will be a review of transcripts and experience to determine if obstetric and pediatric content is sufficient for placement in second or third semester. If not, the student will enter the appropriate second semester class (obstetric and/or pediatric).
- Written exam to cover 1<sup>st</sup> semester/Fundamental content to be successfully completed at 75% minimum.
- Successful completion of drug dose calculation exam at 75% minimum.

Healthcare experience but not Licensed Vocational Nurse (LVN):

All of the above including:

- A first semester fundamentals skills test of all skills to be completed at 75% minimum.

\*Merritt College ADN program prerequisites: as listed in the current brochure/application



## ADN CHALLENGE EXAMINATIONS

**Policy:** The student may challenge nursing courses by way of examination, using either of the following two types of examinations: the Merritt College Challenge Examination or the ACT Proficiency Examination. There is no fee for MC Challenge Examinations. The student is responsible for any fees associated with the ACT Examinations. The ACT examination results may be accepted in other nursing programs. Any nursing course with a clinical component includes a clinical challenge examination, given only by faculty of Merritt College, and not associated with any fees other than those associated with any clinical placement.

**The Merritt College Challenge Examinations are as follows:**

**Nursing 1, Nursing 3A, Nursing 3B, Nursing 4A, Nursing 4B:** Students will be allowed three hours to complete the three-part examination.

Part I: This part of the examination tests students' proficiency in drug-dose calculations. This examination tests students' ability to convert from one system to another, to determine correct dosages of oral and parenteral medications, and to calculate drip rates for intravenous infusion. This examination must be passed at the same level as required by the instructor in the course.

Part II: This part of the examination tests students' skill in didactic content. This test is a multiple-choice examination. This test must be passed at 75%.

Part III: This part of the examination tests the students' knowledge of the nursing process and the ability to prepare and write nursing care plans by applying the nursing process. This test must be passed at 75%.

Additionally, the challenge for this course includes an examination in the clinical area that must be passed at 75%.

**Nursing 5:** The course instructor will determine time allowed for each examination.

Part I: This part of the examination tests students' proficiency in drug-dose calculations. This examination tests students' ability to convert from one system to another, to determine correct dosages of oral and parenteral medications, and to calculate drip rates for intravenous infusion. This examination must be passed at the same level as a Nursing 5 student, i.e. 100%.

Part II: This part of the examination tests students' skill in didactic content. This test is a multiple-choice examination. This test must be passed at 75%.

Part III: This part of the examination tests the students' knowledge of the nursing process and the ability to prepare and write nursing care plans by applying the nursing process. This test must be passed at 75%.

Additionally, the challenge for this course includes an examination in the clinical area that must be passed at 75%.

**Nursing 10:** The course instructor will determine the time allowed for the challenge examination. This test must be passed at 75%.

**Nursing 11:** The challenge examination tests the student's knowledge and judgment in understanding the law and ethical decision-making. This is a multiple-choice examination. One hour is allowed to take the examination and this test must be passed at 75%.

**Nursing 12:** This part of the examination tests the students' proficiency in drug-dose calculations. The examination tests the students' ability to convert from one system to another, to determine correct dosages of oral and parenteral medications, and to calculate drip rates for intravenous infusion. One hour is allowed to take the examination. This test must be passed at 75%.

**Nursing 13:** The challenge examination tests student's knowledge of drugs and their application. This is a multiple-choice examination of approximately 200 questions. Three hours are allowed to take the examination. This test must be passed at 75%.

**Nursing 14:** The challenge examination tests student's knowledge on medical nutrition and their application. This is a multiple-choice examination of approximately 90 questions. One and one-half hours are allowed to take the examination. This test must be passed at 75%.

**Procedure:**

All students interested in taking a challenge examination must complete an appointment with the ADN Director, to establish what examinations the student is eligible to take.

Merritt College Challenge Examinations will be administered any time before, but no later than the last eight weeks of each semester. All courses requiring a clinical challenge must be successfully passed before scheduling the clinical challenge. Clinical challenges must not be scheduled any later than eight weeks before the end of the semester before the one for which the student is seeking admission.

The ADN Director will arrange for the written challenge examinations. The examinations will be administered under the general supervision of the ADN office. Once the student has been directed to the appropriate faculty, the student is responsible for scheduling clinical challenge examinations in a timely manner.

Applicants must earn a 75% on all examinations or parts of examinations for successful completion, except that each nursing course will determine a pass rate for the math test component. The applicant will be notified of his/her grade by the nursing office.

Examinations and answer sheets are the property of Merritt College and will not be returned to the student.

Students who successfully complete the Challenge Examination as defined above will receive credit for the course challenged.

## ACT (AMERICAN COLLEGE TESTING) PROFICIENCY EXAMINATIONS

The ACT (American College Testing) Proficiency Examinations are as follows:

<b>Course</b>	<b>ACT Proficiency Examination</b>
*Nursing 1 Beginning Principles of Health Care	Nursing 427: Commonalities in Nursing Care - Area A  Nursing 428: Commonalities in Nursing Care - Area B  Nursing 403: Fundamentals of Nursing
*Nursing 3A Maternity Nursing	Nursing 453: Maternal & Child Nursing
*Nursing 3B Pediatric Nursing	Nursing 477: Health Restoration  Nursing 530: Health Support Area 1  Nursing 559: Maternity Nursing
*Nursing 4A Medical/Surgical Nursing	Nursing 554: Adult Nursing
*Nursing 4B Psychiatric Nursing	Nursing 503: Psychiatric/Mental Health Nursing  Nursing 577: Health Support Area II  Nursing 425: Health Restoration Area I
*Nursing 5 Advanced Medical/Surgical Nursing	Nursing 479: Differences in Nursing Care - Area A  Nursing 531: Differences in Nursing Care - Area B  Nursing 578: Differences in Nursing Care - Area C
Nursing 10 Leadership & Management	Merritt ADN Program Examination
Nursing 11 Ethics & Law for Nursing	Merritt ADN Program Examination
Nursing 12 Drug Dosage Calculations	Merritt ADN Program Examination
Nursing 13 Pharmacology	Merritt ADN Program Examination
Nursing 14 Nutrition and Diet Therapy in Nursing	Merritt ADN Program Examination

\*Denotes course requiring a clinical challenge examination.

### **Procedure:**

All students must complete an appointment with the ADN Director, to establish what examinations the student is eligible to take. ACT examinations are national exams administered at local sites.

Students must arrange to have the results of the ACT Proficiency Examination forwarded to the Merritt College ADN Program. All examinations must be passed with a grade of “C,” or at least 75%.

All courses requiring a clinical challenge must be successfully passed before scheduling the clinical challenge. Clinical challenges must not be scheduled any later than eight weeks before the end of the semester before the one for which the student is seeking admission. Once the student has been directed to the appropriate faculty by the ADN Director, the student is responsible for scheduling clinical challenge examinations in a timely manner.

Students who successfully complete the ACT Proficiency Examination as defined above will receive credit for the course challenged.

## **ADVANCED PLACEMENT FOR LVNS**

Merritt College has three (3) avenues for LVNs to continue their education to become eligible to take the National Council Licensure Examination (NCLEX-RN).

1. Apply to the program using the application process as stated in the Enrollment Procedure and/or challenge the course as stated in the Advanced Placement Policy.

2. Request the 30-Unit Option.

### Policy:

Licensed Vocational Nurses who have a current California license may take the California Registered Nurse Licensing Examination (NCLEX-RN) after completing no more than 30 semester units. This option requires completion of the following courses:

Biology 4 - Physiology or equivalent (5 semester units)

Biology 3 - Microbiology or equivalent (5 semester units)

Nursing 11- Law and Ethics (1 semester unit)

Nursing 4B - Psychiatric Nursing (4 semester units)

Nursing 10 - Leadership and Management (1 semester unit)

Nursing 5 - Advanced Medical-Surgical Nursing (9 semester units)

Students electing the “Thirty Unit Option” (BRN Regulation Sec. 2736.6) will not satisfy the Merritt College criteria for the Associate of Science Degree, and therefore will not be a graduate of the program and will not be eligible to wear the school pin. The transcripts of all students will reflect the basis by which they become eligible for licensing. Students electing the 30 Unit Option (BRN Regulation Sec. 2736.6) will do so on a credit [CR]/non-credit [NCR] basis. It should be noted that the “30 Unit Option” is unique to California and may not provide for endorsement into any other State.

Any student wishing to transfer into the generic nursing program in the degree tract may do so upon completion of the required pre-requisites, and on a space available basis. Placement into the program will be determined individually.

Procedure:

The student who wishes to select the 30 Unit Option must schedule an appointment with the program director. The student must supply a copy of his/her LVN license, and meet other criteria for admission into the program.

After a thorough explanation of the 30 Unit Option, the student declares knowledge of limited endorsement to the State of California. The student must sign the "30 Unit Option Waiver" signifying that they understand the subsequent licensing procedure. All students must read, agree with and sign the Advanced Policy Statement.

Students who elect the "Thirty Unit Option" will be admitted to all nursing courses on a space available basis only. Once admitted into this program, the student cannot convert into the advanced placement option.

Students will submit a completed physical examination including all immunizations and/or titers, complete blood count, serology, urinalysis, BLS/CPR, an evaluation of emotional maturity and other criteria as requested.

Student will be notified of space availability by the Nursing office.

Students must receive 75% or better to receive credit for all required courses.

3. Register for the LVN-RN Articulation courses

**Nursing 15-A and 15-B LVN Articulation** - *The Merritt College articulation courses **are not** currently being offered. For up to date information, please call the Allied Health Department.*

## RETENTION OF STUDENTS

**Policy:**

To continue in the nursing major, a student must meet the following qualifications:

1. All courses in the nursing major must be successfully completed with at least a 75% grade or better. (See Merritt College ADN Program Grading Standards below)
2. Students who receive an unsatisfactory grade (below 75%) in any component of a nursing course may not continue in the nursing program.
3. Withdrawals: A student may elect to withdraw. However, a student CANNOT REMAIN in the nursing program if they receive a "W" for any reason in any nursing course. It is the student's responsibility to withdraw from all nursing classes. *Nursing instructors do not withdraw nor add students.*
4. A student who withdraws or receives an unsatisfactory grade (below 75%) in a nursing course must repeat the course before continuing in the program per program policy.

5. Incomplete grade: Since one nursing course is a prerequisite to the next nursing course, a student who registers an incomplete for a course must complete the requirements of that course by the end of the sixth week of the following semester and/or per written agreement with the instructor. IF THIS IS NOT DONE, THE STUDENT WILL BE INELIGIBLE TO CONTINUE IN THE PROGRAM.
6. There will be yearly review and discussion of student attrition, in conjunction with student evaluations of courses. As a result of such discussion, the faculty may elect to implement change pertaining to admissions, program structure, course content, advisement and any other areas they deem appropriate.

**Procedure:**

1. When a student is having difficulty in any nursing course, as an adult learner, it is the student's responsibility to make an appointment with the nursing instructor to discuss problems/concerns. Third party participation is not allowed for requests or counseling, including relatives, pastors, attorneys, etc.
2. When a student requests assistance from an instructor, the instructor may initiate, but is not limited to, the following suggestions:
  - a. Refer student to Student Accessibility Services (SAS) and Learning Center.
  - b. Suggest specific interactive computer program.
  - c. Identify student and use the Early Alert system.
  - d. Refer to tutorial services.
  - e. Refer to nursing tutors.
  - f. Tutor in specific areas.
  - g. At the instructor's discretion, assign or suggest a peer study group.
  - h. Assign specific additional assignments and review with student.
  - i. Use study skills/learning lab.
  - j. Assignment of faculty advisors.
  - k. Refer the student to the Open Skills Laboratory.
  - l. Refer to ATI Program reviews, optional testing, and/or remediation.
3. When a student withdraws or fails a course, that student will be counseled by the appropriate faculty. A determination will be made as to possible or actual reasons for the withdrawal/failure. These reasons will be used to contribute to faculty discussion of attrition at the yearly meeting and as necessary.
4. Faculty will provide and share written counseling for the student. The faculty may designate specific remediation for the student. If specific remediation is required, this must be completed before the student is eligible to return to the program.

## **BASIS FOR DISQUALIFICATION FROM PROGRAM**

Once enrolled in the Nursing Program, students who receive any final nursing theory grades below "C" (below 75%) and/or "Unsatisfactory" in any clinical component will be disqualified from the program. In the interest of patient safety, students who earn below a 75 % during the pre-clinical portion of Nursing 1 (prior to the hospital clinical sequence) will also be disqualified from the program. The student will not be allowed to proceed to the clinical portion of Nursing 1.

A first year (Nursing 1) remediation plan may be available to allow qualified students to proceed on a probationary basis.

Students may be disqualified prior to the end of the semester, should their clinical performance fall below the acceptable standard of care and pose a substantial danger to the health and welfare of a patient or if the student violates any of the terms of a probationary/Plan of Correction (POC) agreement.

Students who are disqualified from Nursing 1, 11 or 12 must reapply to the program as a new student and are subject to the admissions criteria of the new class. Students who are disqualified from Nursing 3A, 3B, 4A, 4B, 5, 10, 13 or 14 and who desire re-enrollment must submit their request IN WRITING, at least 60 days prior to the start of the semester in which they intend to return, to the Faculty Committee ADN Program. Enrollment will be based on the committee's recommendation and the space available. A student who is disqualified a second time will be refused readmission.

## READMISSION TO THE ADN PROGRAM

### **Policy:**

All students who request readmission into the nursing program must complete any contractual agreements and notify the nursing program by May 1 for the fall semester and by December 1, prior to the start of the spring semester.

### ***Students who request re-admission have:***

- 1) received an unsatisfactory grade (less than 75%) in any nursing course or***
- 2) withdrew while performing at an unsatisfactory level in a clinical or non-clinical course, or***
- 3) received less than 75% in the theory component of a clinical course***

***The student will have only one opportunity to re-enter the nursing program.***

***Readmission is on a space available basis. Students will be required to retake both the theory component and clinical component of the unsatisfactorily completed subject/course.***

***Additionally, any student repeating a clinical course must repeat that course successfully prior to enrolling and taking a nursing non-clinical course in the nursing sequence.***

***Students who withdraw for non-academic reasons will be readmitted if there is space available by the readmission procedure.***

Students who have received a second unsatisfactory grade or unsatisfactory performance will not be readmitted into the program by the regular readmission procedure. Students will only be readmitted after the Faculty Committee as a whole has evaluated the applicant for readmission and found that there has been an intervening experience and evidence of acceptable remediation *prior to re-admission*. The faculty must find that the student is capable of successfully completing the nursing program.

***Students that are re-admitted to the program must adhere to and be held accountable to the current ADN Student Handbook; inclusive of policies, procedures and guidelines.***

***Students returning to re-take Nursing 1, Fundamentals must adhere to all current rules, policies, procedures and responsibilities of their current incoming class. Readmission to Nursing 1 (Fundamentals) is the second and final opportunity to matriculate through the nursing program.***

**Faculty Responsibilities:**

Faculty involved with the exiting student may make a contractual agreement with the student regarding appropriate remediation.

**Student Responsibilities:**

1. Submit a letter of intent to the Program Director.
2. Submit verification of completed contractual deficiencies, if applicable. The student must take recommended course(s) or other recommended modalities for remediation, and, if an academic course, achieve a "C" grade or better for readmission.
3. Resubmit a current medical exam and appropriate records of immunizations, including background check and drug testing if older than one year.
4. Submit a copy of current CPR (BLS) card and two-step PPD testing.
5. Third party participation is not allowed for requests or counseling, including relatives, pastors, attorneys, life coaches, etc.

**Please note: Re-entry is contingent upon the completion of non-clinical nursing classes in their correct sequence.**

**Director Responsibilities:**

The program director shall maintain a list of students who fit the above criteria. The director will make the determination of space-available positions and the students who have priority. At any given time, there are a number of students who wish readmission to the ADN program. In order to have a fair and equitable readmission policy, the faculty has determined that students will be readmitted in the following sequence:

1. Continuing sequence enrolled students in good standing.
2. Continuing students who have waited out a semester because the courses they needed were not offered in a continuous semester, in good standing.
3. Continuing students who have waited out as above, in poor standing or those seeking to return to the program after an absence.
4. Transfer students, advanced placement students.
5. 30 unit option students.
6. Foreign graduate students, requirements dictated by the Board of Registered Nursing.

Once the admissions for the semester are processed, the student will receive a letter confirming or denying space in the requested course.



## READMISSION FOR STUDENTS IN “UNSAFE” STATUS

The Faculty Committee, without student representatives, will evaluate applicants for readmission who were deemed unsafe. Only those students who are felt capable of completing the program successfully will be readmitted. Students who have been unsafe in any of the following areas will not be readmitted unless there has been an intervening experience showing evidence of remediation that is acceptable to the faculty:

1. Patient safety
2. Legal aspects
3. Medications
4. Calculations
5. Asepsis
6. Interpersonal relations

Once evidence of remediation is accepted by the faculty, readmission will be on a space available basis following the Readmission Procedure.

# SCHOLASTIC STANDARDS

## GRADING STANDARDS

The nursing program maintains strict scholastic standards.

Students must pass with a “C” (at least 75%) or better in all theory components of a nursing course and all clinical components must be passed with a grade of “Satisfactory” in order to progress in the nursing sequence.

**NOTE: Grades are not rounded thus a 74.999... is not a “C”.**

The grading standard of the ADN program is on an **ABSOLUTE SCALE** as follows:

Clinical Component	Theory Component	Grade
SATISFACTORY	90-100	A
	80-89	B
	75-79	C
	60-74	D
	59 and below	F
UNSATISFACTORY	90-100	D
	80-89	D
	75-79	D
	60-74	F
	59 and below	F

When the instructor becomes aware that a student is performing at less than a “Satisfactory” or “C” level the instructor will counsel the student. The student is also expected to recognize his/her

progress and to seek assistance. Students who receive an “Unsatisfactory” grade (below 75%), in any component of a nursing course, may not progress in the nursing sequence.

**The faculty has the exclusive right and responsibility to determine grades based upon their professional judgment. When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course. Pursuant of the California Education Code, the determination of the student’s grade by the instructor, in the absence of mistake, incompetence, fraud or bad faith shall be final.**

Changes approved by the Merritt College ADN Faculty and Student Representatives – Fall, 2008 and Spring 2009

## **REASONABLE ACCOMMODATIONS FOR DISABILITIES**

According to the California Code of Regulations (Title V), the Rehabilitation Act of 1973 (Section 504), and The Americans With Disabilities Act of 1990 (ADA), if a student is eligible for course adaptations or accommodations because of a documented learning, physical, or psychological disability, the instructor(s) will make every effort to accommodate disabilities and/or special needs. The student is responsible for providing each instructor (theory and clinical) with a copy of the letter from Merritt College Student Accessibility Services (SAS), outlining course adaptations or accommodations that need to be made. Accommodations or adaptations will not be made without SAS documentation. Receiving services and accommodations will not adversely affect your grade. In accordance with FERPA, this information will remain confidential.

Students who could benefit from the services offered by SAS, please contact a counselor in R-109, 510-436-2429, or go to our College website for more information: [www.merritt.edu](http://www.merritt.edu), click on "Student Services," and then click on "Disability Services Program."

## **STUDENT ATTENDANCE AND PUNCTUALITY**

Attendance, expected in all class sessions, clinical practice, including clinical conference, has strict attendance policies. All absences must be made up in accordance with clinical instructor guidelines. If the following guidelines for absences are exceeded, students will be required to meet with the ADN Faculty Committee to evaluate their retention in the program.

Nursing 1, 5: allow 2 clinical days in each course (maximum of two absences in Nursing 1 clinical settings). Students should refer to each course syllabus for specific assignments and policies.

Nursing 3A, 3B, 4A, 4B: allow 2 clinical days in each clinical rotation. Students should refer to each course syllabus for specific assignments and policies.

**STUDENTS MUST REPORT A CLINICAL ABSENCE TO THE UNIT OF THE HOSPITAL TO WHICH THE STUDENT IS ASSIGNED AND THE INSTRUCTOR, AT LEAST ONE HOUR PRIOR TO THE CHANGE OF SHIFT. ABSENCES MUST BE REPORTED AND RECORDED BY THE INSTRUCTOR.**

Any student who has a poor attendance record in terms of frequent lateness, requests to leave early, or absences will be evaluated to determine eligibility to continue in the nursing program. Tardiness and absenteeism will affect the student's ability to satisfactorily meet course requirements. Make-up work may be required for any or all absences. In case of illness, a clinical facility may require a specific clearance for return to the clinical area. It is also the prerogative of the nursing program to require a doctor's clearance, if it is deemed necessary.

Merritt College policy stipulates that NO ONE may audit classes. Consistent with this policy, students are not to bring visitors, children, or pets to class or the clinical area.

## LATE WORK

All assignments (including but not limited to Clinical Skills Laboratory, ATI testing, study guides, and presentations) must be completed and submitted on time. If assignments are not submitted on the day and time specified, it may reflect on the student's grade or the student's ability to meet course requirements. This applies to both clinical, theory and computer assignments. Students should refer to each course syllabus for specific assignments and policies.

## LATE EXAMS

All students are expected to take exams at the scheduled time. It is the student's responsibility to be in attendance for all scheduled exams. If a student does not take the exam as scheduled, points may be deducted from the examination by the instructor. Students should refer to each course syllabus for specific policies.

If a student is absent from any quiz or midterm, they will be expected to take the examination within one week. **IT IS THE STUDENT'S RESPONSIBILITY** to make contact with the instructor on or before the day of the exam to reschedule another date: otherwise no examination will be rescheduled. Percentage points may be deducted from the test grade. If the student does not take the make-up test on the agreed date, a grade of "0" will be assigned.

If absent from the final examination, a make-up examination must be made within two days. If not, a grade of "incomplete" will be given and the circumstance will be evaluated by the course faculty.

## HONOR SYSTEM

The students of Merritt College ADN program have a profound responsibility to themselves, to the public and to the nursing profession. The honor system is based on personal honesty and trust. It is an integral part of the nursing program. Every enrolled student is expected to support the system. Students are expected to be truthful at all times. Relaying any false information to instructors regarding self, patient, actions, instructor behaviors or the program or the college is a violation of personal honesty and trust and is cause for disqualification.

**Cheating is cause for disqualification.** Every nursing student will understand that the basis for this policy is the nursing program's and Merritt College's responsibility for protecting the lives of patients and safeguarding the public. Cheating will not be tolerated. There is zero tolerance for cheating in the Merritt College Associate Degree Nursing Program. If a student is found cheating,

he or she will receive an “F” in the course and ***will be subject to recommendations from the disciplinary committee which may include dismissal*** from the ADN Program for behavior which threatens the wellbeing of patients. Cheating is defined as helping another student answer the questions, comparing answers, checking someone else’s answer, looking at someone else’s test, allowing another person to look at your test, giving information to another student about the exam, fraudulence, dishonesty, copying, using any material or device to obtain assistance in answering a question or to check a question. Additionally, the scope of cheating is broadened to include impersonation. This includes someone who attempts to impersonate you, an instructor, college official or clinical employee either online, in person or in writing.

## CLINICAL EVALUATION

### INTRODUCTION:

In the clinical setting, students will be evaluated on a satisfactory/unsatisfactory basis. It is the faculty’s belief that satisfactory/unsatisfactory evaluation in the clinical setting will promote a greater atmosphere of learning in the clinical area, and provide more consistency in clinical evaluations.

**Clinical placements are based on judgment of faculty. We are not able to accommodate specific requests. Once an assignment has been made the student is not to make a change.**

A similar evaluation tool will be used in all clinical areas. Students must achieve a “satisfactory” in all clinical areas in order to progress in the nursing sequence. In order to receive a “satisfactory” grade on the evaluation tool, the student should be thoroughly familiar with all course objectives and criteria. The evaluation tool measures student performance in the following behavioral categories:

1. Application Of Scientific Principles
2. Patient Assessment
3. Communication
4. Performance Of Procedures
5. Medications
6. Application Of Principles Of Growth and Development In Caring For Children and Adults

Professional Attitudes and Behaviors - If a clinical instructor determines that a student is currently not achieving a “satisfactory” in any area, the student will be counseled on a regular basis.

The student should read the suggested readings and practice the required behaviors to help them prepare for the clinical evaluation. For the first half of each content area, the clinical instructor will coach, role model, counsel, encourage, discuss, critique and demonstrate the required behaviors.

During the second half, the instructor’s role will change into one of an examiner who observes, assesses, examines, remains impartial, oversees protocol and identifies competence. If the

student fails to demonstrate any criteria, they will achieve an “Unsatisfactory” grade in the content area.

### **ESSENTIAL BEHAVIORS:**

“Essential Behaviors” are behavioral patterns that must be demonstrated by all students throughout the entire nursing program in both the clinical setting and the skills laboratory. The categories of “essential behaviors” are: communication, patient safety, patient comfort, organizational skills, asepsis, and documentation. “Essential behaviors” are evaluated throughout the entire course, not only during a clinical performance evaluation.

### **COMMUNICATION:**

Communication is a dynamic, interactive process, consisting of a network of messages sent and received in short a long interchange.

“Therapeutic communication is student behavior which facilitates the Initiation, maintenance, and terminations of an effect nurse / patient relationship that promotes the growth, the application of the nursing process and improvement of patient care.

“Staff communication” is student behavior which demonstrates clear, concise, and accurate communication with health team members.

“Instructor communication” is student behavior which demonstrates clear, concise, and accurate communication with all nursing instructors.

## **HEALTH REQUIREMENTS**

For reasons of safety and of ethical concern for the health of students, patients, and instructors, the ADN program requires that all students obtain a pre-entrance physical examination and history. The examination must include but is not limited to a negative 2-step tuberculin skin test or chest x-ray, documentation of immunizations and titers including Hepatitis B series immunizations and drug testing. The results of these examinations are required by the clinical facilities used in the program. Students will be required to consent to the release of this information to the clinical facilities. The inability to comply with and successfully pass the initial and ongoing health screen requirements may result in the students’ inability to begin the clinical rotation and potential forfeiture of the student’s placement in the program.

Entry requirements to the nursing program include the submission of mandatory health record information. However, there is individual variation within each clinical facility for the required student documents. Clinical faculty will inform students of institutional specific criteria for health records. Students are responsible for ensuring that records are submitted timely and in accordance with each instructor’s request prior to the beginning of the clinical rotation. Failure of the student to submit the health records by the specified date as requested by the clinical instructor will result in the students’ inability to begin the clinical rotation and potential forfeiture of the student’s placement in the program.

In order to complete the required clinical instruction students are assigned to affiliated clinical agencies. All students must comply with the health requirements of the affiliated clinical agencies. On occasion, based on recommendations of the Department of Health Services (DHS), The Joint Commission on Healthcare Organizations (JCAHO), the Allied Health Personnel in Ophthalmology (JCAHLO), the Center for Disease Control (CDC), other local, Federal or State agencies, the agencies risk management and infection control departments and/or the Peralta District Risk Management, the health requirements for students may be revised or changed. Students are responsible for complying with any such changes.

**Students will not be admitted into the clinical agency until all health requirements are met.**

## **PATIENT SAFETY**

Patient safety is the condition of being safe and protected from hurt, injury, or loss. The student is expected to have preventive, safety measures to ensure that the patient/client is free from bodily and/or psychological harm. The following are examples of student behaviors that can cause a client to be physically injured or hurt:

Poor body mechanics, physical mishandling of clients, misuse of restraints, improper drug administration.

Failure to use side rails and other protective devices when indicated.

Failure to identify clients when administering drugs and performing procedure.

The following are examples of student behaviors that can cause a client to be psychological hurt or injured:

Denying clients and/or families access to individuals who can provide information and explanations pertinent their diagnosis.

Failure to explain adequately to a client/family a therapeutic procedure.

Failure to include or respect cultural beliefs and practices that have been identified as pertinent to client's well-being.

Infringement of client's right to privacy and confidentiality.

## **PATIENT COMFORT**

Comfort is the sense of well-being, or freedom from pain or irritant. Comfort is a second-level need in Maslow's hierarchy of needs, coming after primary needs such as hunger, respiration, and circulation.

The following are examples of student behaviors, which provide physical comfort.

- Keeping patient free from irritants, maintaining patient's position of comfort and proper alignment.

- Providing a pleasant environment.
- Providing measures to relieve discomfort and pain.
- The following are examples of student behaviors which reflect psychological comfort:
- Accepting patient as a unique individual in a non-judgmental way.
- Listening actively.
- Providing emotional support.

## ORGANIZATIONAL SKILLS

Organization is the process of functioning in an orderly and timely manner. Organizational skills are those students' behaviors, which reflect the application of the nursing process: assessment, planning, implementation, and evaluation.

The following are examples of student behaviors that demonstrate organizational skills:

- Setting appropriate goals and priorities.
- Timely, systematic and effective methods of care.

## ASEPSIS

Asepsis is the state of being free of pathogens (disease causing microorganisms). Medical asepsis reduces the number of microorganisms present and prevents their spread.

The following are examples of student behaviors that require medical asepsis:

- Hand washing
- The administration of oral medications.
- Surgical asepsis keeps objects and areas free from all microorganisms.
- The following are examples of student behaviors which require surgical asepsis:
- Inserting and positioning an indwelling catheter
- Sterile dressing change.

### DOCUMENTATION:

Documentation is a process of recording pertinent information. Student behavior that demonstrates nursing documentation includes recording data using acceptable medical terminology, in a neat, legible, and accurate manner.

## UNSAFE PERFORMANCE/PATIENT ENDANGERMENT

In the clinical laboratory class, the nursing student practices under the immediate supervision of his or her nursing instructor. The student is directly responsible to the clinical instructor. The clinical instructor has the responsibility and authority to remove a student from the clinical laboratory class and dismiss a student from the ADN program when, in the instructor's professional judgment, **the instructor has determined that the student's clinical performance falls below the acceptable standard of care for a patient and poses a substantial danger to the health and welfare of a patient.** A student who is dismissed from the program for unsafe performance/patient endangerment will not be readmitted into the program unless he or she meets the readmission requirements.

A student who exhibits behavior that may be due to impairment by alcohol or drug abuse or emotional illness may also be removed from the clinical laboratory setting and dismissed from the program for unsafe performance/patient endangerment. The student will not be readmitted into the program unless there is evidence that the student has had treatment or rehabilitation to correct the illness. Readmission will be pursuant to the Readmission Policy and Procedure.

## REMOVAL OF STUDENT BY CLINICAL AGENCY

Students must abide by the policies, procedures, and standards set by the clinical agency where they receive their clinical training. If an agency removes a student from the clinical area after making a determination that while in the course of his or her clinical rotation, the student has acted or failed to act so as to violate the policies, procedures, or standards of care set by the agency, the student will immediately be requested to leave the clinical agency by the clinical instructor or program director.

The instructor will make an assessment of the facts and determine with the Program Director whether cause exists to dismiss the student from the Merritt College ADN Program.

## REMOVAL OF STUDENT BY CLINICAL INSTRUCTOR

**Policy:** The clinical laboratory instructor(s) of the Peralta Community College District's Allied Health Department has the responsibility and authority to evaluate, assess, and grade the academic performance of a student consistent with clinical standards defined in the program.

### IMMEDIATE DISMISSAL

The instructor has the responsibility and authority to remove a student from the clinical laboratory class and dismiss a student from the program for cause. For purposes of this policy, "cause" is defined as where, in the instructor's professional judgment, the instructor has determined that the student's clinical performance falls below the acceptable standard of care for the patient as outlined in the program objective and evaluation requirements and poses a substantial danger to the health and welfare of the patient.

An instructor may immediately remove a student under this policy where the student's performance poses an immediate and substantial danger to the health and welfare of the patient and where pre-removal written notice is impracticable. In that situation, and where practical, the instructor should provide the student with an oral explanation of the reasons for the removal and complete the written notice within two days.

In the situation where the instructor concludes that cause exists for removal and dismissal from the program, where prior counseling has not led to improvement in the student's clinical performance, and where there is substantial but not immediate danger to the patient, the



instructor may remove the student upon providing the student with written notice of intent to dismiss.

## **INTENT TO DISMISS**

This policy and its procedure are to be used when a student's clinical performance is unsatisfactory but does not pose an immediate substantial danger to the health and welfare of patients.

Where the instructor removes the student without advance written notice of intent to dismiss, the Program Director will be notified and a meeting will be held to discuss next steps.

The written notice of intent to dismiss shall set forth the facts giving rise to the decision to remove the student, the reasons for the dismissal and summarize any prior counseling given to the student. The notice shall be hand delivered to the student or mailed by certified mail, return receipt requested.

If it is the professional judgment of the clinical instructor that the student has violated college, program, course or clinical agency requirements or policies, the policy and procedure for violation of the college and/or program's policies shall apply.

If it is the professional judgment of the clinical instructor that the student's performance does not fall below the acceptable standard of care as outlined in the program objectives and evaluation requirements and/or course objectives and requirements or violate or violate the college or program's policies to warrant dismissal, the program shall make a good faith effort to find an alternative clinical agency that the program has an agreement with in order for the student to complete course and clinical objectives and requirements. If the program cannot find an alternative placement for the student, the student will be placed on leave. It shall be the responsibility to locate an alternative clinical course that is equivalent to the course from which the student was dismissed. While the program may assist the student in locating an equivalent course/clinical placement, in this rare and unusual circumstance, the program cannot guarantee that an alternate equivalent placement can be provided.

*Approved by the ADN Faculty and Student Representatives, subject to review by College and District Administration, July 2009.*

## **STUDENT APPEAL OF DISMISSAL FOR CLINICAL PERFORMANCE**

Upon receipt of the notice of intent to dismiss, the student may request an immediate hearing under Section 11 of the procedures of this policy, if such request is made in writing within three days of receipt of the notice. Alternatively, the student may elect to appeal the removal and intent to dismiss through the District's "Student Academic Grievance Hearing Procedure", as provided in Section 11 of the procedure of this policy.

A student who requests an immediate hearing under Section 11 of this procedure will be allowed to attend all classes except clinical laboratory classes until a finding is made by the Allied Health Student Grievance Committee. If the Committee's finding recommends that the instructor's decision be upheld, and this finding is accepted by the Dean of Student Services (or appointed designee), the student may continue the appeal procedures under this Policy but shall not be allowed to attend further classes. If the Committee finds that the instructor's decision was without cause as defined above or based on mistake, fraud, bad faith, or incompetence, and this finding is accepted by the Dean of Student Services (or appointed designee), the student may continue to attend classes except for clinical laboratory classes, pending any appeal made by the instructor.

A student who successfully appeals the removal and dismissal decision shall be reinstated into the program and his/her academic record will be expunged of references to the decision. The college shall provide the student with assistance in making up any clinical training lost during the appeals process.

A student who is dismissed from the program may apply for re-admission pursuant to program policy which may require evidence of remediation.

**Definitions:**

"Days" shall mean working days of the District.

"Cause" is defined in Board Policy 4.44

"Mistake," "fraud," "bad faith," or "incompetence" shall be as interpreted under Education Code Section 76224.

## **CLINICAL PROBATION POLICY**

During the midterm grading period an instructor has the option to place a student on "Warning Status", to alert them to areas needing improvement **as outlined in the evaluation rubric** prior to the end of the clinical grading period.

At the end of the clinical grading period, where the clinical instructor assesses that improvement is necessary in a specific area they may give the student a probationary grade in that area. This is not to replace an unsatisfactory grade but will be used in a situation where the student passes just minimal criteria.

**A student is allowed to be on 'clinical probation' once while in the nursing program.**

A probationary grade will result in continued evaluation in that area by the next instructor. If a student receives a probationary grade he/she will meet with the evaluating instructor and the next instructor. During this meeting, a contract will be formulated by the three parties. If the student fails to meet the provisions of the contract in the next rotation, they receive an unsatisfactory grade in that course for the clinical grade. Additionally, failure to meet the contract provisions could result in immediate dismissal as 'unsafe' for failure to meet 'Essential Behaviors.'

# CLINICAL STATUS TERMINOLOGY

**'SATISFACTORY'**: Student demonstrates satisfactory achievement of all criteria on the clinical evaluation tool by the final evaluation (based on the clinical objectives of each content area).

**'UNSATISFACTORY'**: Student's failure to demonstrate an acceptable standard in any of the criteria (based on the clinical objective of each content area).

**'ESSENTIAL BEHAVIORS'**: Behavioral patterns that must be demonstrated by all nursing students throughout the entire nursing program whenever the student is in the clinical setting (including skills laboratory). The categories of essential behaviors include: communications, patient safety, patient comfort, organizational skills, asepsis, and documentation. 'Essential behaviors' are evaluated throughout the entire clinical rotation, not only during clinical demonstrations.

**'UNSAFE BEHAVIORS'**: is any action or inaction on the part of the student that poses a substantial danger to the health and welfare of the patient. The clinical instructor has the responsibility and authority to remove a student from the clinical setting and dismiss a student from the program for cause.

*See individual course syllabi for specific evaluation forms.*

# CODE OF CONDUCT

All students enrolled in the Merritt College ADN Program are expected to strictly adhere to the Merritt College Student and Due Process Policy and the Student Rules for Student Conduct.

In addition, students who are enrolled in the Merritt College Associate Degree Program must adhere to a strict code of conduct because of the professional nature of the program of study. Students who are seeking to become health care professionals must demonstrate behavior consistent with that of a professional nurse. As such, all students enrolled in the Merritt College ADN Program are expected to conduct themselves at all times as professionals while in the classroom, the simulated clinical skills and computer laboratories, the hospitals/clinical agencies with which the program has an affiliation, and in the allied health and instructor's offices.

Students are expected to display courteous and respectful behavior when interacting with each other, allied health instructors, the program director and staff, employees of affiliated hospitals/clinical agencies and other members of the health team. All students are expected to conduct themselves in a manner that demonstrates respect for the rights and responsibilities of other students, instructors, administrators, clerical staff, hospital/clinical agency administrators and employees, other members of the health care team and clients/patients and their families and visitors.

Students must adhere to rules and regulations of the Peralta District, Merritt College, the Allied Health Program, the Merritt College ADN Program, each of the nursing courses, nursing faculty, the affiliated hospitals/clinical agencies and units, the simulated skills laboratory and the computer laboratory. Students are required to follow the instructions and directions of the program director and/or assistant program director, college administrators, instructors and staff, and the hospital/clinical agency administrators and staff, physicians and other members of the health team when acting in the performance of their duties and responsibilities.

Failure to abide by the Merritt College ADN Program's Code of Conduct will result in disciplinary action up to and including dismissal from the Merritt College ADN Program.

Conduct which may result in disciplinary action includes but is not limited to the following:

1. Theft of College or Hospital/Clinical Agency property.
2. Violation of patient/client confidentiality (HIPPA).
3. Leaving the clinical agency or simulated lab without reporting off as instructed (abandonment of patients).
4. Cheating, plagiarism, alteration or misuse of college or hospital/clinical agency documents, records, equipment or computer data.
5. Tape recording, using electronic listening devices, copying, or other data collection devices to record medical information about clients/patients or their families, improper use of information including information contained in hand written notes, PDA's, or other data collection methods obtained for use to prepare or care for assigned patients.
6. Photocopying any document containing patient information obtained while assigned to a hospital or clinical agency.

7. Tape recording or using an electronic listening device of an instructor without her/his knowledge or consent in the classroom, clinical areas, clinical or computer laboratory or in the allied health department or faculty offices.
8. Improper use of tape recordings or other electronic listening or recording device permitted because of a documented disability requiring the use of tape recorders or electronic devices.
9. Physical or verbal insults, threats, profanity, ethnic or racial slurs, or unprofessional interactions or comments with other students, faculty, staff, clients/patients or their families, and/or employees of affiliated hospitals/clinical agencies at hospital/clinical agencies, the simulated clinical laboratory, computer laboratory, classrooms, or in the program or faculty offices.
10. Violation of the Merritt College Associate Degree Finger Nail Policy, substance abuse and/or drug testing policy, background check policy.
11. Violation of Merritt College Associate Degree HIPPA Policy.
12. Verbal or physical behavior which obstructs or disrupts teaching, learning, patient/client care, or the administration of the nursing program;
13. Furnishing false or misleading or altered information or documents to the Merritt College ADN Program, program director, assistant director, instructors and/or affiliated clinical agencies.
14. Communication with an employee/administrator of an affiliated hospital/clinical agency without the approval of the instructor (including but not limited to requests to use equipment, supplies, copy machines, telephones, hospital parking, or other special services or privileges.
15. Making a false or misleading allegation against another student, a faculty member, the program director or staff including allegations made in letters, telephone, this includes anonymous communications.
16. Any discussion of clinical, classroom or laboratory experiences on any public domain on the internet; including social media posts marked public or private.

*Approved by ADN Faculty and Student Representatives*

## **SUBSTANCE ABUSE**

The use of, or being impaired by, alcoholic beverages and/or illegal drugs by a student at either Merritt College or in the clinical setting is prohibited.

The use of, or being impaired by, legally prescribed drugs which modifies the behavior of a student sufficiently to result in unsafe patient care is prohibited.

A student who is impaired by alcoholic beverages and /or legal or illegal drugs compromises his/her position as a student of Merritt College ADN program. The student may be subject to disciplinary measures from Merritt College, including dismissal from the ADN program.

## **DRUG TESTING**

All students enrolled in the Merritt College ADN Program are subject to drug testing under the following conditions:

### **1. Requirement of Affiliated Agencies**

All students are subject to the requirements of the clinical agencies which the Merritt College Associate Degree Program has contracted with for clinical placement of students. All students will be required to submit to drug testing pursuant to Fall admission criteria of the ADN Program. This shall be at the student's own expense (the cost is included with the background check).

### **2. Demonstrated Behaviors Indicative of Impairment**

- A. A Merritt College ADN Student whose behavior appears to be impaired due to the possible use of illegal or legal substances or medical reasons while in the clinical agency or laboratory to which the student is assigned will be immediately removed from the clinical area by the clinical instructor, the ADN Program Director, the ADN Assistant Program Director, or the Division Dean. The student will be informed of the reason for the removal and informed not to return to the clinical area until advised in writing by the ADN Program Director, the ADN Assistant Program Director, or the Division Dean that he or she will be allowed to return to the clinical area.
  
- B. A Merritt College ADN Student whose behavior appears to be impaired which is due to the possible use of illegal or legal substances or for medical reasons while on the Merritt College Campus will be informed by the ADN faculty member, ADN Program Director, the ADN Assistant Program Director, or the Division Dean that he or she has been placed on leave from the clinical area, of the reason for the removal of the student from the clinical area and that he or she may not to return to the clinical area until advised in writing by the ADN Program Director, the ADN Assistant Program Director, or the Division Dean that he or she will be allowed to return to the clinical area.
  
- C. All students who enter the Merritt College ADN must confirm that they will not ever enter the clinical area when impaired due to the use of legal or illegal substances or a medical condition which has the potential to impair functioning and pose a risk to patients. If a student uses substances or has a medical condition which could result in impaired functioning, the student must report this to his or her clinical instructor, the ADN Program Director or the ADN Assistant Program Director. When a member of the ADN faculty, the ADN Program Director, the ADN Assistant Program Director becomes aware that a student is using substances which are known to cause impaired functioning or has a medical condition known to cause impaired functioning, the student will be informed by the clinical instructor, ADN Program Director, the ADN Assistant Program Director, or the Division Dean that he or she has been placed on leave from the clinical area, of the reason for the removal of the student from the clinical area and that he or she may not to return to the clinical area until advised in writing by the ADN Program Director, the ADN Assistant Program Director, or the Division Dean that he or she will be allowed to return to the clinical area.

### **3. Unsafe Performance/Patient Endangerment**

**When the behavior occurs while in the clinical area, if it is the professional judgment of the clinical instructor that the student's behavior has posed or poses a potential substantial risk to the patients/clients in the clinical agency, the student shall be dismissed from the Merritt College ADN Program pursuant to the clinical dismissal policy for unsafe performance/patient endangerment.**

When the behavior does not occur in the clinical area or if it occurs in the clinical area but it is the professional judgment of the clinical instructor that the student's behavior has not posed or does not pose a potential substantial risk to the well-being of the patients, the student will be removed from the clinical area and referred for immediate (within 24 hours) drug testing.

If the student refuses immediate drug testing, the student will be dismissed from the Merritt College ADN Program.

If the results of drug testing are positive, the student will be removed from the Merritt College ADN Program for violation of the substance abuse policy and because the student poses a substantial potential risk to the well-being of the patients/clients in the clinical agency. In order to return to the program, the student must submit a remediation plan acceptable to the entire nursing faculty and complete the remediation as planned. The plan will include evidence of negative drug testing. Upon readmission the student must agree to periodic drug testing.

If the results of the drug testing are negative, the student must submit a report from the student's medical provider indicating the reason for the apparent impaired function along with necessary clearances that the medical condition no longer poses a risk of impaired function and the student is safe to return to the clinical area. Additionally, the student may be subject to discipline up to and including dismissal from the Merritt College ADN Program for behavior which violates the Merritt College ADN Program Student Conduct Policy and/or the Merritt College Student Conduct Policies.

## **STUDENT OBLIGATION REGARDING USE OF CHEMICAL AGENTS OR A MEDICAL CONDITION**

While enrolled in the Merritt College ADN Program, all students are expected to abstain from the use of drugs or alcohol that has the potential to impair function, thinking, understanding or behavior. It is the obligation of all students to inform their clinical instructor, the ADN Program Director, or the ADN Assistant Program Director if they have a medical condition or an addiction or are under the influence of drugs or alcohol which has the potential to impair behavior or functioning, thinking or understanding. Students must be free of the influences of drugs or alcohol which have the potential to impair functioning while in the Merritt College Associate Degree Program offices, classrooms, Skills Laboratories, Computer Laboratories, and in the affiliated clinical agencies.

*Reviewed by the ADN Faculty and Student Representatives and approved subject to recommendations from the Merritt College and Peralta District Administration and Legal Counsel – May, 2009*

## **DRESS CODE REQUIREMENTS FOR CLINICAL FACILITIES**

Students in the ADN program are required to wear a specific style of uniform designated by the nursing program. Each student is responsible for purchasing enough uniforms to allow for a clean uniform each day in the clinical area.

Students are expected to know what is appropriate and acceptable attire and grooming. Students are advised to avoid extremes in clothing or grooming that is not suitable for hospitals. Each student is required to use personal discretion regarding appropriate dress in the interest of good grooming and personal safety.

Students shall adhere to the “Dress Code Requirements for Clinical Facilities”. Failure to adhere to these requirements can result in dismissal from the clinical agency and the ADN Program.

### **Dress:**

Uniform: Clothing and shoes must be clean, in good order and neat at all times. Merritt College name pin must be worn.

Street Clothes in the clinical setting: Clothing and shoes must be clean and in good order and neat at all times. No Blue Jeans or Denim.

Hose: White or a skin shade. Textured or embroidered hose are not to be worn. Full-length hose are to be worn with a skirt. Full-length hose or knee length stockings may be worn with pants.

Shoes: Medium, flat or wedged heel, all white leather shoe that should be soft to control noise. Tennis or running shoes (made of canvas or cloth), clogs, sandals, moccasins, or boots may not be worn. No colored logos. Leather only.

Jewelry: Jewelry is to be limited in the interest of good grooming and personal safety. Restricted to a wrist watch or pendant watch; engagement and wedding ring or small ring; button type earrings for pierced ears (no dangling earrings etc.). Earrings (one per ear lobe) should be of the stud/button nature and not extend beyond the ear lobe. No other rings/studs are allowed (eyebrow, nose, tongue, etc). No body jewelry allowed; ex: tongue rings, nasal jewelry, ear cartilage jewelry, eyebrow jewelry, ear bars.



Tattoos/Body Art: will be covered during all clinical and skill activities. Follow your instructor/clinical institution's guidelines.

**Grooming:**

Hair: Clean and neatly combed. Long hair must be controlled in such a manner as to prevent it from falling forward or into the face when bending or stooping. If hair is not properly controlled, hairnets will be required in the interest of personal grooming, safety, and hygiene.

# HANDWASHING AND FINGER NAIL POLICY

Handwashing is the single most important procedure for preventing health-care acquired infections. Handwashing results in a reduction in the transmission of potential pathogens on the hands and reduces patient morbidity and mortality from health care acquired infections. Artificial nails and nail tips are more likely than natural nails to harbor pathogens that can lead to health acquired infections.

Merritt College ADN Program has adopted the following mandatory policy for all students in the ADN Program.

All students shall wash their hands at the following times when in the clinical setting:

- A. At the start of the tour of duty,
- B. Before and after direct contact with patients, blood or body fluids, mucous membranes, non-intact skin, or objects likely to be contaminated,
- C. Before eating, drinking, smoking, after using the rest room, after coughing and sneezing,
- D. After removing gloves.

The choice of plain soap, antimicrobial soap, alcohol-based hand rub, or surgical hand scrub should be based on the degree of hand contamination and whether it is important to reduce and maintain minimal counts of resident flora, as well as to mechanically remove transient flora on the hands of health care personnel. Soap from wall mounted dispensers is to be used for routine handwashing. Bar soap is not acceptable.

The natural nails of students are to be kept short, i.e. not extending beyond the tips of the fingers. Artificial nails and nail tips are prohibited.

ADN students shall follow the specific handwashing policy and procedures of the clinical agency to which they are assigned in addition to, not as a substitute for, the Merritt Rules stated above.

Students who fail to comply with this policy will immediately be removed from the clinical laboratory setting until the student is in compliance with the policy. The student will receive an unsatisfactory evaluation for the period of time missed from the clinical rotation. The student will also be subject to the Student Attendance and Punctuality Policy and the Unsafe Performance/Patient Endangerment Policy found in the Merritt College ADN Program Student Handbook

# UNIVERSAL PRECAUTIONS

Merritt College ADN Program will follow the accepted standards of care affiliated institutions with regards to Universal Precautions. Therefore, nurses must use precautions with blood and body fluids from all patients to protect themselves from exposure to the HIV virus. These precautions also protect against infectious organisms.

Handle the blood of all patients as potentially infectious.

Wash hands before and after all patient and specimen contact.

Wear gloves for potential contact with blood and body fluids.

Wear gowns when splash with blood or body fluids is anticipated.

Wear mask for TB and other respiratory organisms. (HIV is not airborne).

Wear protective eyewear and mask if splattered blood or fluids is possible (e.g. bronchoscope, oral surgery).

Place used syringes immediately in nearby impermeable container, do NOT recap or manipulate needle in any way.

Treat all linen soiled with blood and/or body secretions as infectious.

Process all laboratory specimens as potentially infectious.

Place resuscitation equipment where respiratory arrest is predictable.

Before a student will be assigned to a patient with a known infectious disease, the student will be required to have prior experience, supervised by the instructor, with Universal Precautions isolation techniques.

# DEPARTMENTAL COMMUNICATIONS

In order to establish a communications network, all students MUST keep a current telephone number and email address on file in the Allied Health office. Additionally, the clinical agencies with which the Merritt College ADN Program has affiliations require contact information on all students who have a clinical placement in their agency. Students must agree to the release of this information to the clinical agencies. There are several avenues of communication open to students.

- 1) Each class elects officers and/or representatives to attend faculty meetings, interact with faculty on a regular basis, and discuss problems and concerns. Each class holds regular meetings led by class officers. In addition to class meetings, some classes publish a monthly newsletter where information is shared.
- 2) Announcements are posted regularly on a designated student communication location .
- 3) Electronic communication is our most effective means of immediate communication. Therefore, having a current Merritt College email address that is regularly checked increases the ability to communicate in a timely fashion. **NOTE: The ADN will not use Facebook, Twitter or any other similar social internet website as a means to communicate or disseminate information to students.**

## APPENDIX

## 2018 ADN Program Admissions Brochure

### GENERAL INFORMATION

The Merritt College Associate Degree Nursing (ADN) curriculum is a two year program. The program is accredited by the California Board of Registered Nursing and is designed to prepare students for entry level Registered Nursing positions. Upon successful completion of the ADN program, students are eligible to take the state licensing examination for registered nurses. The course of study includes instruction in applied nursing sciences, related natural and social/behavioral sciences, and clinical nursing experience in hospitals and healthcare facilities located in the San Francisco Bay Area.

Applications are accepted from **February 5<sup>th</sup> through March 8<sup>th</sup>** for the ADN class entering in the Fall. Postmarks are not accepted. Students may apply only **once** during the academic year, and duplicate applications for the same year will result in disqualification.

### STEP 1. GROUP A COURSE REQUIREMENTS PRIOR TO APPLICATION

**All** of the following courses must be satisfactorily completed at an accredited college or university, prior to submitting the application. This coursework must be documented by official transcripts and included in the application packet. The following **Biology** coursework must be completed with an overall **GPA of 2.5 or above**. **All English** coursework must be completed with an overall **GPA of 2.0 or above**. A grade of 'C-' (70%-74.99%) is not acceptable. Each Core Biology class must be completed with a minimum C grade.

To assure that courses taken outside of Peralta District are equivalent to Group A course requirements, it is highly recommended that applicants meet with a college counselor prior to submitting the application packet. **Online and Hybrid classes** are not accepted for Core Biology classes. All Group A classes receiving a grade of "Credit" or "Pass" instead of a letter grade will be calculated as a "C".

#### Group "A"

- **BIOL 20A** - Human Anatomy and Physiology with Lab (5 units)
- **BIOL 20B** - Human Anatomy and Physiology with Lab (5 units)

**OR**

- **BIOL 2** - Human Anatomy with Lab (5 units)
- **BIOL 4** - Human Physiology with Lab (5 units)

**AND**

- **BIOL 3** - Microbiology with Lab (5 units)
- **ENGL 1A** - Composition and Reading (4 units)

*(ENGL 1A Composition and Reading will not be substituted/waived by any other course.)*

**Please Note:** Do not submit any transcripts for Group A courses in progress. **Your application will not be considered if any Group A courses are in progress.**

## **STEP 2. APPLICATION PROCEDURE FOR FALL 2018**

**Please adhere to the following in submitting your application packet.** Any falsifications in the application packet will result in disqualification.

Step 1. Complete all academic requirements for admission.

Step 2. Obtain official sealed transcripts from **ALL** colleges attended. Transcript requests from previously attended colleges should be made well in advance of the application deadline. **All official college transcripts in original sealed envelope (only unofficial Peralta Colleges accepted); and MUST BE ATTACHED to the application upon submission. Do not have transcripts sent directly to the Allied Health/Nursing office – they will not be processed.**

Step 3. For pre-requisite coursework outside of California, attach a copy of the catalog course description to your application. **Applications will be deemed incomplete without it.**

Step 4. Foreign college transcripts must first be submitted to an international evaluation service for translation and to determine course equivalencies prior to application submission.

Step 5. Submit only the completed application along with transcripts and out of state catalog course descriptions to Merritt College, Building S, Room 333 by **4 PM on March 8th, 2018**. Office hours are 9 AM – 4 PM.

**NOTE: DO NOT SUBMIT return envelopes, letters, certificates, or other documents.**

**Postmarks & faxes will not be accepted.** The ADN department is not responsible for any lost or misdirected applications, transcripts, or documents that are not hand-delivered (i.e. mailed, courier service, or other delivery methods). Therefore, the ADN department **WILL NOT** be able to verify receipt or delivery.

## **STEP 3. SELECTION PROCEDURE**

All application packets will be processed using the following procedure:

**Phase 1.** Group A Coursework – All applications submitted by the deadline will be reviewed for completion, including Group A prerequisites, core Biology GPA = 2.5+, and English GPA = 2.0+.

**Phase 2.** *Chancellor's Advisory Model* – Merritt College Associate Degree Nursing program has instituted the CA State *Chancellor's Model for Enrollment in Associate Degree Nursing Programs*. The *Model* uses a formula that takes into calculation four key areas:

1. Overall cumulative GPA from **all** colleges attended
2. Overall cumulative GPA from **all** college level English courses
3. Core Biology GPA (Anatomy, Physiology, and Microbiology)
4. Core biology course repetitions\*

\*Core Biology course repetitions will adversely affect your overall score. [i.e. each repetition deducts from your Chancellor's Score, and three repetitions eliminates your chance of receiving the required 80%]. ALL repetitions count, regardless of the grade. A, B, C, D, F, or W ("withdraw"), is counted as a repetition.

NOTE: Merritt College ADN does not have a “Recency Requirement”, i.e. biology courses are not required to be in a recent time frame.

Each application is assessed using the *Model* formula to yield a percentage cut score. Applicants who receive an **80%** or above, will be considered eligible to continue in the application process.

**After Phases 1&2** - *Students will be notified of their application status by email or USPS. The letter will explain if the applicant will be eligible to continue to Phase 3. It is the student’s responsibility to notify ADN of address changes. If you have not received a response by **April 27<sup>th</sup>**, send an email to [ADNadmissions@peralta.edu](mailto:ADNadmissions@peralta.edu). Applicants can also check the website for status updates at [www.Merritt.edu/wp/NURS/](http://www.Merritt.edu/wp/NURS/)*

**Phase 3.** Test of Essential Academic Skills (ATI TEAS v. 6) – You will be notified requesting to have your TEAS 6.0 scores sent electronically from ATI at your own expense. TEAS v.6 is a new version of the TEAS exam. We are no longer accepting TEAS 5.0 scores. We accept only **FIRST TIME** TEAS 6.0 scores.

**DO NOT SUBMIT TEAS SCORES UNTIL DIRECTED TO DO SO – you will waste your money, as your submission will be disregarded.**

For more information about the **TEAS** testing locations, please visit [www.ATItesting.com](http://www.ATItesting.com). Applicants may purchase review materials and request submissions of prior TEAS results through this website.

**Phase 4.** Lottery - After passing Phase 3, qualified applicants will be entered into a lottery on **May 24<sup>th</sup>** to determine the admitted class. Students will be notified of their admission status by email or USPS within 10 days of the lottery. If you have not received a response by **June 5<sup>th</sup>**, send an email to [ADNadmissions@peralta.edu](mailto:ADNadmissions@peralta.edu).

**Phase 5.** **Mandatory ADN Orientation** – All students selected for admission will be required to attend a mandatory orientation for the program on **June 12<sup>th</sup> 2018**. Failure to attend will result in immediate disqualification of the applicant.

#### **STEP 4. ENROLLMENT / ADMISSIONS ELIGIBILITY**

All students selected for admission into the ADN program for Fall 2018 are required to adhere to the following requirements. **DEADLINE August 20, 2018**. Failure to meet the deadline or comply with additional admission requirements will result in forfeiture of your space.

1. Apply for admission to Merritt College, by following the instructions given during the **ADN Orientation**.
2. Complete the Student Health Screening Information detailed during the **ADN Orientation** documenting a recent physical examination. All medical/physicals exams must be done at the applicant’s expense and in accordance with the guidelines stipulated at the **ADN Orientation**.



3. Obtain CPR certification for “BLS Healthcare Provider” from the American Heart Association which is current within one year of admission to the program. Certification is **only accepted from the American Heart Association** and must remain current throughout the length of the program.
4. Undergo a criminal background check & drug screening (details received at **ADN Orientation**). *In accordance with Regulation 480 of the Board of Registered Nursing, if you have been convicted of any offense other than a minor traffic violation, you may not qualify to be licensed as a registered nurse. If you have any questions regarding this matter, please contact the California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100. For more information go to the California Board of Registered Nursing website – <http://www.rn.ca.gov/applicants/lic-faqs.shtml#disc>*
5. Show proof of **positive titers** for the following tests: Varicella, Mumps, Measles, Rubella, Hepatitis A and Hepatitis B. The entire series of Hepatitis B must be completed by **August 20, 2018**. *Waivers will not be accepted.*
6. Show evidence of 2-step TB test (annually) by **August 20, 2018**. If positive, show results of chest x-ray. QuantiFERON Gold TB tests are accepted.

## **REQUIREMENTS FOR GRADUATION - GROUP B**

Although Group “B” courses meet Graduation Requirements and can be completed prior to or after admission into the ADN Program, **it is highly recommended that these courses be completed prior to admission into the program**. Each Group “B” course must be completed with a grade of “C” or above (letter grade only) “C-” **is not acceptable**. The minimum unit requirement for the Associate degree is 19 units; some of these requirements can be met by the Group “A” prerequisite courses. **Computer Literacy and Ethnic Studies** are degree requirements that must be completed (**no exceptions or waivers can be applied**) even though they are not required by the BRN for licensure. All other B courses are required for licensure.

To assure that courses taken outside of Peralta District are equivalent to Group B course requirements, it is highly recommended that applicants meet with a college counselor to insure that the Graduation Requirements are met.

### **Group “B”**

- **MATH 203** - Intermediate Algebra (4 units)  
*(No statistics or higher math can be accepted as a substitute/waiver for MATH 203)*
- **ENGL 1B** - Composition and Reading (4 units) **OR** • **ENGL 5** - Critical Thinking (3 units)  
*(ENGL 5 requires an additional Humanities Course)*
- **SOC 1** - Introduction to Sociology (3 units) **OR** • **ANTHR 3** - Introduction to Social and Cultural Anthropology (3 units)
- **PSYCH 1A** - General Psychology (3 units)
- **COMM 20** - Interpersonal Communications (3 units)  
*(COMM 20 Interpersonal Communication will not be substituted/waived by any other course.)*

- **Computer Literacy** (1 unit)
- **Ethnic Studies** ( 3 units)

## **ASSOCIATE DEGREE NURSING CURRICULUM**

The following courses are to be completed after admission to the ADN program, and generally requires two years to complete. These courses must be completed with a grade of 'C' or better (75% or better) in lecture and satisfactory clinical performance in each section of a course. A grade of 'C-' (70%-74.99%) is not acceptable.

### **Group "C"**

- **NURS 1** - Fundamentals in Nursing: Beginning Principles of Health Care
- **NURS 3A** - Perinatal Nursing
- **NURS 3B** - Pediatric Nursing
- **NURS 4A** - Intermediate Medical-Surgical Nursing
- **NURS 4B** - Psychiatric Nursing
- **NURS 5** - Advanced Medical-Surgical Nursing: Disruption in Homeostasis
- **NURS 10** - Leadership and Management
- **NURS 11** - Ethics and Law
- **NURS 12** - Calculation of Drug Dosages for Health Professionals
- **NURS 13** - Pharmacology in Nursing
- **NURS 14** - Nutrition and Diet Therapy in Nursing

## **PRIOR HEALTH CARE EXPERIENCE, TRANSFERS, OR ADVANCE PLACEMENT**

Applicants who wish to transfer from another ADN program or who have prior experience in the Health Care field, may apply to seek advanced placement **after** they have been accepted in the Merritt ADN program.

Transfer or advanced placement students will be admitted only on a space-available basis. For information about this option, please send an email to the ADN Program Director at [ADNadmissions@peralta.edu](mailto:ADNadmissions@peralta.edu).

## ADN Program – Frequently Asked Questions (FAQs)

- 1. Is it OK if I mail (FedEx, UPS, special delivery, etc.) my application?**  
Please keep in mind the application must still be received by 4 p.m. on March 8<sup>th</sup>, 2018. The department is **not responsible for lost or misdirected applications if they are sent by mail, courier service, or other delivery method.** Postmarks are not accepted.
- 2. What is the primary reason for being disqualified from the Selection Process?**  
Students are unaware of the pre-requisites, GPA requirements, or the application procedure. Our best recommendation for a well-prepared application packet is to READ THE BROCHURE!
- 3. How do I know if I have taken or will be taking the right course(s)? Can someone prescreen my application, coursework, grades, etc. to see where I stand or if I qualify?**  
Any questions regarding courses a student “should take”, if they “qualify” or “transfer equivalently”, should be directed to the Counseling Department at the college you are attending OR at Merritt College in Building R room R-109, (510) 436-2475. We do not have specific counselors for nursing and we do not pre-screen coursework to determine qualification. However, any college counselor can help you map out your educational goals.
- 4. I took a Human Anatomy & Physiology Course but I didn't take the lab (or there wasn't a lab requirement). Isn't this the same course? And one of my biology courses (anatomy, physiology, and/or microbiology) is 4 units instead of 5 units, does it still count?**  
All biology (Group “A” courses) are required to be taken with a lab. If the course taken is only a lecture or online course, it will not be accepted. The number of units is based on Peralta's course units. At other schools, the number of units may vary but the course curriculum and pre-requisites are generally the same. If you have any doubt, please refer to question #3.
- 5. Is the ADN application packet all I have to do? I am a New / Returning / Continuing Student at Peralta Colleges.** Once accepted into the ADN Program for the Fall, students must follow the admissions requirements for New / Returning / Continuing students at Peralta Colleges. Contact the Merritt College Admissions & Records Office in Building R, Room R-112, (510) 436-2487.
- 6. I took the TEAS 6.0 a while back can I retake it?**  
You can retake it. However, Merritt College only considers the 1<sup>st</sup> time scores for applicants.
- 7. Can you make a copy or can I get a receipt when I submit my application packet?** We do not make copies. The 1<sup>st</sup> page of the brochure has a receipt box for acknowledging receipt of your application packet. Please bring the 1st page of the brochure with you if you require a receipt.
- 8. I took AP English in high school and took the AP Exam exempting me from taking English 1A. What do I need to do?**  
The credit must show on your college transcript. Additionally, applicants should attach supporting documentation from a counselor noting the college credit by examination. Be sure to list the English 1A under Group A on your application.
- 9. I am curious to know if the students are well-prepared for the NCLEX exam when they complete the program here. What is the NCLEX pass rate for Merritt's ADN Program?**

The California State exam for licensure is the NCLEX Exam and the pass rate for recent years is available on the web at <http://www.rn.ca.gov/schools/passrates.shtml>

**10. I am a licensed LVN in the state of California. Do you have an LVN to RN Program?**

The LVN to RN Upgrade Program is not active at this time. LVNs are welcome to apply through the general application process and once admitted they can inquire about challenging for advance placement.

**11. I have questions that are not addressed here. What can I do?**

General application questions may be directed to [ADNadmissions@peralta.edu](mailto:ADNadmissions@peralta.edu).

## NURSING FACULTY

The nursing faculty has published office hours and they are also available by appointment. They will provide you with telephone numbers for voicemail messages and e-mail, if available. It is the goal of the faculty that all students admitted to the program are successful and satisfactorily complete the program. If a student has concerns or problems that interfere with his or her learning and/or performance, faculty can often be of assistance in identifying obstacles to learning. Faculty may offer suggestions for dealing with problems, may assist in reviewing student performance, and may refer the student for supportive services and tutoring.

<b>Full-time Faculty:</b>	
Dawn Williams, BSN, MSN	Director, ADN Program, Nursing 11
Lynn Bratchett, BSN, MBA	Assistant Director, ADN Program, Nursing 4B and 10
E. Dinke Augustin, MS, MPH	Nursing 3B and 250
Diana Barrios, BSN, MSN	Nursing 3A, and 12
Iona Henderson, BSN, MSN	Nursing 1 and 5
Mia Kelly, BSN, MSN, EdD	Nursing 4A, 13, and 14
Megan Sary Talbot, BSN, MSN, DNP	Nursing 1 and 5

<b>Part-time Faculty:</b>	
Chris Abe, RN, BSN	Nursing 5
Bridget Belick, BSN, MS	Nursing 260
Donna Ervin, BSN, MSN, MBA	Nursing 1, 4A and 260
Archie Garino, BSN, MSN	Nursing 1, 4A and 5
J. Erik Garino, BSN	Nursing 1, 4A and 5
Ganiyat Hassan, BSN	Nursing 1 and 5
Silvana Javier, BSN	Nursing 3B and 260
Leya Kamwambe, BSN, MPH	Nursing 1 and 5
Melanie Strickland, BSN, MSN	Nursing 1 and 5
Sedric Williams, BSN	Nursing 1 and 5

## BACKGROUND CHECKS

All of the clinical agencies that the Merritt College ADN Program contracts with requires background checks of students who are assigned to their clinical area. This is because JCAHO has recently mandated background checks for everyone having patient contact in a hospital/clinical agency as criteria for JCAHO accreditation. Currently, JCAHO allows each hospital/clinical agency to develop its own process/procedure to meet this requirement.

Since Merritt College ADN Program students rotate to/from six to eight clinical agencies in order to receive the required clinical experiences, this new requirement is satisfied during the fundamentals health screening period.

All nursing program candidates for Fall Admission must undergo a criminal background check, drug test, and health screening as a prerequisite for clinical placement. We have selected CertifiedProfile.com as our approved provider of background checks, drug tests, and health screening for our students. The cost to the student is \$92. All information is maintained and collected online through a secure, tamper-proof file and kept confidential.

Once we receive the results of your Background Check, the Program Director will review the effect of any offenses or convictions with the individual student.

It is the policy of Merritt College ADN Program, that a student with an offense or conviction in their background screening will be allowed to enter the ADN program. However, a clinical site has the right to deny a student from participating at their facility based on background screening results. In that instant, the ADN Program will attempt to arrange accommodations for the student at another facility. If the Program is unable to make alternative clinical arrangements and the student cannot meet the clinical objectives, the student will be unable to complete the objectives in the course/program.

Offenses and convictions are considered on a case-by-case basis by each clinical facility, allied health agency, and/or the Board of Registered Nursing (BRN). For more information,, refer to:

BRN FAQs concerning licensure: <http://www.rn.ca.gov/applicants/lic-faqs.shtml#disc>  
Background Checks for Student Clinical Placement: <http://www.rn.ca.gov/pdfs/regulations/edp-i-33.pdf>

## FINANCIAL ASSISTANCE

### COST INFORMATION:

1. The student should plan to spend approximately **\$6,000.00** the first year for books, uniforms, bandage scissors, a watch with a second hand, a stethoscope, the ATI Testing Package, fees and other supplies. The cost of the second year is approximately **\$2,000.00**.
2. The costs for the Physical exam, CPR certification, ATI testing, Background Check, and Drug Testing are the responsibility of the student.
3. Students are responsible for their own transportation to and from the campus and clinical facilities, as well as parking costs.

The financial aid programs include scholarships, loans, grants, and part-time employment. Through one or any combination of these resources, the college makes every effort to assist need and qualified

students. The amount of financial aid granted to a student is determined by the availability of funds, the extent of the student's need and his/her academic performance or promise.

Interested students are encouraged to contact the Financial Aid Office. There is additional information on nursing scholarships in the nursing office.

## **MERRITT COLLEGE LIBRARY**

The library offers books, periodicals, and journals. Nursing texts can be found in the library stack collections and on "RESERVE". Reserve books may be taken out overnight and on weekends if there is more than one available and the student has the instructor's written approval.

## **GRADUATION / PINNING CEREMONY**

Plans for graduation are made by each class and supervised by the faculty Class Advisor and the Program Director. Final approval of the overall program format must be approved by the director and faculty by early spring of each year.

General Rules:

All graduates are required to wear white uniforms and white duty shoes. Scrubs are not permitted. Student speaker must submit the final draft of the student speech one week prior to graduation for final approval to the Director of the ADN Program.

All non-Merritt College ADN pins must be submitted to the Director of the ADN Program for final approval one week prior to graduation.

Additional activities associated with graduation must be arranged by the students with the assistance of the faculty advisor. These activities may include:

- Pictures
- Special speakers
- Student speakers
- Invitations
- Special invitations to VIP's in the community
- Advisory Board Members
- Chancellor of the Colleges
- Affiliating Hospitals
- Merritt College President, the Deans, and other Administrative Staff
- Flyer in mailboxes of all Merritt College Instructors.
- Pianist
- Rehearsals
- Reception following Pinning Ceremony

## **HISTORY OF THE PIN**

The Pin was designed by a member of the first graduating class, and was selected by the second graduating class for presentation as a gift to the first class.

It is totally symbolic in its design. The Maltese Cross was found on the badge of the Knights of St. John of Jerusalem. This religious order founded hospitals in Malta and Rhodes. The English branch of the order still maintains hospitals and gives nursing care to patients. This branch was active in the formation of the International Red Cross.

The colors of blue, white, and gold symbolize qualities of integrity and loyalty to the patient.

The oak leaf and acorn nestled at its base depict a relationship of potential and realizable growth and development in the nursing profession.

## **STUDENT REPRESENTATIVES/OFFICERS**

Each class elects officers - President, Vice President, Secretary, and Treasurer. Class officers or elected representatives are invited to attend faculty meetings and workshops. Students are asked to report on class activities or issues of a general nature as well as participate in the discussions about curriculum, problems, and other agenda topics. If students have concerns or questions about the overall program or policies, they are urged to request that their student representatives meet with the Program Director or Assistant Program Director to request placing the issue on a meeting agenda. Depending on the nature of the issue, it will either be placed on an agenda or referred to a "Faculty Committee." It is not appropriate to complain or discuss issues involving an individual faculty member or course requirements at a meeting or workshop unless it has been first brought to the ADN Program Director or Assistant Program Director.

## **STUDENT CONCERNS ABOUT A SPECIFIC COURSE OR FACULTY MEMBER**

If an individual student or a group of students have a problem or complaint about a faculty member or course requirements, it should be discussed with the involved faculty member and/or the coordinator for the course, and/or the Program Director. Students are advised that if a student has an issue with the faculty member involving the clinical or academic performance of the student, the faculty cannot discuss this with anyone other than the involved student. Concerns or complaints regarding an academic grade should be brought directly to the instructor who issued the grade. By law, the grade given by the instructor is final and cannot be changed, unless there was fraud, mistake, bad faith or incompetence. The student has the burden of proving fraud, mistake, bad faith or incompetence. Students who make false allegations will be subject to the Merritt College ADN Program's Code of Conduct.

## **STUDENT CONCERNS DIRECTED TO THE FACULTY COMMITTEE**

The purpose of the Faculty Committee with regard to student concerns is:

1. To facilitate and enhance communications between students and faculty of the nursing program.
2. To promote the general well being of students in an open realistic environment.
3. To act as a sounding source for student's concerns.
4. To respond to student's questions with clarification.
5. To join with the students and assist in a process to problem solve their concerns where this method is needed.

Specific objectives of the Faculty Committee regarding student concerns are:

1. Keep students informed regarding changes in the nursing program, as these changes relate to and affect the students.
2. Keep students informed by placing notices on the bulletin board regarding community projects such as: health fairs, testing, career days, etc.
3. To keep students informed by posting California Nurse, the newsletter for information concerning nursing legislation.
4. To facilitate and encourage interaction between students and their professional organization at all levels - local, state, and national.
5. To ensure that student's concerns should state or reflect the minority opinion, as well as the majority.

## **STUDENT GRIEVANCE AND DUE PROCESS POLICY**

**Policy:** The Peralta Community College District has developed the following policy and procedures to address student grievances and to assure due process. A grievance is any complaint of any student involving the interpretation, application, or alleged violation of District policies and procedures. Grievance action may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

The following actions are grounds for student grievance:

1. Violation of student rights that a student is entitled to by law or District Policy, including rules for student conduct, admission, probation, suspension or dismissal policies. **(The Clinical Dismissal and Grievance Policy should be followed for a complaint related to the clinical dismissal of a student.)**
2. Act or threat of physical aggression.
3. Act or threat of intimidation or harassment.

Board Policy 4.43A, the Student Academic Grievance Procedure should be followed for a complaint alleging mistake, fraud, bad faith or incompetence in the academic evaluation of student performance. Students alleging discrimination and/or sexual harassment should file a complaint directly to the Peralta Community College Affirmative Action Office.

### **PROCEDURE:**

#### **Step 1: Informal Resolution**

A student who has a complaint may, within thirty (30) academic calendar days of the allegation, request a meeting to resolve the complaint informally with (a) the person against whom he/she has a grievance: (b)



the supervisor of the person against whom he/she has a grievance; or (c) the Dean of Student Services. Regardless of whether a student has attempted informal resolution, he/she may precede to step two by filing a formal complaint.

### **Step 2: The Formal Complaint Procedure**

A formal complaint must be filed by a student within ninety (90) academic calendar days of the alleged violation of the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

A complaint must be filed on an approved complaint form, available from the Dean of Student Services, and must include the following:

The exact nature of the complaint (grounds).

The specific details of the complaint (e.g. chronology of the event and an explicit description of the alleged violation).

A description of the informal meeting and attempted resolution, if any.

The specific resolution/remedy sought.

The complaint form should be filed with the Dean of Student Services.

The Dean of Student Services shall provide the person against whom the grievance has been filed with a copy of the grievance and a copy of the procedure.

The Dean of Student Services shall make a request for records and documents from the student filing the complaint and the party against whom the complaint has been filed, and forward copies of all documents pertinent to the alleged violation to the College Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

The following College Grievance Committee members shall be appointed for a term of one year as follows:

- The Vice President of Instruction who shall chair the committee;
- One faculty member, and one alternate, jointly appointed by the PFT and the Faculty Senate;
- One classified employee, and one alternate, appointed by Local 790 and the classified senate;
- One administrator, and one alternate, appointed by the College President;
- One student, and one alternate, appointed by the Student Government President.

### **Step 3: The Formal Hearing**

Four-fifths of the members of the committee shall be present in order for the committee to act. Committee members shall be give five (5) working days notice of the hearing. In the event a member of the committee cannot attend, or is disqualified because of conflict of interest, the alternate shall serve. The

votes of the majority of the members present (at least three (3) votes) are necessary in order for the committee to make a recommendation.

The chairperson of the committee shall notify the Dean of Student Services of the committee's recommendation within three (3) working days. The Dean of Student Services shall, within five (5) working days, notify the parties of the committee's recommendation and the appeal procedure. Any decision to reject findings of the committee must be supported by a summary of findings of fact.

#### **Step 4: The Appeal Process**

Either party (grieved or grievance) may submit a written appeal to the College President within ten (10) working days for review of the matter.

The College President shall issue a written decision to the parties and their representative by certified mail within ten (10) working days of receipt of the appeal.

The College President's decision may be appealed to the Chancellor within ten (10) working days of the receipt of the decision.

The Chancellor, or his designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) working days of receipt of the appeal.

The Chancellor's, or his designee's decision may be appealed to the Board of Trustees within ten (10) working days of the receipt of his decision. The Board will review the documentation of the prior steps of the case and determine whether to confirm the chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal it will do so in closed session subject to Ed Code 72122, and will issue a final decision within forty-five (45) calendar days after receipt of the decision.

All of the recommendations, resolutions and actions taken by the PCCD shall be consistent with the State and Federal law, the PCCD Policies and Procedures, and the PCCD-PFT and Local 790 Collective Bargaining Agreements.

#### **Rights**

At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person of their own choosing.

Written notice, including the date, time, and place of the hearing shall be delivered to both parties at least ten (10) working days prior to the hearing. The notice shall be hand delivered or sent by certified mail and shall include a copy of the complaint.

In so far as is consistent with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review by the committee of the complaint. This shall include documents added to the file.

Both parties shall be given adequate time (at least five (5) working days) to read and review all documents. This right may be waived by the respondent.

Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.

The chairperson of the committee shall provide the involved complainant with a written summary of the rights they may be entitled to by law or contract at least five (5) days before the hearing.

In accordance with Ed Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within three (3) days of the result, to the alleged victim, who shall keep such information.

### **Guidelines**

Evidence: The hearing shall be conducted so as to bring all the relevant information and evidence to the members of the committee in an orderly and intelligible form. The strict rules of evidence shall not apply. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

If the respondent or his/her representative, or both, are absent from all or part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.

The chairperson of the committee shall conduct the hearing. The chairperson may do whatever is necessary, so long as it is legally permissible, to insure that the hearing is conducted in a fair, dignified orderly manner.

The hearing shall be open to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.

All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.

The chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.

Anyone who disrupts the proceedings or interferes shall be excluded from the proceedings.

Any member of the committee may ask questions of any witness. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposed and their

participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.

The grievance committee shall make all evidence, written and oral, part of the record.

The hearing date may be postponed or continued at the discretion of the chairperson of the committee. Both parties shall be given written notice of the new or continued hearing date.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated; in which case the alternate committee member shall serve.

## ALLIED HEALTH STUDENT GRIEVANCE HEARING

### Student Rights

A student who has been removed by an instructor for cause under this policy has the right to an Allied Health Student Grievance Hearing under the following conditions:

- The student requests an immediate hearing within three days of receipt of the notice of intent to dismiss.
- The request is submitted in writing to the Dean of Student Services.
- The student submits an approved complaint form as described in the District's "Student Academic Grievance Hearing Procedure." Section B. 2 within three days of receipt of the notice of intent to dismiss.

### Hearing

The immediate hearing will be scheduled within seven days of receipt of the complaint and request for an immediate hearing. The student and instructor shall be notified no less than three days prior to the hearing of the date schedule for the hearing. If the student requests that the hearing be rescheduled, the student waives his/her right to an immediate hearing within seven days.

The Allied Health Student Grievance Hearing Committee shall be composed of the following:

- The Dean of Instruction, who shall chair the Committee.
- One faculty member from the program who is not a party to the grievance or another faculty member from a related health program may be substituted if necessary (appointed jointly by the PFT and the Academic Senate).
- One faculty member from a related health program not involved in the grievance (appointed jointly by the PFT and the Academic Senate).
- One administrator of the College who is not the Dean of Student Services (appointed by the College President).
- One student of a program not involved in the grievance (appointed by the College President).

The committee shall conduct the hearing and make a recommendation to the Dean of Student Services based on the evidence and testimony given during the hearing. At least three members of the Committee must agree on a recommendation to the Dean of Student Services. The Committee must issue a written report, including a summary of the evidence, summary of the positions of written report, including a summary of the evidence, summary of the positions of the parties, findings of fact, conclusions on whether the dismissal was for cause or the instructor's evaluation was based on fraud, mistake, bad faith or incompetence. The committee shall make a recommendation to the Dean of Student Services on whether the student's dismissal should be reversed or upheld. If applicable, the members of the committee who disagree with the majority report of the committee may attach a minority report to the written report. The committee's written report shall be issued within two days after the hearing is completed and the evidence is submitted by the parties.

### **Dean of Student Services**

The Dean of Student Services (or appointed designee) may accept, reject, or return the recommendations to the committee for further action. The Dean of Student Services shall notify the student, instructor, and committee of his/her decision based upon the findings of fact of the committee.

### **Appeal of the Decision of the Dean of Student Services**

The "Appeal Process" described in the "Student Academic Grievance Hearing Procedure" shall be used to appeal the decision by the Dean of Student Services, as appropriate and applicable.

## **STUDENT GRIEVANCE AND DUE PROCESS PROCEDURE**

The Faculty Committee, with student input, has suggested the following steps for resolving problems, complaints or concerns involving the nursing program:

1. Conference with the involved parties.
2. Conference with the course coordinator.
3. Conference with the director of the nursing program.
4. Conference with the Division II Dean.
5. Conference with the Vice President of Instruction.
6. Conference with the Vice President of Students.
7. Conference with the College President.

Concerns or complaints regarding an academic grade should be brought directly to the instructor who issued the grade. By law, the grade given by the instructor is final and cannot be changed, unless there was fraud, mistake, bad faith or incompetence.

In addition, the Peralta Colleges through the Vice President of Student Services has developed a grievance procedure that provides for a hearing for complaints involving the interpretation, application, or alleged violation of District policies and procedures.

**Students may appeal their academic grades through the Student Academic Grievance Hearing Procedure. However, pursuant to the California Education Code - Section 76224, the grade given by the instructor is final except in the case of fraud, mistake, bad faith, or incompetence. The student has the burden of proving fraud, mistake, bad faith or incompetence.** Students who are found to make false allegations shall be subject to discipline for violation of the Merritt College ADN Program's Code of Conduct.

Allied Health Students may appeal a dismissal for clinical performance through the Allied Health Student Appeal of Dismissal for Clinical Performance Procedure if the student requests an immediate hearing, as well as through the regular Student Academic Grievance Hearing Procedure.

## DISCLAIMER

Merritt College and the Associate Degree Nursing Program have made every reasonable effort to assure that information contained in this brochure is accurate and current. To adhere to and implement state regulation and requirements with affiliated agencies, information and requirements are subject to change without notice. Therefore, the College and the Department reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures to comply with state or district regulations or recommendations and/or requirements of affiliated agencies. You can also find our web page at <http://www.merritt.edu/wp/nurs/>



**2018 Merritt College Associate Degree Nursing  
Student Handbook Acknowledgement**

I hereby acknowledge that I have received a copy of the 2018 Merritt College Associate Degree Nursing Student Handbook. My signature verifies that I have read and understand the Handbook *and* will comply with all of the requirements and conditions therein.

Student's Name (Printed) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_