



COPPER MOUNTAIN COLLEGE

VOCATIONAL NURSING PROGRAM

STUDENT HANDBOOK

Governed by:
Board of Vocational Nursing and
Psychiatric Technicians
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Introduction

This handbook has been prepared as a supplement to information provided in the Copper Mountain College catalog. It is intended to provide answers to the many questions you will have as you enter the Vocational Nursing Program.

History

The Desert Community College District began January 21, 1958, following more than ten years of study and planning. In 1966, residents of the Morongo Unified School District elected to join the Desert Community District. Classes were first offered at Twentynine Palms High School to approximately 60 students during the Fall semester of 1967. In 1972, additional space was rented in a parochial school. The first building phase of Copper Mountain Campus was completed during Spring 1984, thus giving the High Desert community its own campus in Joshua Tree.

The Vocational Nursing Program was initiated on the Palm Desert campus in 1965, with the first graduates completing their studies September 1966. A Vocational Nursing Program clinical was extended to the Copper Mountain Campus in 1990.

The Vocational Nursing Program received Board approval August 1999. In May 2000 the first Copper Mountain College Vocational Nursing Program students completed the Program.

COPPER MOUNTAIN COLLEGE VOCATIONAL NURSING PROGRAM

I. PHILOSOPHY

The Vocational Nursing (VN) Program is an integral part of Copper Mountain College (CMC). The VN faculty endorse the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The Program meets needs of the community by preparing students for career opportunities in VN. The purpose of the program is to produce an entry level practitioner of vocational nursing who is eligible to write the licensing examination for vocational nursing and who has the necessary knowledge, skills, and attitudes to provide safe, competent nursing care.

We believe community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

A. Philosophy of Man and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being, and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psychosocial experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth, and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

B. Health, Illness, and Health Care Delivery

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, the absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span.

C. Philosophy of Nursing

Nursing is a caring profession in which the nurse uses cognitive, psychomotor, and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psycho-social, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement, and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The vocational nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the

vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician and/or registered professional nurse.

D. Philosophy of Nursing Education

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills, and attitudes that assist the students to assume responsibility and accountability as vocational nurses. The faculty uses a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experience. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background, and the individual learning styles of students.

E. Philosophy of Teaching and Learning

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a non-threatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility for planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex, and involves active participation of both the student and the instructor. Ideally, learning is a life-long process.

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II. STUDENT LEARNING OUTCOMES

Using the nursing process, the graduate demonstrates the following entry level competency skills:

- Successfully passes the California Vocational Nursing State Board examination;
- Assesses basic physical, emotional, spiritual, and socio-cultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standards of practice and making appropriate referrals;
- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance; and
- Advocates for the health care consumers through political, economic, and societal activities.

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III. CONCEPTUAL (ORGANIZING) FRAMEWORK

The conceptual (organizing) framework of the VN Program at CMC is derived from statements in the program philosophy relating to the human individual and society, health, and nursing. The philosophy and organizing framework provide guidance to the establishment of educational outcomes, course objectives, the sequencing of course content, and the program in general.

A. The Individual and Society

The individual is viewed as a unique holistic being with biological, psychological, social and spiritual needs. Individuals possess dignity and unconditional worth, have diverse values and beliefs, and have an inherent right to assume responsibility for development of their own potential.

The individual moves through the life span from conception to death, experiencing various needs at different stages. Individuals exist as a part of a family and world community in which they interact with and are affected by environmental situations.

B. Health, Illness and Health Care Delivery

Health is viewed as a changing state on the wellness/illness continuum. As individuals progress through life, optimum levels of wellness can be achieved. Illness results when alterations occur in an individual's optimum state of wellness.

Alternations in optimum wellness may be viewed differently by different individuals. Individuals' perception of the alteration may affect their ability to function.

C. Nursing

Nursing is a dynamic, caring profession in which the nurse assists individuals to achieve their highest level of functioning. Nursing activities are implemented through the use of the nursing process which involves assessment of basic physical, emotional, social-cultural, and spiritual needs; planning care; implementation; and evaluation.

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IV. GENERAL INFORMATION

A. Program Approval

CMC is fully accredited by the Western Association of Schools and Colleges. The VN Program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). CMC Adheres to the Title IX Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and is an Affirmative Action employer. The District makes all Program decisions without regard to race, color, religion, sex, national origin, age or marital status. Reasonable accommodation will be made for disabilities which do not materially affect the applicant's ability to perform the job. The District encourages men/women to apply for both traditional and non-traditional programs.

B. Retention/Dismissal/Termination Policy

1. Retention and Progression in the VN Program

- a. Students must complete the curriculum requirements of the BVNPT: Total units 50, Theory Hours 576 and Clinical Hours 972.
- b. A grade of 70% or better must be earned to progress to the next semester.

2. Dismissal and Termination in the VN Program

- a. Students must receive a grade of 'C' or better in theory and clinical to advance to the next semester.
- b. Both theory and clinical must be completed satisfactorily. A failing grade in either will require repeating both classes.

3. The faculty reserves the right to remove from the clinical area any student who, in the faculty member's professional judgment, places the patient in physical or emotional jeopardy.

C. Grading

1. The theory grade is based upon total points using the following scale:

90 – 100% = A	70 – 79% = C	Below 60% = F
89 – 89% = B	60 – 69% = D	

2. The clinical grade is based upon consistent satisfactory performance as spelled out in the clinical evaluation forms.

D. Library Resources

Students are encouraged to use the library facilities at CMC during regular library hours. Among library resources you will find computer workstations with internet access to websites such as Medline, Merck and other related health science information. Each workstation also has access to EbscoHost, a full-text database with over 2000 magazines and journals, along with the *New York Times* and *Encyclopaedia Britannic Online*. Also

available is CINAHI, the Current Index to Nursing and Allied Health with access to 80 online journals. The library also has numerous books and several hundred health science videos. As you are working on required papers, be certain to check with the librarian regarding any newly purchased materials that would assist with library research.

Nursing Journals

American Journal of Nursing	Journal of Holistic Nursing
American Journal of Public Health	Journal of Medical Ethics
British Medical Journal	Journal of Nutrition
Cancer Research Weekly	Journal of Nutritional Medicine
Clinical Nursing Research	Journal of Obstetrics & Gynecology
Disease Weekly Plus	Journal of the National Cancer Institute
Emerging Infectious Diseases	Journal of Wellness Perspectives
Food and Nutrition	Lancet
Harvard Health Letter	Modern Medicine
Hastings Center Report	Nursing
Hospitals and Health Networks	Nursing Outlook
Infectious Disease Weekly	Public Health Reports
Journal of Aging and Health	RN
Journal of Drug Issues	Wellness Perspectives
Journal of Family Nursing	Western Journal of Nursing Research

Related Journals

Addiction	Journal of the American Dietetic Association
AIDS & TB Weekly Abstracts	Journal of Applied Gerontology
American Family Physician	Journal of Counseling and Development
American Journal of Psychotherapy	Journal of Emotional and Behavioral Disorders
American Journal of Sports Medicine	Journal of Genetic Psychology
American Surgeon	Journal of Health Care for the Poor & Underserved
Archives of Environmental Health	Journal of Intellectual and Developmental Disabilities
Behavioral Medicine	Journal of Mental Health
Bioscience	Journal of Social Psychology
Blood Weekly	Journal of Speech and Hearing Research
British Journal of Neurosurgery	Medical Care Research and Review
British Journal of Psychology	Medical Letter on Drugs and Therapeutics
Clinical Pediatrics	Men's Health
Current Psychology	Neurology
Diabetes Forecast	Nutrition Action Health Letter
Ear, Nose & Throat Journal	Pediatrics
Environmental Health Perspectives	Personality & Social Psychology Bulletin
Family Planning Perspectives	Prevention
Focus on Autism & Developmental Disabilities	Psychological Review
Health	Psychology Today
Health & Social Work	Psychopharmacology Update
Health Care Financing Review	Quarterly Review of Biology
Health Education Quarterly	Science News
Hospital Development	Scientific American
International Review of Psychiatry	Social Science Journal
Issues in Law and Medicine	Southern Medical Journal
JEMS (Journal of Emergency Medical Services)	Tufts University Diet and Nutrition Letter
	World Health

E. Employment while a student

It is recommended that VN Program students limit outside employment to no more than 16 hours weekly.

F. CMC Services

Please consult the College catalog for student services available at Copper Mountain College. They include the following:

Counseling
Financial Aid
EOPS/CARE
ACCESS
Tutorial Services

G. Patients with Infectious Diseases

All students will be assigned to care for patients with infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients.

All students will wear eye protection in situations where contact with body fluids is a possibility.

H. Limitations in Clinical Practice Due To Illness, Injury or Pregnancy

Students in all Health Sciences Programs must follow the policy of the facility to which they are assigned regarding clinical practice restrictions due to illness, injury or pregnancy. If modification in assignment is required due to illness, injury or pregnancy, it is the responsibility of the student to notify the instructor and the Program Director by means of a written note from a doctor stating the exact restrictions in activity. Students are expected to follow the directions of their physician involving limitations in clinical activities.

The Program Director and faculty may require a student to be evaluated by an appropriate licensed professional in the event the student is proximate to, or directly involved in, a traumatic event. The student involved may not return to his/her clinical area until the Director has reviewed the findings of the licensed professional and made a determination about the student's fitness for duty.

In compliance with the Americans with Disabilities Act, students must be, with a reasonable accommodation, physically and mentally capable of performing the essential functions of the Program. The Core Performance Standards adopted by the Science and Technology Division include the following criteria:

Physical Demands - Must be able to:

- * be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- * lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;

- * lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- * physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- * maneuver in small spaces quickly and with ease;
- * perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes; and
- * feel and compress tissues to assess for size, shape, texture, and temperature.

Sensory Demands - Must be able to:

- * visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- * perform close and distinct visual activities involving persons and paperwork;
- * visually discriminate depth and color perception;
- * identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- * respond and react immediately to auditory instruction, requests, signals, and monitoring equipment; and
- * perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches).

Attitudes - Must be able to:

- * learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- * learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- * comprehend verbal and written directions, making correct notations and responding as directed; and
- * make proper and timely decisions under stressful and emergency situations.

II. Attendance/Absence Policy

During the clinical phase you will be assigned for clinical experiences in various facilities. These affiliations are governed by contracts between the College and the facilities. The contract requires adherence to certain standards by participating students. These standards are necessary to ensure that the policies and limitations set forth by the various hospitals are observed. Failure to follow these standards will result in students not being permitted to continue clinical training and would, therefore, result in his/her exclusion from the Program. You might find some of the standards restrictive to the college student of today, however, the patient-oriented, highly professional nature of the clinical affiliation requires that these guidelines be followed.

A. Attendance, Tardiness and Absences

The BVNPT recommends a specific number of units and hours in the various clinical areas. If absences exceed limits set by the department, the student may not have sufficient hours to qualify for the licensing exam. Tardiness and leaving early is disruptive to the educational process in the classroom and clinical areas. Program policies regarding attendance are:

1. The VN Program adheres to the College policies governing attendance (see College catalog). The students are expected to attend all class meetings of the course in which they are enrolled.
2. Tardiness/Leaving Early: Tardiness is when a student is not in the learning location (clinical facility meeting location or theory classroom) and ready to begin at the time the class or clinical rotation is scheduled to begin. Leaving early is when the student leaves before the time the class (theory or clinical) is scheduled to end. Three incidents of tardiness of more than thirty minutes will be considered an absence. Three incidents of leaving more than thirty minutes before the class is scheduled to end will be considered an absence.
3. Theory Absence: One absence from theory per semester is allowed. Two absences from theory subjects the student to failure of the course and dismissal from the Program. All theory absences must be made up; theory makeup assignments, objectives and deadlines will be determined by the theory instructor.

Students are required to notify the theory instructor at least one hour before the start of the class session if the student will be absent.

4. Clinical Absence: Eight hours of clinical absence per course is allowed. More than eight hours of clinical absence subjects the student to failure of the course and dismissal from the Program. All clinical absences must be made up in the Health Sciences Nursing Resource Lab (NRL) or in a clinical facility. The student will be required to accomplish specific objectives as assigned by the clinical instructor or to complete an assignment as directed by the instructor on the clinical make-up form.

Students are required to notify the clinical instructor at least one hour before the start of the clinical shift if the student will be absent.

5. When absences exceed what is allowed per Program policy, the student will be dismissed from the course and required to withdraw from the Program or receive a failing grade (based on College deadlines which allow either a withdrawal or grade responsibility).
6. The clinical instructor must be notified prior to the start of the clinical rotation if it is necessary for the student to be absent.

B. Policy for Make-Up for Remedial Work

Students who are absent from classes either for theory or clinical, shall meet with a faculty member at the earliest possible time to develop an individual plan for the makeup. Consideration will be given to the type of absence, the objectives not met and the student's previous achievements in the Program. A 'Make-Up Approval Form' (see Appendix A) will be completed indicating how and where these objectives can be made up.

C. Cardiopulmonary Resuscitation Certification Policy

Evidence of current certification in cardiopulmonary resuscitation (CPR) techniques including resuscitation of adults, children and infants (Healthcare Provider level) is required of all students before enrollment in the Program.

Continuing certification is required of all students in the Program. Students who do not have a current CPR card will not be allowed to participate in clinical rotations.

D. Confidentiality of Patient Records

All patient records are confidential. Students and faculty will examine patients' records ONLY for the purpose of meeting objectives of the Program.

E. Student Master Files

A master file is opened when the student applies for admission to the VN Program. All data affecting the student's admission and progression through the Program is kept on file. Students may inspect their master file at any time under the direct supervision of the Health Sciences Assistant, Director or faculty member.

Upon completion of the Program, a summary statement will be placed in the file and the file will be transferred to storage. If a student withdraws before completion of the Program a summary statement will be placed in the student's file.

F. Costs to Student

Estimated Expenses*	1 st Semester	2 nd Semester	3 rd Semester
Physical Exam, PPD, Laboratory Screenings**	\$650.00		\$20.00
CertifiedBackground.com (background check)	\$45.00		
CertifiedBackground.com (Immunization Tracker)	\$20.00		
2 Uniforms & Logo Patches, Shoes	\$150.00		
CMC ID Card & Holder	\$3.00		
Associated Students Copper Mountain College (ASCMC)	\$1.00	\$1.00	\$1.00
Textbooks & Resource Materials	\$1100.00	\$150.00	\$200.00
Equipment (stethoscope, BP cuff, watch with sweep second hand, Hepatitis B mask, bandage scissors, penlight)	\$75.00		
CMC Enrollment Fees (\$26.00/unit SU 2011 and \$36.00/unit beginning FA 2011)	9 units \$234.00	16 units \$576.00	16 units \$576.00
CPR Certification/Renewal	\$55.00	(\$55.00)	(\$55.00)
Parking Permit	\$5.00	\$20.00	\$20.00
Application fee for Licensure			\$150.00
LiveScan and Photo for Licensure Application			\$78.00
NCLEX Examination Fee			\$200.00
Initial LVN License (good for 2 years)			\$150.00
Graduation Cap (Mortar Board) & Gown			\$30.00
Pin (Optional)			\$75.00
Class Photo (Optional)			\$20.00
Pinning & end of Program celebrations	\$25.00	\$25.00	\$25.00
SUBTOTAL:	\$2,363.00	\$872.00	\$1,595.00
TOTAL:			\$4,830.00

*NOTE: All costs and fees are estimates and subject to change

**NOTE: Cost will vary depending upon student's insurance coverage and healthcare provider

G. Additional Considerations

Students must arrange for their own transportation to and from the clinical facilities.

H. Document of Concern and Learning Contract

There are times throughout the Program when a student's progress may fall below 70%. Students who are experiencing difficulty meeting theory or clinical objectives may be issued a Document of Concern and, subsequently, be placed on a Learning Contract (see Appendix B). The Learning Contract specifies the expectations that are not being met, the behaviors that are expected, and the date by which this must occur. As soon as a student's learning and/or performance problems have been identified, the student will be notified regarding the concern and will be asked to meet with the instructor. At the conference the student and the instructor will:

1. Discuss the identified learning/performance problems;
2. Draw up a written contract specifying specific actions that will result in improved performance and are agreed upon by both the student and the instructor.
3. Determine a date by which the contracted goals are to be satisfied and/or possible course failure;
4. Schedule a sequence of meetings for progress by the student.

In the event the goals have not been met, a conference will be scheduled to include the student, the instructor and the Director during which the student may be required to withdraw from the Program. The student may request that a student advocate be present.

I. Uniform and Appearance Standards

Uniforms are required to be worn for all clinical experiences at the clinical facility. Uniforms are not required to be worn for theory days nor for NRL practice days. If the student's uniform and/or personal grooming poses a threat to client safety, violates hospital policy or is not in compliance with the Program standards, the student may be excluded from the clinical area. Absence from the clinical area may result in failure of the course as described in this handbook and College policy.

The following dress code will be enforced from the point of arrival on the clinical campus until the time of departure from the clinical campus:

1. Complete uniforms must be worn whenever students are in the clinical facility or extended campus for clinical assignments. All aspects of the uniform code must be observed. A cap is not part of the uniform, but photo ID is required.
2. When going to the facility to prepare for a subsequent clinical assignment, students must dress appropriately and must wear photo ID. See instructor for individual clinical facility requirements. The uniform cannot be worn outside of clinical experiences (in facility or on campus) unless participating in a function where uniform is appropriate (e.g. Health Fair) and as directed by Program faculty.
3. The CMC VN Program uniform is sold by Angie's Uniforms, 57353 Twentynine Palms Highway in Yucca Valley, (760) 366-5156).

The required uniform garments for both female and male students are:

- a. A navy 2 pocket v-neck tunic (Cherokee Workwear #4700).
- b. A navy drawstring pant with cargo pocket (Cherokee Workwear #4100).
- c. A navy cardigan unisex jacket (Cherokee Workwear #4350).

Optional uniform garments for both female and male students are:

- a. A white short sleeve crew neck tee-shirt (Cherokee #4808).
- b. A white long sleeve crew neck tee shirt (Cherokee #4818).

These uniform items **MUST** be exactly as indicated. A comparable but different product is **NOT** acceptable, even if produced by the same manufacturer.

4. **The Logo Patch.** The CMC Nursing Programs logo patch is a required part of the uniform. The logo patch is sewn on the upper left sleeve of the uniform top and the jacket. The logo patch may not be attached with Velcro, pins, staples or paper clips. It is suggested that the logo patch be rinsed in a 50/50 solution of cool water and vinegar prior to application. This will reduce the possibility of dye from the logo patch running/bleeding in subsequent launderings.

5. **College Photo ID:** All students are required to obtain a CMC photo ID card prior to the first day of class. Photo ID cards are obtained in Student Services after you are registered as a student. The photo ID card must be work on the outermost piece of clothing at shoulder height where it is clearly visible to others – lanyards are not to be worn.

6. **Socks:** White socks are to be worn and must be of plain design (e.g. no lace/patterns/tennis socks or Peds may be worn). Socks must be clean and free of holes.

7. **Shoes:** Standard all white nurses' shoes or all white athletic shoes (low heels, closed toes and closed heels) must be worn. No clogs, sandals or canvas shoes will be allowed. Shoes and shoe laces must be kept clean to prevent bacterial collection. All portions of the shoe visible when the student is standing must be white – white athletic shoes with colored bands on the sides are not acceptable.

8. **Additional items that must be carried while on duty** include a black ink pen, bandage scissors, a watch with a second hand, a stethoscope and a hemostat. A small notepad or clipboard may be used to assist in collecting/recording patient data. It is not acceptable to enter notations regarding a patient on the palms of one's hands.

9. **Hygiene:** Use a reliable deodorant and make certain that your teeth are clean and your breath fresh. Uniforms must be washed and ironed before every wearing because dirty uniforms carry body odor, harbor the growth of bacteria and look unprofessional.

10. **Mustaches and beards** must be neatly trimmed and acceptable to both the clinical instructor as well as the clinical facility.

11. **Hair** must be off the collar, away from the face and neatly arranged. Loose ponytails or hanging braids are not permitted. Barrettes and/or hair combs must be plainly styled and either hair-colored or clear. Hair color must be natural in appearance.

12. **Make-up:** Extremes should be avoided. All make-up should be carefully and lightly applied so that it enhances the wearer and does not frighten the patient. The application of

permanent tattoos while enrolled in the Program is strongly discouraged. Temporary tattoos and henna-based skin designs will not be allowed in the clinical area. Clinical facilities require that tattoos be completely covered.

13. Perfume or cologne may not be used while in uniform. These odors may be nauseating to an ill person and/or cause allergic reactions.

14. Gum is not allowed in the classroom or clinical area.

15. Fingernails should be no more than ¼” beyond the fingertip and clean in order to prevent injury to the patient, to prevent collection of bacteria under the nails and to be in compliance with host clinical facilities. The use of polish and/or artificial nails is not allowed.

16. Smoking by students is discouraged at the clinical facilities. Studies have shown that patients can be offended and physically affected by residual odors and chemicals carried on the clothing and skin of the smoker. If a student smoke, they must follow these restrictions:

a. Smoking will only be allowed on approved break times; no additional breaks may be taken for smoking.

b. At a minimum, students will always wear an item of clothing that covers their uniform when they are smoking. This item of clothing must be the student’s personal clothing – students are not to take cover gowns, patient gowns, etc. from the facility for this use. The cover clothing must be removed before the student returns to the patient care area.

c. Clinical facility rules will be followed which may include:

1. Restriction of smoking to certain areas.

2. Changing uniform after smoking and before returning to the care of patients.

d. Items for smoking (cigarettes, lighter, etc.) will not be carried in the student’s uniform pockets at any time that they are in the patient care area. They may be stored in a designated staff area or in your personal vehicle.

e. Violation of a policy by facility staff does not give permission for students to do so. There is no excuse for the student to violate the facility smoking policy.

f. A first reported or observed infraction of these rules will result in counseling and an unfavorable entry in the student’s file and on their clinical evaluation. A second failure to comply with these rules may result in failure to meet clinical professional performance objectives which may result in course failure.

g. For additional information on how to comply with this policy, consult the clinical faculty.

17. Smoking on College Campus: In the interests of promoting health and the well-being of District students, staff and visitors are to maintain the safety of District facility. It shall be the policy of CMCCD to prohibit smoking in all indoor facilities and in District vehicles. Smoking is only permitted in designated smoking areas around campus.

18. Jewelry: Only the following jewelry may be worn with the uniform: One wedding band, photo ID badge, watch and one pair of rounded post-style studs for pierced ears (e.g. studs may be gold, silver or pearl white). You may not wear necklaces, chains, bracelets or

lapel/slogan pins. Students will be required to remove jewelry resulting from body piercing (e.g. eyebrow, nose, tongue, etc.) while in the clinical area.

19. All uniform garments MUST be as described in this handbook. Handmade or similar style uniforms will not be permitted. No additions or modifications to the official uniform may be worn (e.g. jeans/dungarees/turtleneck shirts/"logo" or colored undershirts etc.). See instructor for individual clinical facility policy.

III. STUDENT ETHICS AND BEHAVIOR

The ethical conduct, protection from legal action and courtesy demands certain restraints on the behavior of VN Program students.

All client records and information are confidential; examination of them is a privilege extended to the student as a learner. This privilege must never be abused. Students should look at records of assigned clients only. They may also review files of patients with conditions pertinent to the subject matter being studied. If the client is a relative or friend of the student, the matter should be discussed with the instructor before the assignment is undertaken. In any case, the information is confidential and should not be discussed anywhere except in clinical conference. Use the client's age range whenever possible. At no time should you look at records or seek information from the health team about clients for your own benefit or to accommodate relatives, friends or neighbors. If a client is a relative or friend, you must abide by the visiting policies of the health agency; you have no right to special information regarding the client. The student uniform may not be worn while visiting.

Physician and health team members must be addressed and referred to as dictated by the health agency policies. This rule applies even if the physician or nursing team member is a relative or personal friend.

If any matter concerning a health team member's performance is discussed in conference for the purpose of increasing understanding of nursing care, names should not be used and specific incidents should not be repeated outside the conference situation.

Students have a right to freedom of speech and action in all ordinary matters, but will be held accountable for violations of ethical codes or professional conduct, even when not acting under the supervision of instructors.

The Code of Ethics of the National Association for Practical Nurse Education and Service is reprinted in Appendix C for your review.

IV. STANDARDS OF PROFESSIONAL BEHAVIOR

A. A VN Program student enrolled at CMC will maintain the following behavior during clinical and theory class hours. Failure to adhere to these behavior standards may result in dismissal from the Program with a failing grade for the course:

1. Speak in a modulated voice and in socially acceptable language
2. Interact with others in a respectful manner.
3. Withhold opinions and value judgments as they relate to others in the clinical setting or classroom setting.
4. Refrain from directly criticizing nursing and medical personnel and/or clinical facility management. Concerns should be discussed privately with clinical instructor.

5. Stay in assigned areas. If necessary to leave the area, notify the instructor.
6. No discussion of personal problems on the nursing units.
7. Eating, chewing gum or smoking only in designated areas.

B. The following behaviors are not acceptable and may be cause for suspension from the class and/or dismissal from the Program:

1. Two or more students turning in identical or very similar work of any type. Any form of cheating or plagiarism.
2. Signing the attendance roster for someone other than yourself.
3. Arguing with or challenging the instructor while class/clinical is in session.
4. Consistently arriving to class/clinical late and/or not staying for the entire class session.
5. Carrying a conversation with others while class or clinical is in session (disruption).
6. Reading other materials (newspapers, other books, etc.) while class is in session.
7. Bringing or using cellular phones, beepers or tape recorders in class without permission of your instructor prior to the class session.
8. Studying for another class while class is in session.
9. Sleeping in class.
10. Not responsibly participating in class discussions even though you may not like the subject of the discussion.

C. Class work shall be legible (readable). Neatness, spelling and grammar count. All class work is expected to be at the collegiate level. Please refer to the course syllabus for further information.

V. POLICY FOR STUDENTS WHO MAY BE IMPAIRED BY ALCOHOLISM, DRUG ABUSE OR EMOTIONAL ILLNESS

A. In the matter of VN Program students impaired by alcoholism, drug abuse and/or emotional illness, the Health Sciences/Nursing Programs (HSNP) Department of CMC recognizes that:

1. These are illnesses and should be treated as such.
2. Personal and health problems involving these illnesses can affect one's academic and clinical performance and that the impaired student is a danger to himself/herself and poses a grave danger to the patients in his/her care.
3. Students who develop these illnesses can be helped to recover.
4. It is the responsibility of the student to voluntarily seek diagnosis and treatment for any suspected illness.

B. Therefore, the faculty of the HSNP Department will document behaviors which may identify the impaired student. These behaviors include, but are not limited to, the following:

1. Clinical performance: some of the changes in the clinical performance that the instructor will document include the following:
 - a. Absenteeism – lack of notification – calls in to be late at the beginning of the shift. Long lunch breaks – frequent and/or unexplained disappearances from the assigned unit.
 - b. Deterioration of the clinical performance.
 - c. Increasing liability to meet schedules and deadlines.
 - d. Illogical, illegible or careless charting.
 - e. Excessive errors. Frequent medication errors; incorrect narcotic counts.
2. Nonspecific changes: in addition to deterioration in clinical performance, the impaired student will often exhibit a pattern of psychosocial problems. These may include, but are not limited to:
 - a. Personality changes: increased isolation, eating lunch alone, avoiding informal get-togethers, decreased interest in outside activities.
 - b. General behavior: frequent inappropriate responses, elaborate excuses for behavior, unkempt appearance.
 - c. Mental status: forgetfulness, complete loss of memory of event and conversations, confusion, decreased alertness, euphoria or “glossed over” recall of unpleasant events or arguments.

C. Extended Campus Facilities: Students who may be experiencing problems with chemical and/or substance abuse and/or emotional illness while in the extended campus clinical setting are reminded that the policies and procedures of that clinical facility (hospital) must be followed first. When a HSNP Department student appears to be impaired by alcoholism, drug abuse or emotional illness, the following procedures will be followed:

1. The clinical facility and/or College may report the student to civil authorities.
2. Documentation of unsafe and/or inappropriate behavior will be presented to the student by the clinical instructor at a meeting with the Director.
3. According to the College catalog (Board Rule #9803), the student may be subject to disciplinary action and legal penalties for violation of civil and criminal law and District and College rules.
4. In addition to the actions outlined in the College catalog, the Director will:
 - a. Review the student’s performance and the instructor’s clinical evaluation.
 - b. Discuss the situation with the student.
 - c. Recommend any, all or none of the following;

1. Referral to an appropriate resource for help with the problem.
2. Exclusion from the Program at this time.
3. Clinical probation with specific clinical objectives to be met by a specific date.

VI. GRIEVANCE & APPEALS PROCEDURE

In the event that a student feels she/he has a grievance (performance or behavior), the lines of authority as shown on the organizational charts of the HSNP Department and CMC will be followed upward.

A copy of the Student Conduct Standards and Grievance Procedures in effect for students at CMC is reprinted in Appendix D.

The appropriate agency to contact if the student has any questions regarding the established criteria or the delivery of the VN Program components is:

Department of Consumer Affairs
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Dr., Suite 205
Sacramento, CA 95823-2945
(916) 263-7800
(916) 263-7859
www.bvnpt.ca.gov

VII. INFORMATION REGARDING THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

The VN Program is accredited by the State Board of Vocational Nursing and Psychiatric Technicians. The notices regarding time, date and place of BVNPT meetings are posted on the BVNPT website. Students have the right to contact the BVNPT regarding Program concerns, especially if the student believes these problems have not been addressed by College faculty and administration after being brought to their attention. The telephone numbers are posted on the website.

A. Offenses Related to Licensure Issuance

At the time you make application for licensure to the BVNPT, you will complete an application that requires you to indicate whether you were ever licensed as a Registered Nurse or a Vocational Nurse in another state. You will also complete a "Record of Conviction" form.

The "Record of Conviction" form will ask the following questions:

Have you ever been convicted of any offense, including traffic violations?
You may exclude any traffic offense for which the only sentence imposed was a fine of less than \$500.00; any offense for which bail of less than \$500 was forfeited or any incident the records of which have been sealed under the Welfare & Institutions Code Section 781 or Penal Code Section 1203.45.

Remember, you MUST include any offense for which:

1. you were imprisoned;

2. you were placed on probation or fined;
3. arose during your military service;
4. the imposition of execution of sentence was suspended;
5. an order of rehabilitation was entered; and
6. any record of conviction was expunged or a pardon granted.

If you answer YES, you must give all of the following details:

1. Date of arrest;
2. City and state where arrested;
3. Name and location of Court where case was heard;
4. Details of the violation of which you were convicted;
5. Dates of imprisonment;
6. Dates of period of probation;
7. Conditions of probation;
8. Name and address of probation officer; and
9. Amount of fine paid.

B. State Board Examinations

Graduates of CMC VN Program are eligible to apply for the NCLEX-PN Examination.

The NCLEX examinations are taken by computer. During the final semester of the Program, students will be provided with applications and instructions regarding filing dates. The student will be responsible for completing the application materials by the stated deadline and paying the required application fee. All licensure application materials are to be submitted to the HSNP Department for submission to the State.

C. After Program Completion

For a variety of reports and records, the HSNP office needs information regarding students' employment and/or further education. Six months after graduation you will receive a survey form requesting information about the Program, your current position and plans for further schooling. An employer survey will also be included for additional Program assessment. We greatly appreciate your cooperation and participation.

VIII. READMISSION TO THE PROGRAM

Because the size of each class is limited, readmission to the Program is subject to available space. However, the Program Director may determine that vacant seats will not be filled, even in

the presence of qualified applicants, if it is deemed to be in the best interests of existing students and Program success. Any student seeking readmission must meet the following criteria:

1. Submit a written request for readmission to the Program Director;
2. Be readmitted to the Program within one year of the time the last VN course was taken and successfully completed;
3. Have a cumulative college grade point average of at least 3.0 excluding the grades of the course being repeated;
4. Be able to complete any remaining requirements without interrupting progression through the Program sequence; and
5. Provide evidence of sound emotional and physical health, if requested.

A. Prioritizing Requests for Readmission.

When there are more requests than space available, the Director and Program faculty will prioritize requests for readmission. The following guidelines are used to prioritize positions in the class:

1. First priority will be given to student who were satisfactorily meeting objectives at the time of withdrawal.
2. Second priority will be given to students who received an unsatisfactory grade ('D' or lower) in the last VN course in which they enrolled. A student who has a grade of "Incomplete" or a "W" will also be considered in this category. If all other factors are equal among applicants seeking readmission, the cumulative grade point average of courses required in the curriculum will establish prioritization.

B. Ineligibility

A student will be considered ineligible to return if:

1. The student has been terminated or dismissed from the Program for documented acts of dishonesty or unethical behavior, or has been asked to withdraw from the clinical course for safety reasons; and/or
2. The student has failed to satisfactorily complete a particular course after enrolling in that course twice.

C. Appeal

Any student seeking readmission who is ineligible as a result of any of the above standards and who believes that his/her situation should be considered an exception may appeal. The appeal process begins by making an appointment to discuss the matter with the Director of the Program.

Appendix A



**COPPER MOUNTAIN COLLEGE
VOCATIONAL NURSING PROGRAM**

MAKE-UP APPROVAL FORM

Student: _____ Date of Absence: _____

Class: _____ Date Turn In: _____

Instructor: _____

Content of Make-up - Clinical = Lab
Theory = Classroom

Instructor Comments:

Instructor Signature: _____

This form must be used for make-up.
Form must be completed by your instructor.

Appendix C



NAPNES CODE OF ETHICS

The LP/VN shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote Legislation which shall meet the health needs of its people.

Appendix D



COPPER MOUNTAIN COLLEGE VOCATIONAL NURSING PROGRAM

Student Grievance Procedure

If a student has a reason to believe that he/she has been unfairly treated and wishes to bring charges against a member of the academic community, the following procedures are allowed with respect to the faculty and/or administrators.

I. Cause:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated by initiate grievance procedures against the staff member in question.

II. Procedures:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Vice President of Academic Affairs.

After discussing the matter with the Vice President of Academic Affairs or their designee, if the student wishes to make a formal complaint it must be in writing. The Vice President of Academic Affairs or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Vice President of Academic Affairs may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Vice President of Academic Affairs or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for review of the matter and, at the Board's discretion, a hearing on the matter.

(Reprinted from p.23 CMC 2009-2011 College Catalog)

Appendix E



COPPER MOUNTAIN COLLEGE VOCATIONAL NURSING PROGRAM

BACKGROUND CHECK AND LIVE SCAN

Clinical sites require all students to undergo a background check before entering the clinical area to care for patients. This background check is in addition to the LiveScan requirement of the BVNPT at the end of the Program.

Appendix F



COPPER MOUNTAIN COLLEGE
VOCATIONAL NURSING PROGRAM

EVALUATION OF CLINICAL PERFORMANCE

Student _____ Semester _____ Pass _ Fail ___ Absences (dates) _____ Instructor _____
 Semester _____ Pass _ Fail ___ Absences (dates) _____ Instructor _____
 Semester _____ Pass _ Fail ___ Absences (dates) _____ Instructor _____

Rating Scale:

- 5 = Independent, self-directed
- 4 = Self-directed – student performs with observation
- 3 = Students needs only verbal direction from instructor
- 2 = Student needs verbal direction and assistance from instructor
- 1 = Unsatisfactory performance

NA = Not applicable

Note: In order to pass clinical, students must perform at no less than the level designated for each objective.

	VN I			VN II			VN III			Comments
	Mid	Final	Minimum Performance	Mid	Final	Minimum Performance	Mid	Final	Minimum Performance	
ROLE AS A MEMBER WITHIN THE DISCIPLINE OF NURSING										
Demonstrate and foster high standards of nursing practice										
1. Practice within the ethical-legal and regulatory framework of vocational nursing and standards of professional practice			2			3			3	
2. Demonstrate caring behavior towards the diverse client, significant support person(s), peers, supervisors and other members of the healthcare team.			2			3			3	
3. Demonstrate responsibility, accountability, self-management and self-evaluation.			3			3			3	
4. Maintain and protect client/organizational professional confidentiality.			3			4			4	
5. Demonstrate non-judgmental and sensitive behavior in providing care and in interpersonal relationships.			3			3			3	
6. Identify actual or potential ethical dilemmas in practice.			2			3			3	
7. Value vocational nursing as a career and value own practice.			3			4			4	
8. Support peers and other workers in the delivery of client care.			2			3			3	
9. Demonstrate behaviors of the vocational nursing role.			2			2			2	
10. Participate in peer review and governance.			2			2			2	
11. Utilize standards of vocational nursing practice and information from current literature to implement and evaluate safe client care.			2			3			3	
12. Utilize constructive criticism and self-evaluation as a basis for behavior change to improve nursing practice. Accept direction.			3			3			3	
13. Demonstrate professional behavior through appropriate civility, attendance, punctuality, grooming, dress and absence of substance abuse.			5			5			5	
BASIC ASSESSMENT (Data collection)										
1. Contribute to a database through systematic data gathering from client,			2			2			2	

	VN I			VN II			VN III			Comments
	Mild	Final	Minimum Performance	Mild	Final	Minimum Performance	Mild	Final	Minimum Performance	
family and other sources to determine the client's response to actual or potential health problems.										
2. Note changes in health status that affect the client's self-care agency (ability to meet needs).			2			2			2	
3. Identify the impact of environmental, developmental, emotional, cultural, religious and spiritual influences on the client's self-care agency (ability to meet needs).			2			2			2	
4. Identify the interaction patterns (verbal/nonverbal) of individual clients or significant support persons.			2			3			3	
DIAGNOSIS										
5. Analyze and utilize assessment and reassessment data to contribute to a plan for care for actual or potential self-care demands/deficits.			2			2			2	
6. Recognize nursing diagnoses on the basis of gathering and review of data.			2			2			2	
PLANNING										
7. Participate with the client, family, significant others and members of the healthcare team to contribute to client-centered goals and interventions directed toward restoring the client's optimum state of health, promoting wellness, preventing illness and providing rehabilitation.			2			2			2	
8. Prioritize client care.			2			3			3	
9. Contribute to and implement an individualized care plan that moves toward self-care, incorporating data related to the client's cultural and spiritual beliefs and physiological, psychosocial and developmental needs and strengths.			2			3			3	
IMPLEMENTATION										
10. Utilize therapeutic communication skills when interacting with clients of all developmental ages, significant support systems and groups.			2			3			3	
11. Implement the prescribed plan of care within the legal, ethical and regulatory framework of vocational nursing practice according to priority of goals and adjust priorities as changes occur.			2			2			2	
12. Execute nursing interventions (wholly/partially-compensatory or supportive/educative) in accordance with the care/treatment plan.			2			3			3	
13. Provide a safe physical and psychosocial environment for the client to achieve optimum comfort and functioning in diverse settings.			3			3			3	
14. Implement and monitor the prescribed medical regimen and nursing procedures for the client undergoing diagnostic tests and/or therapeutic procedures.			3			3			3	
15. Perform nursing actions competently in an organized and timely manner, to assist the client to achieve optimum comfort and functioning.			3			3			3	
16. Promote an environment conducive to prevention of self-care deficits and maintenance or restoration of the client's ability to meet self-care requirements.			3			3			3	
17. Use evidenced-based information, collected electronically or through other means, to support clinical decision-making.			2			3			3	
18. Recognize inconsistencies in prescribed nursing and medical regimen and intervene appropriately.			2			3			3	
19. Promote client autonomy by keeping him/her informed and involved in decision-making.			3			3			3	
20. Communicate relevant, accurate and complete information in a concise and clear manner.			2			2			2	
21. Contribute to the development and implementation of teaching plans that are specific to the client's level of development, knowledge, learning needs and learning style.			2			2			2	
22. Identify roles of healthcare team members in providing for continuity of care.			2			2			3	
23. Identify resources for referral of clients with self-care deficits.			2			3			3	

	VN I			VN II			VN III			Comments
	Mid	Final	Minimum Performance	Mid	Final	Minimum Performance	Mid	Final	Minimum Performance	
EVALUATION										
24. Evaluate the effectiveness of care provided towards achieving client outcomes.			2			3			3	
25. Collaborate with the client, significant support person(s) and other members of the healthcare team to evaluate progress toward achievement of outcomes.			2			3			3	
26. Modify client care as indicated by the evaluation of outcomes.			2			3			3	
ROLE AS MANAGER OF CARE										
Demonstrate management skills in providing care to a group of clients with diverse needs.										
1. Prioritize client care for assigned clients and reprioritize as indicated.			2			2			2	
2. Facilitate the continuity of care within and across changing healthcare settings and management systems.			2			2			2	
3. Demonstrate accountability for vocational nursing care given by self or delegated to others.			3			3			3	
4. Provide assistive personnel with relevant instruction to support achievement of client outcomes.			N A			2			2	
5. Interact creatively, openly and in a collegial manner with others to solve problems related to achieving client goals and outcomes.			3			3			3	
6. Utilize the appropriate channels of communication to achieve positive client outcomes.			2			3			3	
7. Collaborate to bring about fair solutions that balance differing needs, values and motivations for the purpose of achieving positive client outcomes.			2			3			3	
8. Work cooperatively with others to achieve client and organizational outcomes.			2			3			3	
9. Advocate for client rights.			2			3			3	
10. Seek assistance from other members of the healthcare team when the situation is beyond his/her knowledge or experience.			2			3			3	
11. Demonstrate competencies and utilize information technology to support and communicate the planning and provision of client care.			2			2			2	
12. Practice within the parameters of individual knowledge and experience.			2			2			2	
13. Coordinate the implementation of an individualized plan of care for clients and significant support person(s).			2			2			2	
PERFORMANCE 50 POINTS TOTAL POSSIBLE										
Attendance										
Punctuality										
Medicine pass preparation and knowledge										
Procedures										
Professional conduct										
Professional appearance										
Team player										
Interaction with peers										
Interaction with staff										
Communication										
Adherence and basic knowledge of facility policy/procedures and rules										

VNI MIDTERM COMMENTS:

Instructor Signature

Date

Student Signature

Date

VNI FINAL COMMENTS:

Instructor Signature

Date

Student Signature

Date

VNII MIDTERM COMMENTS:

Instructor Signature

Date

Student Signature

Date

VNII FINAL COMMENTS:

Instructor Signature

Date

Student Signature

Date

VNIII MIDTERM COMMENTS:

Instructor Signature

Date

Student Signature

Date

VNIII FINAL COMMENTS:

Instructor Signature

Date

Student Signature

Date

Appendix G



**COPPER MOUNTAIN COLLEGE
VOCATIONAL NURSING PROGRAM**

STUDENT HANDBOOK AGREEMENT

I _____ have read this Handbook. I understand all of
(student name – print)

the policies in the Handbook and I agree to abide by them.

Student Signature

Date

cc: Student
Student Academic File

APPENDIX H



**COPPER MOUNTAIN COLLEGE
VOCATIONAL NURSING PROGRAM**

WAIVER FOR PREVIOUS EDUCATION AND WORK EXPERIENCE

I, _____ have been made aware of my rights to apply my previous work
(student name – print)
experience and education to the Vocational Nursing Program and I waive the right to apply such
experience and education to my coursework in VN Program.

Student Signature

Date

Witnessed by Program Director

cc: Student
Student Academic File