



**COPPER MOUNTAIN COLLEGE**

**VOCATIONAL NURSING PROGRAM**

***STUDENT HANDBOOK***

Governed by:  
Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833-2945  
916.263.7800 [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)



## ADDENDUM – VN STUDENT HANDBOOK

### Copper Mountain College Vocational Nursing Program

#### Clinical Facilities

The following clinical facilities have contractual relationships with Copper Mountain College and are used in the Vocational Nursing Program as clinical practice sites:

1. Hi-Desert Medical Center  
6601 White Feather Road  
Joshua Tree, CA 92252
2. Hi-Desert Continuing Care Center  
6601 White Feather Road  
Joshua Tree, CA 92252
3. Robert Bush Naval Hospital  
1145 Sturgis Road  
Twentynine Palms, CA 92277

Clinical rotations may be scheduled any day of the week. Shifts may be scheduled for day shift or night shift, any time during a 24-hour period.

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Dear Vocational Nursing Student:

Welcome to the Copper Mountain College Vocational Nursing Program. Nursing is a challenging, exciting and rewarding profession and you are embarking on a career with unlimited possibilities. You, as a student, bring unique qualities and experiences to your nursing education and you will work with dedicated, caring and inspiring faculty and staff to achieve your dream of becoming a Licensed Vocational Nurse.

This Handbook has been prepared to provide you with information about the VN Program. Included are an overview of the curriculum, policies and procedures governing your educational experience, both theoretical and clinical. This Handbook explains what is expected of you and what you may expect of the faculty.

Please read this Handbook carefully and if there are any areas that are unclear to you, please seek clarification from your instructor or the Program Director. Keep this Handbook available for reference as you progress through the Program. Notice of revisions will be provided to you as changes are made and you will always be able to access the most current version on the VN page of the CMC website at <https://www.cmccd.edu/prospective-students/health-sciences/>.

You are responsible for understanding and complying with all of the information in this Handbook in addition to the academic policies stated in the College catalog. You will be required to sign the form (see next page) indicating that you have received this Handbook, that you understand the information, and that you will comply with all of the requirements contained therein.

Best wishes as you embark on your journey.



Copper Mountain College  
Vocational Nursing Program  
Program Compliance Agreement

I, \_\_\_\_\_, have received a copy of the Copper Mountain College  
Print Name

Vocational Nursing Program Student Handbook.

I acknowledge responsibility for knowing, understanding and complying with:

- (1) All of the information in the Vocational Nursing Program Student Handbook.
- (2) The academic policies stated in the Copper Mountain College Catalog and the Schedule of Classes. These policies include, but are not limited to: admission, retention, readmission, and grievance policies.
- (3) The College and Vocational Nursing Program graduation and completion requirements, obtaining timely counseling related to meeting those requirements, and submitting necessary petitions and applications for graduation and licensure in a timely manner.
- (4) Course registration, purchase of required textbooks, online testing and resource materials, maintaining current American Heart Association CPR skills and certification as evidenced by documented completion of an approved course for Healthcare Providers according to the requirements of the agency, Universal/Standard Precautions, health and safety requirements, drug dosage mathematics competency, adherence to Program uniform policy, attendance, and behavior standards in accordance with all policies and deadlines.
- (5) Submitting complete and appropriate class and clinical written assignments, including self-evaluations as stated in the course syllabi.
- (6) Complete patient care preparation prior to providing clinical care in order to ensure safe, patient-centered care.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>  
Semester (circle one)

# SECTION 1

The Vocational Nursing (VN) Program is an integral part of Copper Mountain College (CMC). The VN faculty endorses the institutional mission statement that supports comprehensive educational opportunities for Vocational Nursing and recognizes the challenge set forth by a diverse, growing and energetic community dedicated to lifelong learning. The Program meets the needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the Program is to produce an entry-level practitioner of Vocational Nursing who is eligible to take the Vocational Nursing licensing examination 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 healthcare. We believe that access to healthcare is the right of each member of society.

B. Health, Illness, and Healthcare Delivery

We believe health and illness are relative, every-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.

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 physiological, psychosocial, 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 healthcare needs, and to plan, implement, and evaluate nursing care.

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

We believe that learning results in a change in behavior that can be measured and 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 lifelong process.

## STUDENT LEARNING OUTCOMES

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

- A. Assesses basic physical, emotional, spiritual, and socio-cultural needs of patients using a variety of resources;
- B. Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- C. Provides safe, competent nursing care using accepted standards;
- D. Uses effective communication skills in the nursing role, in therapeutic relationships with patients and families and in collaboration with members of the healthcare team;
- E. Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- F. Practices within the scope of practice of the Licensed Vocational Nurse;
- G. Adheres to nursing code of ethics;
- H. Seeks opportunity for continued professional growth and performance;
- I. Advocates for the healthcare consumers through political, economic, and societal activities.

## CONCEPTUAL (ORGANIZING) FRAMEWORK

The conceptual 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 lifespan 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 Healthcare 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. Alterations 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, socio-cultural, and spiritual needs; planning care; implementation, and evolution.

## PROGRAM APPROVAL

CMC is fully-accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). 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 student's ability to participate in the Program. The College encourages men/women to apply for both traditional and non-traditional programs.

## SECTION 2

- A. Retention/Dismissal/Termination Policy
1. Retention and Progression in the VN Program
    - a. Students must complete the curriculum requirements of the BVNPT: 50 total units, 576 theory hours and 972 clinical hours.
    - b. A grade of 75% or better in theory and a "satisfactory" in clinical must be earned to progress to the next semester.
  2. Withdrawal from the Program
    - a. A student may withdraw from a course (and, thus, from the Program) prior to reaching the 75% mark; the transcript may show a "W." After 75%, the transcript will show an "F."
    - b. A student who withdraws from the Program a second time will not be considered for readmission.
    - c. A student leaving the Program for any reason other than graduation must attend an exit interview and sign an Exit Summary form. This is a requirement for future consideration for readmission.
    - d. Any student wishing to be considered for readmission must make formal application according to admission policy guidelines in effect at the time of reapplication.
  3. Dismissal from the Program
    - a. A student will be dismissed from the Program for any of the following:
      - 1) Academic and/or clinical failure
      - 2) Unsafe clinical performance
      - 3) Acts of dishonesty or unethical behavior
      - 4) Violation of Program professional conduct standardsA student who is dismissed for any of the above reasons will be denied readmission.
    - b. If dismissal occurs, the student transcript will show an "F."
    - c. All incidents must be documented in writing as soon as possible on a Faculty/Student Meeting Record form and signed by both the instructor and the student.
    - d. A student leaving the Program for any reason other than graduation must attend an exit interview and sign the required Exit Summary form.
- B. Grading
1. The theory grade is based upon total points using the following scale:  
90 – 100% = A                      75 – 81% = C  
82 – 89% = B                        <75% = F
  2. The successful completion of the clinical portion of the course is based upon consistent satisfactory performance as specified in the clinical evaluation forms.
- C. 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 in addition to EbscoHost, a full-text database with over 2000 magazines and journals.
- D. Please consult the CMC catalog for services available to students. Those services include the following:  
Counseling  
Financial Aid  
EOPS/CARE  
ACCESS  
Tutorial Services
- E. Patients with infectious diseases: All students will be assigned to care for patients with infectious diseases. Standard precautions will be implemented in the care of all patients. All students will wear Personal Protective Equipment in situations where contact with body fluids is a possibility.
- F. Student Medical Requirements: All students must submit the original health examination form and associated documents to the HSNP office and keep a copy for their personal records.
1. Students must maintain a level of physical and/or psychological health that enables them to provide safe nursing care to clients. When an instructor notes signs or symptoms that could indicate a health problem, the student may be required to bring evidence of satisfactory physical and/or mental health from a physician.
    - a. The student must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to the wellbeing of faculty, students or patients or would prevent the successful performance of the responsibilities and tasks required in the education and training program. Any condition described above which is developed by the student after admission to the Program may be considered sufficient cause for dismissal from the Program.



- b. The Director may require a student to be examined by a licensed physician and to have laboratory tests, as needed, to determine physical and/or mental fitness. The Director is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the Program, and except for such use, the confidentiality of such records shall be maintained.
    - c. Dismissal from the Program for health reasons will be on a case-by-case basis and shall be reviewed by the Director in consultation with CMC officials, other officials, and/or the BVNPT.
- 2. A Licensed Independent Practitioner (MD,DO, NP, PA) must complete the Pre-Entrance Medical Record form.
- 3. Copies of required lab reports and other documentation must be attached to the Pre-Entrance Medical Record form.
- 4. Tuberculosis (TB) screening is an ANNUAL requirement. Students entering the Program are required to undergo a two-step PPD screening and an annual screening must be maintained during enrollment in the Program. If a student has tested positive in the past, documentation of the positive test and a current chest x-ray (within six months of beginning the Program) is required.
- 5. Documentation of the following titers is required for all students entering the Program: Rubeola (Measles), Mumps, Rubella (German Measles), Varicella (Chickenpox), Hepatitis B and the Hepatitis Acute Panel. If any of the above titers are negative or equivocal, immunization is required. Additional health requirements may be imposed by facilities used for student clinical experiences which must be met.
- 6. Current Diphtheria/Tetanus/Pertussis immunization is required.
- 7. Pregnancy/childbirth. As soon as a student suspects she is pregnant, she should be examined by her healthcare provider. If pregnancy is confirmed, the following is required:
  - a. A signed statement, on official letterhead, from the physician and/or nurse practitioner stating that it is safe for the student to perform clinical assignments without restriction. This must be presented to the HSNP office and will be placed in the student's file.
  - b. A signed statement from the physician/nurse practitioner must be presented to the HSNP office every two months or more frequently if determined necessary by the Director. The statement will verify the student's health status and continued ability to perform the clinical assignments without restriction.
  - c. The student must submit a release from the physician/nurse practitioner stating the student is released to return to unrestricted activity to the HSNP office after pregnancy/childbirth.
- 8. All students are to have a background check and drug screen prior to entering the Program. Criminal background checks and drug screens are required by all clinical agencies/facilities.
- 9. Injuries in the clinical area
  - a. Notify your instructor as soon as possible. The instructor will help you with the required documentation.
  - b. Neither the clinical facilities nor CMC are responsible for providing treatment related to student injuries occurring as a result of this training program. It is highly recommended that students without health insurance purchase insurance coverage.
- 10. Students who have sustained an injury, whether during Program activities or in the course of personal activities, are required to submit proof of fitness to participate in clinical activities without restriction. Failure to provide such documentation when requested by faculty or the Director may result in dismissal from the Program.

NOTE: It is the student's responsibility to retain copies of all documentation submitted. The HSNP office will NOT make copies of any documents submitted and will NOT provide in any other way copies of records or any other information submitted and/or required for Program entrance or progression.

## SECTION 3

### PROGRAM POLICIES

- A. The BVNPT requires a specific number of units and hours in the clinical area. If absences exceed limits set by the Program, the student may not have sufficient hours to qualify for the licensing exam. Students are required to attend all class meetings of the course in which they are enrolled.
- B. Tardiness/Leaving Early: Tardiness is when a student is not in the learning location (clinical facility meeting location, NRL, simulation or theory classroom) and ready to begin at the time the class is scheduled to begin. Leaving early is when a student leaves before the time the class (theory or clinical) is scheduled to end. Repeated tardiness or leaving before the class is scheduled to end may subject the student to failure of the course and dismissal from the Program.
- C. Theory Absence: One absence from theory per course is allowed. However, all theory absences must be made up; theory make-up assignments, objectives, and deadlines will be determined by the theory instructor. More than one absence from theory may subject the student to failure of the course and dismissal from the Program.
- D. Clinical/NRL Absence: One absence from clinical/NRL per course is allowed. However, all hours must be made up and all clinical absences must be made up in a clinical facility or the NRL, and accomplish specific objectives as assigned by the clinical instructor. The clinical/NRL make-up form must be signed by both the student and the instructor prior to the actual make-up assignment. Make-up time may never be on a clinical day. The exact number of hours missed must be made up. All clinical make-up time must be completed as directed by the instructor prior to the end of the course final exam. Failure to complete make-up hours subjects the student to failure of the course and dismissal from the Program.
- E. When absences exceed what is allowed per Program policy, the student will be dismissed from the course and required to withdraw from the Program and/or receive a failing grade (based on CMC deadlines which allow either withdrawal or grade responsibility).
- F. The student must notify the clinical instructor prior to the start of the clinical rotation if it is necessary for the student to be absent.
- G. Every student must maintain American Heart Association Healthcare Provider Basic Life Support CPR skills and certification. If at any time, the student is found to be without a current certification, he/she will be excluded from the clinical setting until certification is obtained. If this results in excessive absences, according to the attendance policies stated in this handbook, the student will be dismissed from the Program.
- H. All patient records are confidential. Students and faculty will examine patients' records ONLY for the purpose of meeting objectives of the Program. Under no circumstances are patient records to leave the clinical facility. Failure to adhere to this policy will result in dismissal from the Program.
- I. Students must arrange for their own transportation to and from the clinical facilities.
- J. Students are encouraged to meet with their instructor at any time they wish to discuss their progress or Program policies and procedures. Students who are experiencing difficulty meeting theory or clinical objectives will be required to meet with the instructor and/or Director. At the conference, the student, instructor and/or Director will:
  - 1. Discuss the identified learning/performance issues;
  - 2. Draw up a written plan identifying specific actions that will result in improved performance and are agreed upon by the student and the instructor;
  - 3. Determine a date goals are to be met;
  - 4. Schedule a sequence of meetings to monitor progress by the student.
  - 5. 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.
- K. Uniforms are required to be worn for all clinical experiences at the clinical facility, in the NRL and any activities directed by the Program faculty. Uniforms are not required to be worn for theory days. If the student's uniform and/or personal grooming poses a threat to patient 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.
- L. 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 and during assigned NRL sessions. All aspects of the uniform code must be observed. Photo ID is required. Students are required to obtain a new enrollment sticker from the Office of Student Services each semester. Lanyards and reel/retractable ID card holders are not allowed.
  - 2. The clinical uniform may not be worn outside of the clinical experience (e.g. personal errands, dining out etc.) unless participating in a function where the uniform is appropriate (e.g. Health Fair) and as directed by Program faculty.

3. The CMC VN Program uniform is sold by # The Scrub Shop, 57353 Twentynine Palms Highway, Suite B, in Yucca Valley (760.853.0203). The uniform items MUST be exactly as indicated. A comparable but different product is NOT acceptable, even if produced by the same manufacturer. The required uniform garments are:

WW620 WW670	Cherokee Revolution	Ladies' Top Men's Top	Navy
WW120 WW140	Cherokee Revolution	Ladies' Pant Men's Pant	Navy
OPTIONAL WW310 WW360 Long/short sleeve t- shirt	Cherokee Revolution Cherokee Revolution Any Brand	Ladies' Jacket Men's Jacket Any Brand	Navy Navy White

Uniform garments MUST be as described above. 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.).

4. The Logo Patch and VN Student rocker are required parts of the student uniform. The logo patch is sewn on the upper left sleeve of the uniform top and jacket. The logo patch may not be attached with Velcro, pins, staples or paper clips.
5. 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 registration. The photo ID card must be worn on the outermost piece of clothing at shoulder height where it is clearly visible to others. Students are required to obtain a new enrollment sticker from the Office of Student Services each semester. Lanyards and reel/retractable ID card holders are not allowed.
6. All white socks of plain design (e.g. no lace/patterns/tennis socks or Peds) must be worn. Socks must be clean and free of holes.
7. Standard all white nurses' shoes or all white athletic shoes (low heels, closed toes and closed heels) must be worn. No open back 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 are not acceptable.
8. Additional items that must be carried while in the clinical setting include a black ink pen, bandage scissors, a watch with a second hand, and stethoscope.
9. Use a reliable deodorant and make certain your teeth are clean and your breath fresh. Uniforms must be washed and ironed before every wearing.
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 within the realm of genetic possibility.
12. Makeup extremes must be avoided.
13. Tattoos must be completely covered.
14. Perfume or cologne may not be used while in uniform.
15. Gum is not allowed in the classroom, NRL or clinical area.
16. Fingernails should be no more than ¼" beyond the fingertip and the use of polish, gel and/or artificial nails is not allowed.
17. Smoking may be prohibited at the clinical facilities. If a student chooses to smoke, the following restrictions must be followed:
- Smoking is permitted only in designated smoking areas.
  - Smoking is only allowed during approved break times; no additional breaks may be taken for smoking.
  - At a minimum, students must wear an item of clothing covering their uniform when 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.
  - Clinical facility rules must be followed and may include:
    - Restriction of smoking to certain areas.
    - Changing uniform after smoking and before returning to the patient care area.
  - Items for smoking (cigarettes, lighter, etc.) may not be carried in the student's uniform pockets at any time they are in the patient care area. They may be stored in a designated staff area or personal vehicle.
  - Violation of a policy by facility staff does not give permission for students to do so. There is no excuse for the student violate the facility smoking policy.

- g. 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 and may result in course failure and, thus, dismissal from the Program.
- h. For additional information on how to comply with this policy, consult the clinical faculty.
- 18. Smoking on campus: Follow CMC policies.
- 19. 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 (studs must be gold, silver or pearl white). Students may NOT wear necklaces, chains, bracelets or lapel/slogan pins. Students are required to remove ALL body piercing jewelry (e.g. eyebrow, nose, tongue, etc.) while in the clinical area and/or in uniform.

#### STUDENT ETHICS AND BEHAVIOR

- A. Ethical conduct, protection from legal action, and courtesy demands certain constraints on the behavior of VN Program students. All students 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. All patient records and information are confidential; examination of them is a privilege extended to the student. This privilege must never be abused. Students should look at records of assigned patients only. They may also review files of patients with conditions pertinent to the subject matter being studied. If the patient is a relative or friend of the student, the matter should be discussed with the instructor before an assignment is undertaken. In any case, patient information is confidential and should not be discussed anywhere except in clinical conference. Under no circumstances are patient records to leave the clinical facility. Failure to adhere to this policy will result in dismissal from the Program.
  - 2. At no time should the student look at records or seek information from the healthcare team about patients for their own benefit or to accommodate relatives, friends or neighbors. If a patient is a relative or friend, you must abide by the policies of the healthcare agency; you have no right to special information regarding the patient. The student uniform may not be worn while visiting.
  - 3. Physicians and healthcare team members must be addressed and referred to as dictated by the healthcare agency policies. This rule applies even if the physician or nursing team member is a relative or personal friend.
  - 4. If any matter concerning a healthcare 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 of the conference situation.
  - 5. 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.
  - 6. Speak in a modulated voice and in socially acceptable language.
  - 7. Interact with others in a respectful manner.
  - 8. Withhold opinions and value judgments as they relate to others in the clinical or classroom setting.
  - 9. Refrain from directly criticizing nursing and healthcare personnel and/or clinical facility management. Concerns should be discussed privately with the clinical instructor.
  - 10. Stay in assigned areas. If it is necessary to leave the area, notify your instructor. Under no circumstances are students allowed to leave the assigned clinical area without the specific permission of the clinical instructor; if facility personnel direct the student to another assignment, the student must obtain permission from the clinical instructor before doing so.
  - 11. No discussion of personal problems on the nursing units.
  - 12. Eating and/or smoking is to be in designated areas only.
  - 13. The VN Program does not allow students to act as translators, or assist in the use of translation devices or services to translate for patients or families.
- B. The following behaviors are unacceptable and may be cause for suspension from the class and/or dismissal from the Program (this list is not all-inclusive):
  - 1. Academic dishonesty including any form of cheating or plagiarism.
  - 2. Signing the attendance roster for someone other than yourself.
  - 3. Arguing with or challenging the instructor.
  - 4. Arriving to class/clinical late and/or not staying for the entire class session.
  - 5. Disruptive behavior while class or clinical is in session.
  - 6. Reading other materials (newspapers, other books, etc.) while class or clinical is in session.
  - 7. Use of electronic devices such as cellular phones or tape recorders in class without the permission of your instructor prior to the class session.
  - 8. Studying for another class while class is in session.
  - 9. Sleeping in class.

10. Breach of confidentiality and/or violation of HIPAA and/or FERPA regulations.
  11. Patient abandonment.
  12. Profanity and/or vulgarity.
  13. Violation of the NAPNES Code of Ethics.
  14. Failure to abide by the scope of practice of the student nurse.
  15. Placing or threatening to place a patient, staff member, student and/or instructor in physical or emotional jeopardy.
- C. Classwork shall be:
1. Legible (readable). Neatness, spelling and grammar count. Completed work shall be at college level.
  2. Written work that looks like a rough draft or from a website used for gathering information will not be graded.
  3. All written activities must be original and demonstrate your own work.
  4. Please become familiar with CMC student discipline policies.

#### NURSING RESOURCE LAB

The Nursing Resource Lab is located in Room 222 and Room 220. The Lab is maintained to supplement and enhance instruction for students enrolled in health sciences and nursing programs. Students will be assisted and supervised by faculty and/or the Nursing Resource Lab Coordinator.

- A. Nursing Resource Lab (Skills Lab)
1. The NRL contains equipment, supplies and training mannequins to simulate a clinical situation. The NRL is utilized to demonstrate patient care and procedures and to provide a setting in which students may practice skills being taught. It is also used to test a variety of skills.
  2. When not in use for class or Simulation, students may practice skills under faculty supervision. When the practice period is completed, students are expected to help with clean-up. The faculty may determine that a student needs more practice in a skill and direct him/her to spend specific time in the NRL. Retesting and evaluation may be done by the instructor.
  3. Food and drink are NOT permitted at any time in the NRL.
- B. Media for NRL
1. The NRL contains computers, videos and software programs. As part of each course, students may be assigned to access specific media in the NRL.
  2. Equipment & media:
    - a. must be obtained from NRL instructor
    - b. may only be taken out of the NRL with the permission of the NRL instructor or the Director.
  3. Students must be respectful of fellow students and faculty in the NRL by observing basic rules of courtesy.
  4. Computer software/applications may not be copied for any reason.

#### STUDENTS WHO MAY BE IMPAIRED BY ALCOHOLISM, DRUG ABUSE OR EMOTIONAL ILLNESS

- A. In the matter of Program students impaired by alcoholism, drug abuse and/or emotional illness, the HSNP Department recognizes that:
1. These conditions are illnesses and should be treated as such.
  2. Personal and health problems involving these illnesses may affect student's academic and clinical performance and that the impaired nursing student may pose a danger to self and may pose a grave danger to the patients in his/her care.
  3. Nursing students with these illnesses may be helped to recover.
  4. It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
  5. Confidential handling of the diagnosis and treatment of these diseases is essential.
- B. The faculty of the HSNP Department will document behaviors that may identify the impaired student. These behaviors include, but are not limited to, the following:
1. Clinical performance: Some of the changes in 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 hours - frequent and/or unexplained disappearances from the assigned unit.
    - b. Deterioration of clinical performance.
    - c. Increasing inability to meet schedules and deadlines.
    - d. Illogical, illegible or careless charting.
    - e. Excessive errors or frequent medication errors.
    - f. Frequent disappearances from the work area and returns with noted physical and/or behavior changes.
  2. 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, eats lunch alone, avoids 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. 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 may be followed first. When a student appears to be impaired by alcoholism, drug abuse or emotional illness, the following procedures will be followed:
- 1. The clinical facility and/or CMC 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 CMC Catalog 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 CMC Catalog, the Director will:
    - a. Review the student's performance and 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.

#### READMISSION TO THE PROGRAM

- A. Because the size of each class is limited, readmission to the Program is subject to available space. However, the 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. If enrollment in the CMC VN Program ends in the student exiting the Program, and the student is eligible, the student may reapply for admission following the admission policy in effect at the time of reapplication.
  - 2. The student may be readmitted to the Program a total of one (1) time. A remediation plan may be prepared by a designated faculty member or the Director. The student will be required to furnish proof or demonstrate remediation prior to consideration for readmission to the Program.
  - 3. Students who have exited the Program for more than one year may be considered for readmission. The student may be required to complete remediation as part of consideration for readmission.
  - 4. The Director will review all applications to determine that specific criteria have been met. The final decision regarding readmission to the Program is at the discretion of the Director.
  - 5. Students who exit the Program for any of the following reasons are ineligible for readmission to the Program:
    - a. Unsafe clinical performance
    - b. Acts of dishonesty or unethical behavior
    - c. Violation of Program professional conduct standards
- B. Prioritizing requests for readmission. When there are more requests than space available, the Director will prioritize requests for readmission. The following guidelines are used:
- 1. First priority will be given to a student who was satisfactorily meeting objectives at the time of withdrawal.
  - 2. Second priority will be given to a student who was unsatisfactorily meeting objectives at the time of withdrawal. A student who has a grade of "incomplete" or a "W" will be considered in this category.
- C. A student will be considered ineligible for readmission if the student has failed to satisfactorily complete a course after enrolling in that course twice.
- D. 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 student may initiate appeal process begins by making an appointment to discuss the matter with the Director.

#### STUDENT DEPARTMENTAL COMPLAINTS

To facilitate resolution of student complaints/conflicts within the department, it is expected that the student:

- A. Will discuss the issue with the persons involved and try to resolve the issue (follow the chain-of-command).
- B. If the problem remains unresolved or the student is dissatisfied, he/she may request a meeting with the Director to discuss the issue and ways of effecting a resolution. This should be done as soon as a possible so that the Director may facilitate a resolution before the problem escalates.
- C. If still dissatisfied, the student may request an appointment with Administration in accordance with the CMC grievance procedure.

## STUDENT GRIEVANCE PROCEDURE – COLLEGE LEVEL

Refer to the current CMC catalog.

Students have the right to contact the BVNPT regarding Program concerns, especially if the student believes these problems have not been addressed by CMC faculty and administration after being brought to their attention.

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833-2945  
916.263.7800 [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

### INFORMATION REGARDING LICENSURE

- A. During the final semester of the Program, students will be provided with licensure application instructions and information regarding filing dates. The student will be responsible for completing and submitting the application and related documents and for paying the required application fee(s).
- B. The Director and/or designee will submit the necessary Program documentation for students completing the Program to the BVNPT.
- C. Graduates of the Program are eligible to apply for the NCLEX-PN Examination.
- D. After completion of the Program, students may receive a survey requesting information about the Program, current employment and plans for further education. An employer survey may also be included for additional Program assessment. The Program appreciates your cooperation and participation.



COPPER MOUNTAIN COLLEGE  
VOCATIONAL NURSING PROGRAM

THEORY/CLINICAL MAKE-UP FORM

STUDENT NAME: \_\_\_\_\_ DATE OF ABSENCE: \_\_\_\_\_

COURSE: VN-010 VN-020 VN-030 (circle one)

FACULTY NAME: \_\_\_\_\_

ASSIGNED AREA(S)/FOCUS FOR DAY MISSED: \_\_\_\_\_

NUMBER OF HOURS MAKING UP: \_\_\_\_\_

GOALS FOR THE ASSIGNED MAKE-UP (required):

\_\_\_\_\_  
\_\_\_\_\_

WRITTEN ASSIGNMENT (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR COMMENT:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
STUDENT

\_\_\_\_\_  
INSTRUCTOR DATE: \_\_\_\_\_

**DOCUMENTATION OF MAKE-UP COMPLETION:**

TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

TOTAL TIME COMPLETED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty Overseeing Make-Up

\_\_\_\_\_  
Date

Note: The theory or clinical instructor will initiate the form. The student will take the original copy of the form to the faculty member overseeing make-up when reporting to make up the missed time. The faculty member will document the student's completion of the required make-up and turn form in to Program Director.



Copper Mountain College  
 Registered Nursing Program  
 Vocational Nursing Program  
 Student Meeting Record

Student Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

ROUTINE ADVISORY

STUDENT REQUEST

RN	<input type="checkbox"/> N-010	<input type="checkbox"/> N-015	<input type="checkbox"/> N-020	<input type="checkbox"/> N-025	<input type="checkbox"/> N-030	<input type="checkbox"/> N-035	<input type="checkbox"/> N-036	<input type="checkbox"/> N-040
VN	<input type="checkbox"/> VN-010	<input type="checkbox"/> VN-020	<input type="checkbox"/> VN-030					
<input type="checkbox"/> General								
<input type="checkbox"/> Support System								
<input type="checkbox"/> Financial								
<input type="checkbox"/> Theory								
<input type="checkbox"/> Clinical								
<input type="checkbox"/> PPD / CPR / Immunizations								
<input type="checkbox"/> Other								

**IDENTIFIED CONCERN**

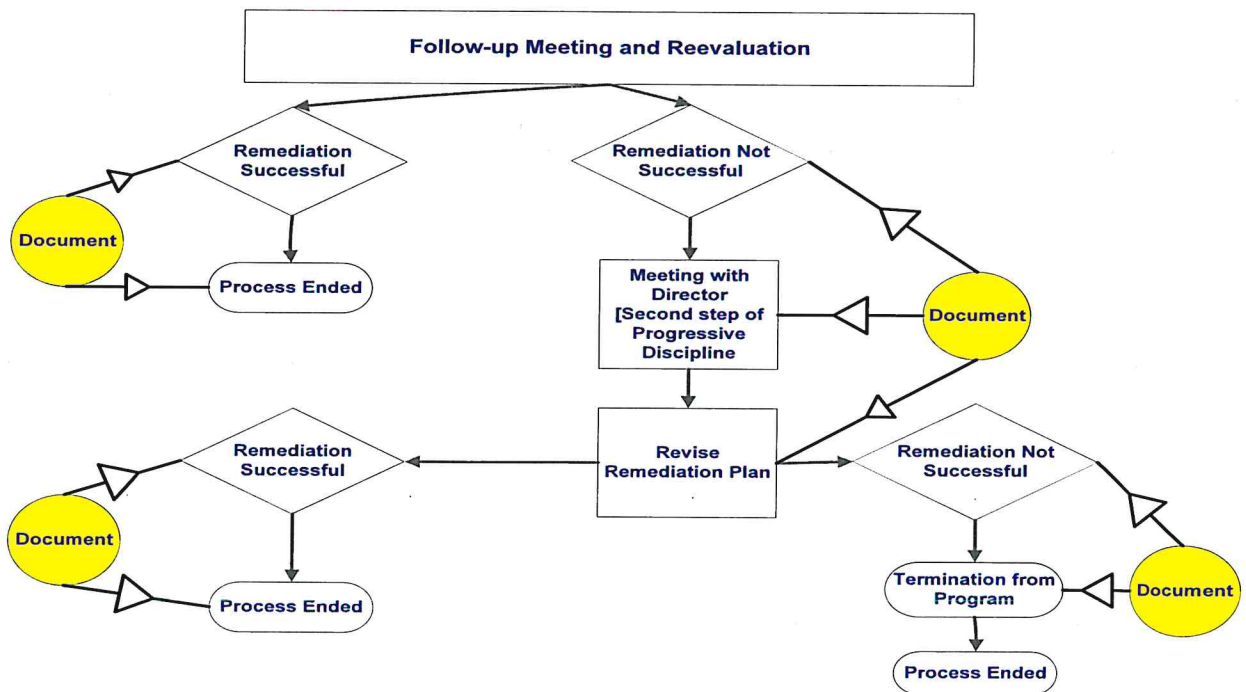
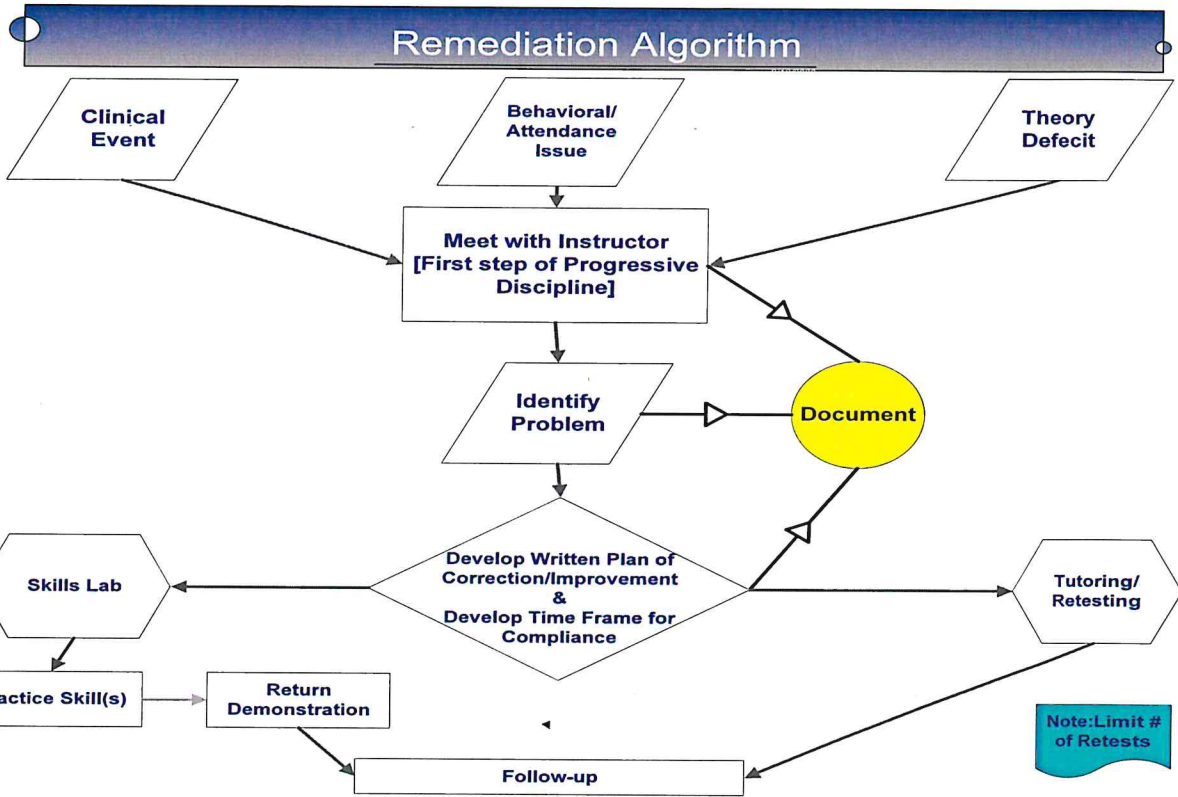
THEORY     CLINICAL     TUTOR     REMEDIATION

RN	<input type="checkbox"/> N-010	<input type="checkbox"/> N-015	<input type="checkbox"/> N-020	<input type="checkbox"/> N-025	<input type="checkbox"/> N-030	<input type="checkbox"/> N-035	<input type="checkbox"/> N-036	<input type="checkbox"/> N-040
VN	<input type="checkbox"/> VN-010	<input type="checkbox"/> VN-020	<input type="checkbox"/> VN-030					
<input type="checkbox"/> Student is at risk for failure								
Identified concern:								
Plan of Action / Assignment(s):								
Meeting re. this concern								
<input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4				Date of next meeting: _____				

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

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

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





## 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.



**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 Director

cc: Student  
Student Academic File



COPPER MOUNTAIN COMMUNITY COLLEGE  
HEALTH SCIENCES/NURSING PROGRAMS DEPARTMENT

REQUIRED EXIT SUMMARY

DATE: \_\_\_/\_\_\_/\_\_\_

Name of Student: \_\_\_\_\_

Course Exiting: \_\_\_\_\_ Reapplying: Yes \_\_\_ No \_\_\_

REASON FOR EXIT:

- 1. Theory Failure \_\_\_\_\_
- 2. Clinical Failure \_\_\_\_\_
- 3. In Danger of Failing \_\_\_\_\_
- 4. Personal (Specific) \_\_\_\_\_

REMARKS: (include factors which may have influenced student's ability to succeed):

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RECOMMENDATIONS to improve chance of success if readmitted

- (1) \_\_\_ hours remediation (document guidelines/directions)
- (2) Remediation in Nursing Resource Lab
- (3) Enrollment in College or other coursework to achieve Plan/Goals.
- (4) Reading reevaluation by Reading Center
- (5) Other

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty

\_\_\_\_\_  
Date

**Unsafe Practice Acts in the Clinical Setting**

1. Unsafe Practice Acts related to medications:
  - 1) Failure to observe the seven rights of medication administration:
    - a. right patient;
    - b. right time and date;
    - c. right dose;
    - d. right route;
    - e. right medication;
    - f. right reason;
    - g. right response.
  - 2) Failure to recognize errors related to medications:
    - a. failure to recognize own inability to calculate dosages;
    - b. failure to report any medication error;
    - c. failure to recognize and report own errors;
    - d. failure to check and initiate appropriate nursing action for patient allergies or pertinent lab test or procedure results when indicated;
    - e. failure to know and report medication side reactions;
    - f. failure to handle medications/ampules/vials in a safe manner;
    - g. failure to double verify medication when indicated;
    - h. Failure to properly administer/monitor IV therapy.
2. Unsafe Practice Acts related to patient/nurse safety:
  - 1) Failure to practice Universal Precautions and/or Standard Precautions.
  - 2) Failure to properly wash hands at the appropriate times.
  - 3) Failure to identify a patient before beginning any procedure.
  - 4) Failure to elevate side rails on:
    - a. confused patient;
    - b. medicated patient;
    - c. patient in higher elevated bed;
    - d. child in a crib;
    - e. patient on a stretcher/gurney.
  - 5) Inserting a contaminated urinary catheter or using any contaminated equipment in patient care.
  - 6) Failure to ascertain and observe for patency in any tube.
  - 7) Failure to check placement of an NG tube before instilling fluid.
  - 8) Failure to check doctor's orders before beginning any treatment.
  - 9) Failure to recognize, report and record important changes in patient's condition including:
    - a. change in blood pressure;
    - b. change in pulse;
    - c. change in respirations;
    - d. change in patient's color;
    - e. new or unusual bleeding;
    - f. change in patient's emotional state;
    - g. low or no urine output.
3. Unsafe Practice Acts related to the patient's nutritional status:
  - 3.1 Administering liquids or solid foods to a patient who is NPO.
  - 3.2 Supplementing or altering without doctor's orders, the patient's therapeutic (special) diet.
  - 3.3 Attempting to administer liquid or solid food to a patient at risk of aspirating.
  - 3.4 Delivering food tray to the wrong patient.
  - 3.5 Not observing or maintaining an ordered fluid or dietary intake.
  - 3.6 Failure to record an ordered intake and output.
4. Unsafe Practice Acts related to the patient's legal rights:
  - 4.1 Failure to maintain patient confidentiality.
  - 4.2 Failure to provide for patient privacy.
  - 4.3 Attempting to force or coerce the patient:
    - a. forcing medication on the patient when the patient is not on a legal hold;
    - b. forcing a treatment on a patient.
  - 4.4 Participating in holding a patient against his/her will when patient is not on a legal hold.
  - 4.5 Denying a patient his rights when the patient is not on a legal hold.
  - 4.6 Denying a patient his or her bill or rights.
5. Unsafe Practice Acts related to life support measures:

- 5.1 Failure to initiate CPR on a patient.
- 5.2 Failure to correctly perform CPR.
- 6. Unsafe Practice Acts related to student role performances:
  - 6.1 Failure to recognize own limitations:
    - a. attempts a procedure without prior education or practical experience;
    - b. does not report work overload;
    - c. causes a patient or staff injury due to negligence;
    - d. allows staff to assign student to procedures student does not feel competent to perform and the student performs the procedure without the instructor.
  - 6.2 Failure to recognize and report any errors.
  - 6.3 Failure to chart or to report off to staff and/or instructor before leaving the unit:
    - a. charts inaccurately and/or incompletely;
    - b. gives inaccurate and/or incomplete report;
    - c. failure to report incomplete care.
  - 6.4 Failure to demonstrate appropriate clinical professional behavior that could jeopardize a patient's safety:
    - a. tardiness, excessive absences, inappropriate grooming/dress, and/or inappropriate interpersonal behavior;
    - b. reporting to clinical lab under the influence of alcohol or drugs;
    - c. stealing or lying in regards to medications, possessions (staff or patient's) or treatments in the clinical experience;
    - d. does not follow policy of the nursing program, school and/or clinical agency;
    - e. makes judgment to change plan of care without approval of RN.



**COPPER MOUNTAIN COLLEGE**  
**HOSPITAL DRUG AND HAZARD AWARENESS FORM**

Student Name: \_\_\_\_\_ will signify that they have read the following materials concerning drug and/or medicinal therapies to any/all patients.

The following items represent the students' responsibility/awareness when in the clinical areas.

The student is aware that:

- A. Each clinical facility has a hazard policy according to Title 8 California Code of Regulation, Section 5194, and Federal Regulations 29, Part 1910.1200, requirements.
- B. All drugs given by the student must be adequately researched according to school policy, prior to giving it to the patient to ensure safe administration. This includes using the drug inserts, clinical facility, formulary and/or a student pharmacology text for the current year.
- C. Handling of drugs and storing of hazardous materials will be done per clinical facility policy.
- D. New drugs being used have various drug reactions and interactions or toxic effects may occur.
- E. Toxic drugs may become aerosolized, absorbed through the skin or mucous membranes, or inhaled.
- F. Note: Mercury (used in certain equipment – BP, Cantor Tube) is toxic and absorbed via the skin. Never handle mercury without gloves.
- G. Students are not allowed to administer intravenous cytotoxic (oncological) drugs. Special post-licensure education and certification is required for nurses administering these medications.
- H. All clinical facility spills of body fluids should be managed according to facility policy. Check with the RN on the Unit for direction. Bleach (e.g. Clorox) is a universal cleanser.

Student signature verifies:

- 1. Receipt of this notice.
- 2. Commitment to read, know and comply with these directions.
- 3. Agreement to ask questions when in doubt.
- 4. Student has been informed and understands the clinical facility hazards.

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