

GROSSMONT COLLEGE NURSING
ACADEMIC INTEGRITY POLICY
Effective: 06/2015 Reviewed: 06/2016; 07/2017; 06/2018; 06/2019 Revised: 07/2016; 01/2020
Interim Associate Dean of Nursing

BACKGROUND:

The nursing profession demands the highest moral and ethical standards. All students at Grossmont College are expected to comply with the institution’s high standards of academic integrity and avoid instances of dishonesty at all times. Students have the responsibility to adhere to an academic honor code, which upholds the integrity of the institution and the educational process so that all students have an equal opportunity to demonstrate their academic abilities. Academic fraud includes but is not limited to cheating, plagiarism, plagiarism on the Internet, falsification and/or fabrication and intentional deception.

Academic fraud is a serious violation of Grossmont College Student Code of Conduct, which states, *“Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction within the District, ... the student may be disciplined for : (13) Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty; (14) Dishonesty, forgery; alteration or misuse of District documents, records or identification, or knowingly furnishing false information to the District; and (19) Unauthorized preparation, giving , selling transfer, distribution or publication for any commercial purpose of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including but not limited to handwritten , or typewritten class notes, except as permitted by any district policy or administrative procedure”.* (Grossmont College Catalogue, Student Code of Conduct, 2018/2019)

POLICY:

Cheating is any act or attempted act of fraud, deception or distortion of truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes but is not limited to:

- The use of unauthorized sources of information during any type of test. This would include, but is not limited to crib notes, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. This also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student’s exam or using another’s exams, assignments, or other work or allowing another student to do so.
- Completing an exam or assignment for another person or allowing another person to complete any part of an exam or assignment for one’s self.
- Altering graded class work and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, **copy/paste**, accepting, stealing or otherwise obtaining exam information, assignments or other class work.

Plagiarism is using someone else's ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things and is by far the most common manifestation of academic fraud. Plagiarism includes but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.

For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

- Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, and submitting it as one's own work or allowing another student to do so.
- Submitting as one's own work, work prepared by others or prepared in collaboration with others.
- Reproducing another's work so closely that any reasonable person would after careful evaluation of the circumstances, conclude that plagiarism has occurred.

An infraction of plagiarism will result in a zero for the assignment and referral to Dean of Student Affairs.

Plagiarism on the Internet is purchasing research papers on the internet and submitting them as your own and constitutes a gross case of plagiarism. Plagiarism on the Internet includes but is not limited to:

- Cutting and pasting from a website without putting the text being used in quotation marks and/or without properly citing the sources.
- "Content scraping" a term used to describe the copying and pasting of information from websites and blogs.

An infraction of plagiarism on the internet will result in a zero for the assignment and referral to Dean of Student Affairs.

Multiple Submission: *Use of work previously submitted at this or any other institution to fulfill academic requirements in another class*

An infraction of multiple submissions will result in a zero for the assignment and referral to the Dean of Student Affairs.

Falsification/Fabrication is any act of inventing or altering information in order to deceive. Falsification/fabrication includes but is not limited to:

- Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Falsifying signatures on required forms or other academic records.
- Using another person's identification, falsifying one's identification or representing one's self as another person. Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.
- Falsifying or fabricating any patient data or procedures.

Falsification/fabrication will result in dismissal from the Nursing Program.

Intentional Deception is the submission of false documentation (absence excuse, proof of attendance, etc.) or falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may be subject to disciplinary action.

Intentional deception will result in dismissal from the Nursing Program.

Students who engage in academic fraud will be subject to a zero on the particular exam, paper, project, or assignment. Any student dismissed from the program after failing a course due to an infraction of academic integrity will be considered “not in good academic standing” upon dismissal from the program. Grossmont College School of Nursing adheres to the College Policy related to Academic Integrity. Students who violate academic integrity for any reason will be referred to the Dean of Student Affairs. An infraction of Academic integrity can result in a suspension or expulsion as stipulated by the District’s Student Disciplinary Procedures administered by the Vice President of Student Services and Dean of Student Affairs.

Exam Procedures: The following standardized procedures will be implemented in all Nursing Department courses to reduce the incidence of potential cheating on exams and to most closely simulate an NCLEX testing environment.

- Students must be present at scheduled testing times. Exceptional circumstances must be discussed with the course faculty prior to the scheduled testing date.
- Student seating during tests may be assigned so as to minimize opportunities for dishonesty/cheating.
- Privacy screens may be used when tests are administered outside of the computer lab.
- All personal belongings (backpacks, jackets, water bottles, etc.) will be left in the back of the classroom.
- Cell phones will be turned off and placed on top of backpacks. Students may not wear badges, hats, sunglasses, smart watches, or fitbits during the exam. All of these should be placed in the student’s backpack at the back of the room. Students should not have anything in pockets during the exam. Faculty reserves the right to ask students to show pockets are empty and to inspect students’ footwear.
- When tests begin, all communication among students will stop.
- Students will monitor their own behavior so as not to arouse any suspicion on the part of the faculty or test monitor.
- Students will be provided with a pencil, scratch paper and calculator by faculty. All items will be returned at the end of the exam.
- Students who need to exit the testing room prior to completion of the exam must request permission of the faculty. Permission may be denied during the first hour of the testing block. Students are not permitted to take any belongings or talk with anyone outside of the testing room prior to finishing the exam.
- Once a student completes the exam and exits the testing room they may not re-enter until all students have completed the exam (they may pick up belongings as they exit the testing room).

GROSSMONT COLLEGE NURSING
ADMISSION AND ONGOING REQUIREMENTS POLICY
Effective: 06/2015 Reviewed: 06/2016; 07/2017; 06/2018; 06/2019; 09/2019; 01/2020 Revised: 07/2017; 06/2018; 09/2019; 01/2020
Interim Associate Dean of Nursing

Students will be expected to provide a Social Security Number once they are accepted into the Nursing program. **Students must be officially registered for the required nursing courses at the designated date set by the Nursing Office.** Students will not be permitted in the clinical area if they are not officially registered and do not have current immunizations and TB clearance, CPR certification, Malpractice Insurance, Background check and drug screen and verification of the required HIPAA and Standard precautions passing scores.

BACKGROUND:

The health care industry has continued to change significantly over the past few years. There has been an increase in the number of patients who are admitted to acute care facilities who are older and more acutely ill. In addition, there continues to be a growing elderly population with multiple chronic health problems and there have been expanded opportunities for healthcare to move out of the hospital and into the community. Nurses continue to be the frontline of health care providers. In order to meet the demands of the healthcare systems, to provide students a positive educational opportunity and to be in compliance with regulatory bodies, the Nursing Program at Grossmont College has the following policies:

POLICY:

- ✓ **Medical/Recreational Marijuana:**
Most clinical health facilities will not accept students using medical /recreational marijuana or its derivatives. Inasmuch as clinical rotations are required for all students, Grossmont College is unable to accept or retain students into the Grossmont College Nursing Program who are currently using or plan to use marijuana, including medical marijuana, during their enrollment in the Grossmont College Nursing Program.
- ✓ **Compliance Tracking:**
 - Students will be notified of the due date in writing in the New Student Requirements packet.
 - Failure to submit any requirements prior to a class or clinical day will result in a class and/or clinical absence and possible dismissal from the nursing program.

Students in the nursing program use Complio compliance tracking system to upload and track all compliance requirements for the nursing program. Complio compliance tracking system is a subscription that students are required to pay for. Students are expected to always be in compliance with all requirements including **immunizations, malpractice insurance and CPR certification** in order to continue in the nursing program. The clinical facilities require that no

item has a date which will expire in the middle of a clinical rotation. If an item is set to expire in the middle of a rotation, you must renew it early. All requirements must meet this criteria 4-5 weeks in advance of the clinical rotation in order to allow time for clearance for the clinical rotation prior to the start date of the rotation. Students have the responsibility and are held accountable to maintain their currency with their immunizations. ~~particularly TB.~~ Detailed information on how to register for the use of Complio is distributed with the New Student Requirements Packet.

✓ **CPR Requirements:**

- Students are required to have a current **American Heart Association (AHA) Basic Life Support (BLS) Provider** card.
- No other organization cards (**other than American Heart Association**) will be accepted.
- A copy of the CPR card must be entered into the Complio compliance tracking system (see compliance tracking information above). An e-card is acceptable.
- Students are required to maintain current CPR certification while in the Nursing Program.
- Students have the responsibility to submit copies of CPR renewal into the Complio tracking system.
- Students cannot attend nor practice in the clinical setting without a current American Heart Association BLS Providers card on file at all times.
- Online CPR classes are acceptable if the course has an online portion **and** a skills validation portion at an authorized **American Heart Association Training Center**.

✓ **Malpractice Insurance:**

- Students are required to have current malpractice insurance and students have the responsibility to upload the proof of insurance to the Complio tracking system (see Compliance tracking information above).
- Students have the responsibility to upload copies of malpractice insurance renewal to the Complio tracking system.
- Students cannot attend nor practice in the clinical setting without current malpractice insurance coverage on file at all times.
- The minimum coverage for professional liability is \$1,000,000/occurrence and \$3,000,000/general aggregate.

✓ **LVN Students:**

- LVN to RN students are responsible for providing and maintaining a current LVN License.
- Malpractice insurance: when applying for malpractice insurance the LVN to RN student is expected to carry both LVN and Student RN malpractice insurance coverage (*Dual coverage on the same policy may be available*).

✓ **Background Check and Drug Screen:**

- Students are required to undergo a background check and a urine drug screening test before starting the nursing program.
- Students are expected to assume the cost of the background check and drug Screen.

Should a student's background check return with a flag, there is a possibility that some of the clinical agencies may deny student placement and in that case, the student may have to withdraw from the Nursing Program.

- **If a urine test is flagged as a "dilute sample", the student will need to contact the nursing office and arrange to have a repeat test done within 24 hours.**
- Students who know or anticipate receiving a flag on their background check or urine drug screen are encouraged to review the information provided on the Nursing Department website prior to applying to the nursing program.
- If a test needs to be repeated, students are expected to follow the guidelines set by the clinical agencies.
- **Affiliating clinical agencies may require additional testing (drug screening).**
- **Students absent from the Nursing program for one full semester or longer will be required to obtain a repeat background check and urine drug screen prior to re-entry.**

(Summer is not included in the definition of a semester gap).

✓ **Physical Exam:**

- A physical exam is acceptable if completed within 6 months prior to the first day of class. Some clinical agencies may require an annual physical exam.
- Students are expected to have the forms filled out for their physical exam by their Healthcare provider (**the forms should be signed or stamped by the healthcare Provider**) and uploaded to the Complio compliance tracking system. The forms are located on the Nursing website at <http://www.grossmont.edu/nursing>.

✓ **Changes to Personal Information (including Emergency Contact Information):**

- It is the students' responsibility to submit changes of personal information [name, address, telephone and/or cell numbers, email address, etc.] to each of the following: the Nursing Department, current instructors and Admissions and Records (**changes should be submitted in writing**). **This includes changes to Emergency Contacts.**

✓ **Email: Please note: All communication from the Nursing Office is conducted via email and critical information related to the Nursing program is sent via email on a regular basis.**

- Students are expected to have an email address (the College provides students with email accounts if necessary).
- Students are expected to submit their email addresses and any subsequent changes to the Nursing Office and to their instructors.
- Students are expected to make email address changes through the campus online system.
- Students are expected to obtain a Grossmont College email*, Gmail, or an account from another provider. Due to difficulties with Hotmail and Yahoo systems, students with Hotmail or Yahoo accounts may not be able to receive communications from the Nursing Office.
- Students who are currently enrolled in the Nursing Program are expected to check their email on a daily basis.

*GCCCD email accounts are only valid and usable when a student is registered in a Grossmont College course; therefore, communication between the student and the Nursing Program faculty and staff will not be available until a student is enrolled in a class.

GROSSMONT COLLEGE NURSING
DRESS CODE POLICY
Effective: 06/2015 Reviewed: 06/2016; 06/2017; 06/2018; 06/2019 Revised: 07/2019; 01/2020
Interim Associate Dean of Nursing

BACKGROUND:

Professional dress and appearance is the expectation for Grossmont College School of Nursing Students. The manner in which students dress reflects the pride students have in themselves, the pride students have in their school and the pride students have in the nursing profession. The manner in which students dress reflects the importance of the experience is an indication of students' self-discipline, not only in dress, but in other areas. The Grossmont College Nursing Program Dress Code Policy is formulated to ensure high standards of dress and appearance that represents our Program to area hospitals and community settings.

POLICY:

Professional appearance is mandatory. The dress code must be consistent with the dress code of the hospital to which the student is assigned. Modifications of the dress code may be made for certain clinical rotations based on the dress code policy of the facility utilized. The clinical instructor will discuss such changes.

The following dress code guidelines are in effect during class, skills lab, clinical assignments and clinical simulations:

- Students must wear the Grossmont College Uniform during class, skills lab, clinical assignments and clinical simulations (including during Summer, Winter, and Spring breaks)- **street attire is not acceptable.**

Uniform:

- **For students entering the nursing program Spring 2019 or later:**
 - a. Uniform style is limited to selected school choice, and includes a short sleeved top, and pants.**
 - b. Students are expected to purchase their own uniform from the selected options given to them.**
 - c. Students are expected to have their uniform top embroidered according to specifications given to them.**
 - d. ONLY Solid white, gray, or black tee shirts (short sleeve) may be worn under the green scrub top.**

Hair:

- Neat in appearance.
- Long hair is to be worn up off the shoulders or tied back with an inconspicuous holder when in the clinical setting or clinical simulation lab.
- Hair must not come in contact with the front of the uniform or with patients.
- Hair color should be within the standard spectrum of natural hair colors: No primary colors including but not limited to purple, pink, blue or green may be worn. Face must be clean shaven or well-groomed if a beard, mustache, goatee, etc. is worn.

Jewelry:

- **Watches with a second hand or digital second indicator are mandatory**
- One set of simple, inconspicuous stud or post earrings are acceptable.
- Dangling earrings or hoop earrings are not permitted.
- Ornate rings, multiple chain necklaces or bracelets are not permitted.
- **Piercings** of any other visible body part, **including eyebrow, tongue or nose**, (except ears) are not acceptable or permitted.

Tattoos:

- Tattoos may not be visible in the clinical setting.
- Long sleeved T-shirts are not permitted in the clinical setting.
- Tattoos must be covered by the long-sleeved clinical jacket or special-order solid tattoo sleeves in tan, white, gray or black which have been developed for use in medical facilities.
- The special order tattoo sleeves are in compliance with infection control practices.
- If a clinical facility has a specific policy on tattoos that varies from the college policy, the policy of the clinical facility will be followed when a student is in the facility.

Shoes:

- Clean, primarily **white, gray or black**, low –top, closed toe and heel with rubber soles. No neon colored shoes or shoelaces.

Jackets:

- **Students are expected to purchase black jackets with an embroidered Grossmont college logo. Black jackets are available for purchase through Ace Uniforms.**
- **No other sweatshirt, jacket or cover-up may be worn with the Grossmont College Nursing Program scrub uniform in the classroom or clinical settings.**

Nails:

- Fingernails have been identified by the Center for Disease Control as a high risk area for transmitting microorganisms to patients in the clinical setting.
- Due to the high risk for transmission of infection, **nails must be in their natural state in the clinical setting, without polish, shellac, Gel, extenders or artificial nails.**
- No additional materials may be added to the fingernails.

Name Badge:

- The official Grossmont College student picture identification badge must be worn on the uniform at all times while in clinical, class, skills lab and simulation. The ID badge is a crucial component of the dress code and students attending clinical, skills lab and simulation without an ID badge will be sent home. This will result in a clinical absence.

Students questioning the appropriateness of clinical attire should consult their clinical instructor prior to purchase/wearing.

Students will be sent home if found in violation of the dress code and this will result in a clinical absence.

GROSSMONT COLLEGE NURSING
MILITARY-TRAINED ADVANCED PLACEMENT POLICY
Effective: 06/2016 Reviewed: 07/2017; 06/2018; 07/2019 Revised: 01/2020
Interim Associate Dean of Nursing

BACKGROUND:

This policy has been updated to be in compliance with the information provided by the California Board of Registered Nursing (BRN) in EDP-I-37, revised in September, 2019. According to current BRN California Code of Regulations (CCRs), individuals who present with relevant military education and experience equal but not limited to Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4NOX1C) are eligible for advanced placement in a pre-licensure nursing program. Any nursing courses can be challenged; however, individuals must have prior relevant education and experience that meet the specific requirements of each course. The Nursing Program limits the total number of units of nursing courses which may be challenged to 8 units of nursing.

1. Military experience and/or education must be within the previous 2 years prior to the application period. The following are examples of documentation to be submitted.
 - a. DD Form-214 demonstrating honorable military discharge.
 - b. Official transcripts with syllabi of relevant military education and clinical experience demonstrating satisfactory completion of coursework and clinical experience.
2. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including but not limited to completion of science pre-requisite courses and the Test of Essential Academic Skills (TEAS).
3. In order to be eligible to challenge nursing courses, individuals must score in the top 40 of the applicants applying to the Nursing Program as determined by the California State Chancellor's multi-criteria screening tool.
4. Advanced placement of Military-trained students into the Associate Degree Nursing Program is contingent upon space availability and successful passing of the challenge exams:
 - a. Written Course challenge exam with minimum score of 75%.
 - b. Dosage Calculate challenge exam with a minimum score of 75%.
 - c. Passing score on Skills competency challenge exam.
5. Candidates who completed nursing courses from other colleges in which they earned a grade of C- or lower will not be eligible for admission to the Associate Degree Nursing Program.

6. Information regarding evaluation and granting equivalency credit through challenge exams is available on the Grossmont College nursing website.

PROCEDURE:

1. Interested candidates must request an appointment with the Nursing Program Director prior to applying to the nursing program to discuss eligibility requirements for the Associate Degree Nursing Program.
2. Interested candidates must complete the entire nursing application which can be found on the Grossmont College Nursing Website. Additional information that must be included with the application is evidence of relevant military experience and education.
3. If a candidate is accepted into the nursing program, they must make an appointment with the Nursing Program Director to arrange for scheduling of the challenge exams.
 - a. The challenge exams must be completed at least 6 weeks prior to the start of the semester in order to allow time for placement in the appropriate clinical group.
 - b. If space is not available in the class the candidate will be given the following options:
 - i. Enter the nursing program in the entry level courses (Nursing 118 and 120).
 - ii. Defer entry to the nursing program and check with the Nursing Program Director the following semester to see if space is available in the class. The candidate will not have to reapply to the nursing program. The deferment could be done only once.
4. The following materials will be available to the applicant once the challenge confirmation is made:
 - a. Course syllabus, including course objectives, content outline, and Textbook list.
 - b. Example of style and format of challenge exams.
5. The applicant will be informed of the results of the challenge exams within one week of taking them.

GROSSMONT COLLEGE NURSING
STUDENT ADMISSION WITH PRIOR CONVICTIONS POLICY
Effective: 06/2016 Reviewed: 6/2016; 06/2017; 06/2018 Revised: 07/2016; 08/2019; 01/2020
Interim Associate Dean of Nursing

BACKGROUND:

The purpose of the background check and drug screen for nursing students is to protect the public. The clinical facilities have the responsibility for protecting their patients, and they will determine whether or not a student can participate in clinical rotations at their respective facilities. A past criminal history may be a significant barrier to placement in clinical rotations, hence, the ability to complete the nursing program. The Board of Registered Nursing (BRN) is responsible for protecting public safety through the licensing process. The process of completing an Associate Degree program in nursing will not result in the ability of an individual to practice as a nurse. All graduates of the nursing program must submit an application to the BRN for review, which includes an extensive Background check. Previous convictions may result in a denial of licensure by the BRN.

POLICY:

- All nursing students will be required to complete a background check and urine drug screen upon acceptance into the nursing program.
- The background check and drug screen reports will be shared with the clinical facilities prior to the start of the clinical rotations. Clearance decisions are made on a case-by-case basis by the clinical facilities once you have been admitted to the nursing program, prior to each clinical rotation.
- If a background check and/or drug screen is “flagged” as not clear of all convictions and/or drugs, the clinical facilities will review the flagged reports and determine if a student will be allowed to complete a clinical rotation at their respective clinical site. If a clinical facility does not clear a student to be at the site, the student will be unable to complete the clinical component of the nursing program. This may occur at any point in the nursing program, including during the final semester. As a result, the student will be dismissed from the nursing program at the time the decision is made by the clinical facility. There are no written criteria for which flagged results will result in the denial of clinical placement by a clinical facility. The decision is made on a case-by-case basis.

- In addition to the clearance needed for clinical rotations during the nursing program, graduates will need to complete a more extensive background check when applying to the CA Board of Registered Nursing (BRN) for an RN license. Applicants with a record of substance abuse or conviction of violations of federal, state or local laws related to controlled substances, alcohol or other drugs or an offense (misdemeanor or felony) should know that they may not be eligible for licensure as a registered nurse.
- The primary source for determining the impact of prior convictions on the ability to obtain an RN license is the CA Board of Registered Nursing (BRN) website: www.rn.ca.gov. The information from the BRN includes the following statement:
“All convictions must be reported to the BRN – both misdemeanor and felony and “driving under the influence”. Convictions must be reported even if they have been expunged”.
- The following links will take you directly to information on the BRN website related to reporting of convictions.

<https://www.rn.ca.gov/applicant-enforcement.shtml>

<https://www.rn.ca.gov/enforcement/convictions.shtml>