

Grossmont College – Nursing Program

Addendum to Student Handbook

2015-2016

The following policies were revised and effective January 25, 2016. Changes are italicized in bold.

Classroom Attendance and Conduct (page 37 of Student Handbook)

1. The hours of theory absences per semester may not be greater than the number of hours the class meets per week. If a student is absent and a quiz is given, the student will receive a zero. There is no makeup for quizzes. Should the theory absences exceed the number of hours the class meets per week, the lead instructor and/or teaching team will meet to consider dropping the student from the class. Should the student be dropped for excessive absences the student will need to schedule an exit interview and start the re-entry process. If a student is dropped for excessive absences, this will count as a program attempt. The student will only be eligible for one reentry into the nursing program.
2. *If a student leaves a scheduled class due to injury or illness and is referred to see a Healthcare Provider (ie, an ER, Urgent care or clinic setting), the student must obtain a note clearing the student to return to class without restrictions prior to their return. This note must be written on letterhead or stamped with the facility stamp and signed by a Healthcare Provider. The student may also use the “Medical Clearance Form” which can be found on the Grossmont Nursing website under “student forms”.*
3. Repeated tardiness is disruptive to the class and interferes with learning. A student who has been tardy three times will receive a classroom absence.
4. Cell phones and pagers must be set to “Vibrate” mode. If expecting an emergency message, please discuss this issue with the instructor prior to class.
5. The College’s “Student Code of Conduct” will be observed.
6. For hybrid courses, see the course syllabus for attendance policies.

Clinical/Campus Laboratory Attendance and Conduct (Page 41 of Student Handbook)

Each course has been assigned a specific unit value and is based upon a curriculum submitted to the California Board of Registered Nursing. Therefore, the following policies are in effect.

1. The student must attend all clinical and campus lab sessions. If the clinical absence is excused and unavoidable, and appropriate make up experiences are available, the student may arrange with the instructor for a make-up experience. The specific make-up assignment will be determined by the clinical instructor, in consultation with the lead course instructor.
2. The instructor and/or the teaching team will evaluate any absence beyond one. The decision to grant a make-up will be based on the student’s ability/opportunity to meet the objectives of the course.
3. Excessive clinical absences may result in a student not meeting the clinical objectives, which in turn constitutes failure of the nursing course. The student is then subject to the re-entry policy.
4. Should makeup of equivalent clinical experience be approved and available, it must be completed by the date stipulated by the faculty.

5. ***If a student leaves a scheduled clinical shift due to injury or illness and is referred to see a Healthcare Provider (ie, an ER, Urgent care or clinic setting), the student must obtain a note clearing the student to return to clinical without restrictions prior to their return. This note must be written on letterhead or stamped with the facility stamp and signed by a Healthcare Provider. The student may also use the "Medical Clearance Form" which can be found on the Grossmont Nursing website under "student forms".*** A student who is late for the clinical laboratory may be sent home and this will constitute a clinical absence.
6. A student who is evaluated as being unprepared for that day's clinical assignment may be sent home by the instructor and this will be considered a clinical absence. This will result in an unsatisfactory grade on the student's *Clinical Evaluation Performance Form*.
7. If the student is ill on a clinical day and is unable to report to the clinical facility where assigned, the student is responsible for notifying the clinical instructor and agency in accordance with the policies established during hospital orientation.
8. When in the clinical setting, students must wear their Grossmont College Picture Identification Badge. Should a student inadvertently forget their identification badge, they will be given 1 hour to retrieve their identification badge. If the student is unable to do so within 1 hour, the student will be sent home and this will count as an unexcused clinical absence.

Please Note: For patient and staff safety, students should not come to clinical when ill. The clinical instructor has an obligation to send the student home and to discuss clinical make-up at a later date. Clinical makeup is not guaranteed however, the instructor will make every attempt to provide clinical make-up.

Background Check and Drug Screen (page 29 of Student Handbook)

Students are required to undergo a background check and urine drug screening test before starting the nursing program. The cost of the background check and drug screen are assumed by the student. Rady Children's Hospital requires an annual background check and drug screen. Students absent from the program for one full semester or greater will be required to repeat a background check and urine drug screen prior to re-entry. Summer does not count towards a semester gap.

Background check

A past criminal history may be a significant barrier to placement in clinical rotations and may have a negative impact on a nursing graduate's ability to obtain a license to practice nursing.

Applicants with a criminal history must make an appointment to meet with the Nursing Director once they have applied to the nursing program. Any student who fails to disclose criminal history at the time of application will be disqualified as an applicant to the program. There should be at least one year time passed since the completion of any imposed probation or modification of a condition at the time of application. The Program has the right to request documentation of completed probation in the case of imposed probation or modification of a condition.

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 any offense (misdemeanor or felony) should

know that they may not be eligible for licensure as a registered nurse. Factors the California Board of Registered Nursing considers include the following:

- **Nature and severity of the act(s), offenses, or crime(s) under consideration**
- **Actual or potential harm to the public**
- **Prior disciplinary record**
- **Number and/or variety of current violations**
- **Mitigation evidence**
- **Rehabilitative evidence**
- **In case of a criminal conviction, compliance with the conditions of sentence and/or court-ordered probation**
- **Overall criminal record**
- **Time passed since the act(s) or offense(s) occurred**

The nursing application may not be accepted from students with pending criminal charges, a conviction of a felony or misdemeanor (other than a minor traffic offense), or entry into a diversion program for a criminal offense, including but not limited to:

- **Abuse (Adult, Elder and/or Child)**
- **Domestic Violence**
- **Recent DUI or DWI currently serving probation**
- **Lewd conduct**
- **Sex crimes (Adult and/or Child)**
- **Medicare/Medicaid fraud or abuse**
- **Battery**
- **Theft**
- **Failure to pay taxes**
- **Sale or use of controlled substances**

Students with a record of abuse (i.e., Adult, Elder and/or Child) or domestic violence on their background checks will be ineligible to apply to the Grossmont College School of Nursing. Students who incur new infractions while in the nursing program will be required to meet with the Program Director to discuss options.

(Adapted from State of California Board of Registered Nursing: Recommended guidelines for disciplinary orders and conditions of probation, 2003).

Urine Drug Screen

Students with a flagged or diluted urine sample may not be allowed to attend select clinical sites, and therefore may be required to withdraw from the nursing program. If you become aware that your urine sample is flagged or diluted, contact the Associate Dean/Director of Nursing as soon as possible. There are specific guidelines that must be followed if it is determined that the test needs to be repeated. This is determined by the clinical facilities.