WEST HILLS COLLEGE LEMOORE

APPENDICES
2024-2025

APPENDICES

A

National Student Nurses' Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.
The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

GRADUATION REQUIREMENTS

B

To prevent any confusion at the time of graduation please note the following:

1. If you have taken any classes at other institutions, please contact the health careers counselor first, then the director, if further clarification is needed.
2. All waivers or course substitution must be approved by the Director and the Dean of Admissions and Records.
3. Only those students who have completed our prescribed program will sit for the board. **There are no exceptions.**
4. If you have a conviction for any misdemeanors or felony conviction, please arrange to meet with the director as soon as possible, if you have not done so already.
5. All third and fourth semester students must have a graduation evaluation check.

Below is a list of program prerequisites and general education requirements that must be completed in addition to Associate Degree Program courses before you can sit for the board examination.
Acceptance into the ADN Program with a minimum 2.5 GPA
　　No less than a C grade for Anatomy, Physiology, Microbiology and English 1A

Program Requirements	General Education Requirements
The following must be completed prior to admission into the ADN program	Any Area C Humanities course　　　3 Units
BIO 032 - Human Anatomy　　　4 Units BIO 035 - Human Physiology　　　4 Units BIO 038 - Microbiology　　　4 Units ENG 001A or equiv　　　3 Units **Completion not required for admission but highly recommended** *MATH 063/065 Intermediate Algebra　5 Units (or higher) will accept (3u) equiv CHEM 002A Introductory Chemistry 4 Units PSYCH 001 General Psychology　3 Units SOC 001 Introduction to Sociology　3 Units 　　　　　Or SOC 002 Crit think/Social Prob　3 Units COM 001 Elements of Public Speaking　3 Units 　　　　　Or COM 004 Small Group Dynamics　3 Units	*APPENDIX C* for student education tracking form

<u>GRADUATION EDUCATION STUDENT TRACKING</u>

West Hills College - Associate Degree Nursing Program

Date: _____

GE COURSE COMPLETION RECORD

Student:_____   Current Semester_____

COURSE	Semester Completed	NEED
Mathematics 065 or higher		
English 001A or equiv Reading and Writing requirements		
Psychology 001		
Sociology 001 or Sociology 002		
Biology 032 - Anatomy		
Biology 035 - Physiology		
Biology 038 - Microbiology		
Humanities Elective		
Chemistry 002A		
COM 01, or COM 04		

60 Units are required for graduation from West Hills College

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<u>30 UNIT OPTION COURSEWORK</u>

D

According to the BRN interpretation of CCR 1429 an LVN who wishes to become an RN using the 30 Unit Option is required to complete no more than 30 semester units in nursing and related courses listed below with a grade of "C" or better. Twenty-one of the units are nursing courses and eight are in physiology and microbiology.

The 30-unit option is unique to California and <u>some states</u> will not issue a license to an individual who was originally licensed in California under the 30 unit Option regulations. Students completing the 30 unit option are eligible to take the NCLEX-RN exam but do so as non-degree candidates. Students selecting the "30 Unit Option" are not considered graduates of West Hills College as per the requirements of West Hills College and the Board of Registered Nursing CCR 1429. Once the student has completed the 30 unit option and received an RN license from the BRN, the BRN cannot change the status to that of a graduate even if the student goes on to acquire a degree in nursing at a later date. ***30 unit option students are subject to the same educational standards as the basic RN students.***
The 30-unit option LVN tract is available on a space- available basis.

Mandatory Pre-requisites for 30 unit option:

Biol 032 Human Physiology   4.0 units
Biol 038 Microbiology   4.0 units (Chemistry pre-requisite not required)
TOTAL Units pre-requisites 8.0

Program Courses	Course Title	Course Units
NURS 012 *recommended	Role Transition, critical thinking and a culture of health	5units (3.5 theory; 1.5 lab) Not included in total
NURS 030	Culture of Health 4	3 units
NURS 030L	Culture of Health 4 Immersion	3 units
NURS 031	Culture of Health 5 mental health	1.5 units
NURS 031L	Culture of Health 5 Immersion mental health	1.5 units
NURS 040	Culture of Health 6	2.5 units
NURS 040L	Culture of Health 6 Immersion	3.5 units
NURS 041	Transition into Practice in the Community	1.5 units
NURS 041L	Community Immersion	1.0 units
TOTAL		**17.5 units**
TOTAL PROGRAM		**25.5** With pre-requisites (8.0 units)

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LVN/RN ARTICULATION PROGRAM

WHCL offers two options for Licensed Vocational Nurses (LVN) articulating to become RNs. The Program for California LVNs requires one academic year (two semesters) of the Associate Degree Program. LVN to RN students enter into the third semester of the RN curriculum but must take a Role Transition and Advanced Pharmacology Class prior to third semester. The LVN students take a different sequence of courses from the basic RN students.

PLEASE SIGN BELOW UPON ACCEPTANCE INTO THE NURSING PROGRAM

Student acknowledgement of the choice they are making with the Non-Degree 30 unit Option LVN to RN:

Please initial each section

_____ The 30 unit Option is unique to California and applicants need to be aware that some states will not issue a license to a person who was originally licensed in California under the 30 unit Option regulations.

_____ Licensure by Endorsement in other states is not guaranteed as some states will not allow non-graduates to take their NCLEX or obtain a license in their state.

_____ I understand that the Board of Registered Nursing will not change my non-graduate status at time of licensure to that of degree graduate even if I obtain a degree in nursing at a later date.

_____ I understand that I cannot put on an employment application that I am a graduate of West Hills College.

_____ I understand that all nine required prerequisites (Math 63 included for Microbiology) have been shown to be linked with success in the Nursing Program and by not taking them I may be putting myself at greater risk for not completing the Nursing Program.

_____
Student Signature   Date

_____
Director's Signature   Date

Please consult with Director
- **if you have any questions about equivalency, substitutions, or waivers.**

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<u>TB SURVEILLANCE FORM</u>

This form is required to be completed by a licenses Health Care Provider (HCP) as student has at
one time has had a positive TB skin test and currently has negative chest x-ray. Annual
surveillance is required as recommended by the CDC to be able to participate in their clinical
education as a student in the West
*Return this form with assessment screening attached

Students Name_____ Date of physical_____

Name of Health Care Provider_____

Health Care Provider's license number_____

As a licensed Medical Doctor, Physician's Assistant or Nurse Practitioner: I have properly
screened _____ as part of an annual TB surveillance as the student
has tested positive in a previous TB skin test and does have evidence of a negative chest x-ray.

Student under my care has shown to be clear of any signs and symptoms of TB per the guidelines
recommended by the Centers for Disease Control (CDC).

Student is:

_____ **Negative** from any S/S of TB disease per my physical assessment and any other tests or
procedures I determined as necessary

AND

_____ **Student is clear** to continue clinical for this academic year effective_____

_____ Student is **not clear** at this time and is requiring additional testing for assessment.
Student is scheduled to return for final determination on _____

OR

_____ Student is **not clear** at this time and **will not be eligible** to participate in the clinical
education portion of the nursing program.

Health Care Provider Signature_____
Health Care Provider office stamp in box below

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<u>HEALTH CLEARANCE FORM</u>

Dear Doctor:

The individual listed below is applying for the Registered Nurse Training Program. As per California regulations, a physical must be completed prior to entering the program. Please fill out the following form regarding physical health and identify any possible limitations.

Student's Name: _____   Date: _____

Have you had any of the following complaints?

Yes	No	Yes	No	Yes	No	Yes	No
□	□ Headaches	□	□ Blackouts	□	□ Joint pain	□	□ Hay fever/asthma
□	□ Dizziness	□	□ Unconsciousness	□	□ Chronic fatigue	□	□ Shortness of breath
□	□ Frequent colds	□	□ Diarrhea	□	□ Chest pain	□	□ Difficult urination
□	□ Hoarseness	□	□ Nausea/Vomiting	□	□ Palpitations	□	□ Nighttime urination
□	□ Tarry Stools	□	□ Enlarged glands	□	□ Excessive thirst	□	□ Sleeplessness
□	□ Indigestion	□	□ Excessive gas	□	□ Ankle swelling	□	□ Anxiety attacks
□	□ Constipation	□	□ Blood in Stools	□	□ Night sweats	□	□ Yellow jaundice
□	□ Cold feet						

If you answered yes to any of the above conditions, please explain:

_____
_____
_____
_____

How many pillows do you use? _____ What major operations have you had?

_____
_____
_____

I grant permission to the below signed physician or representative to release this information to West Hills College:

_____

Student Signature   Date

<u>Physical Assessment</u>

EENT   _____   Urinary _____

Cardiovascular_____   Muscular _____

Respiratory _____   Skeletal _____

GI _____   Neuro _____

Allergies _____   Medications _____

Physical Requirements - Please check the following tasks the individual is able to perform:

Lift, push or pull objects weighing 50 lbs	□	Stand and walk without difficulty	□
Stand for long periods of time	□	Bend at the waist without difficulty	□
Perform basic range of motion	□	Limitations, if any: _____	

_____   _____   _____

Signature of Physician   **Date**   **Phone Number**

<u>**TB Skin Test**</u>

Date of TB skin test _____ Results _____ Date Read _____Read by _____

Health Care Provider office stamp in box below

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PREGNANCY/POST PARTUM CLEARANCE

G

Dear Doctor/Practitioner:

_____ is currently enrolled in the Registered Nursing Program at West Hills College Lemoore and must obtain a written release from her physician to participate in classroom, laboratory, and clinical activities. Students will be exposed, but not limited to, patients that at times are combative (i.e. kicking, hitting, spitting, and sexual violent predators). There is also a risk of infectious disease exposure. Please note that if more than 10% of clinical hours are missed the student can be dropped due to not meeting clinical objectives.

Clinical hours in the hospital are 12hr shifts with appropriate breaks 1-2 days per week
Theory hours are full days of courses 2 days per week.

Please review the list below and check any item student may **not** participate in.

_____ Stand for long periods of time

_____ Climb stairs

_____ Transfer/lifting patients/residents into/out of chairs, beds and other surfaces.

_____ Position patients/residents in bed, chairs, and other surfaces

_____ Perform ADL's of patients/resident

_____ Bath /dress patients/residents

_____ Assist with ambulation of patients with/without assistive devices

_____ Carry /lift up to 25 pounds

_____ Carry/lift over 25 pounds

_____ Bend at waist, knees, crouching, stooping, kneeling

_____ Tasks require use of hands, arms, shoulders, legs and feet

Other limitations

_____

_____

Doctor's Signature _____Date _____

Address _____
Street   City   State   Zip

Phone _____

Office stamp here

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MEMO: New 2016 AHA BLS Provider Cards

American Heart Association®
life is why™

CPR & Emergency Cardiovascular Care

Date of Release	February 16, 2016
Purpose	To provide direction and information on the 2016 Basic Life Support (BLS) Course eCards and print course completion cards until the revised Course Card Reference Guide is published.
General Information	The Instructor-led BLS Course has been updated to reflect the *2015 AHA Guidelines Update for CPR and ECC*. The AHA has released new BLS Course materials that aid in providing quality and consistency in all BLS courses. The new BLS Course can only be taught by current BLS Instructors who completed the 2015 Guidelines Science Instructor Update for BLS. The new BLS Course replaces the BLS for Healthcare Providers (BLS HCP) and BLS for Prehospital Providers (BLS PHP) courses.
Course Card Information	As of February 16, 2016, the AHA has released materials for the BLS Instructor-led Course. 2016 BLS materials include new BLS eCards and print course completion cards to be issued when teaching the new BLS Course. During the 60-day transition period of February 16, 2016 - April 15, 2016, Training Centers and Instructors may continue to use remaining stock of BLS Healthcare Provider eCards and print course completion cards. Beginning April 16, 2016, only the new BLS Course may be taught and only the new BLS Provider eCards and print course completion cards can be issued. Please review the new 2016 BLS Course card details below. For information on the 2010 Guidelines version BLS Healthcare Provider eCards and print course completion cards, review the current Course Card Reference Guide here.

Quality Control Checkpoints for both eCards and print Course Completion Cards

- Issue date beginning February 16, 2016
- Valid until further notice
- Renewal date 2 years from month of issue

APPENDICES

MEMO: New 2016 AHA BLS Provider Cards

American Heart Association®
life is why™

CPR & Emergency Cardiovascular Care

Wallet-sized eCard

BASIC LIFE SUPPORT

BLS Provider

American Heart Association®

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date   Recommended Renewal Date

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

BASIC LIFE SUPPORT

Training Center Name

Training Center ID

TC Address

TC Phone

Instructor Name

Instructor ID

© 2016 American Heart Association   15-3001   3/16

Actual eCard size = 3.375 inches wide by x 2.125 inches tall

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<u>ACCIDENT AND INJURY FORMS</u>

I

WEST HILLS COMMUNITY COLLEGE DISTRICT
CLASSROOM/ON-CAMPUS
INJURY-NON INJURY INCIDENT REPORT PROCESS
This PROCESS IS FOR STUDENTS AND VISITORS ONLY – NOT EMPLOYEES
<u>SEE THE HEALTH CAREERS OFFICE FOR FORMS</u>
FACULTY CAN ACCESS FORMS ONLINE OR THE OFFICE CAN BE CALLED FOR A
COPY DURING THE HOURS OF 8-5PM. THE DIRECTOR OF NURSING CAN ALWAYS
BE CONTACTED FOR ASSISTANCE 559-925-3145 or (emergency) 559-273-8120
According to West Hills Community College District Board policy, all students with Health Career
Majors at West Hills College Lemoore are required to carry professional malpractice insurance
coverage of at least $1,000,000 per occurrence and $3,000,000 per year.

***<u>The WHCC district ensures this policy is in place for all health career students. Student are
responsible for reporting and assisting in the injury report. The Health Careers Office will
provide any needed information in regards to obtaining malpractice insurance, as indicated.</u>***

1. Faculty/Staff will print form out or complete online as appropriate with student/visitor
   information and explanation of injury.
2. Student provide WHCCD student ID and Visitor needs provide SS#, name, address,
   phone number, email address and DOB. Student/Visitor to sign bottom of form.
3. Instructor/Supervisor Signature can be(Campus Security, Faculty, Administrator,
   Supervisor) does follow-up action need to be done? Should be noted on the form
4. Once completed scan copy to Nursing Program Director to be forwarded to the business
   office
5. Send original in the inter-district mail.
6. Business Office will work with student and College Campus Personnel with filling out
   the following forms if medical attention is needed: Forms located on the portal above
   incident report. S.A.I.N. – HIPPA Individual Authorization Form; Accident Claim
   Verification Form; Student needs to provide a copy of personal ins. Card front and back
   or Medi-Cal card front and back
7. If there is an injury, additional forms may need to be completed for the student to seek
   appropriate medical attention. If this is an injury during the clinical day at the clinical
   site the Company nurse will need to be contacted as well.
8. The forms are also located on the WHCL Eagle Answer Center Page> CAMPUS
   FORMS>Classroom/On-Campus Injury-Non Injury Incident Report Form and Student
   and Athlete and Insurance Network Forms Fillable Format
9. This form comes out of the Business Office when it doesn't pertain to Athletics.
   Athlete's injuries are handled through the Athletic Department.
10. If the Incident is a car break in or keyed, etc. Make sure an Incident Report is filled out
    and attach photos if possible. Send everything to Nursing Program Director

APPENDICES

J

<u>Computer Familiarity Requirements</u>

Subject: Computer Competency Requirement for Graduation for Nursing Students

During the course of the Nursing Program the students must do the following:

1. Operate a PC and other larger system computers both for class theoretical assignments and for clinical work in the hospitals

2. Submit assignment via Canvas course integrated learning system.

3. Use a variety of different types of medical and health databases through computer programs in various institutions and be able to attend all required training.

4. Use the Internet for different types of research done for academic theoretical and clinical information necessary to complete various nursing assignments and projects. Having reliable internet service and functional technology is critical for keeping up with course demands and assignments.

Computerized forms of learning and testing are also part of their computer skill development and in fact is a necessary skill we have the student practice in order to pass their NCLEX RN licensing examination.

This form must be completed prior to the student beginning the ADN program

<u>Computer Familiarity Agreement</u>

I certify that I possess the necessary computer skills and technology to be successful in the West Hills College Lemoore Nursing Program.

Student Name: _____

Student Signature: _____

Date: _____

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TUTORIAL AVAILABILITY

Instructors are available for consultation when students are requiring tutoring or additional classroom support. Students should first meet with their instructor to assist in identifying areas of need. As the skills lab is available for student learning, either the program has purchased or the student has purchased as integrated testing during the program. Many of these programs have valuable resources for students for tutoring or remediation. There are new technology and programs available all the time and the instructor may have the most recent tutorial that may assist in your study plan. The instructor can also assess other support systems you may be eligible for on the campus.

ATI
Learning Systems/Skill Tutorials/Self-Assessments

- is a handy resource that supports student learning throughout the educational program.
- Learning Strategies
  supports student retention by promoting effective study habits, test preparation, and test taking strategies.
- Self-assessments enable the student to participate actively in facilitating the adoption of learning strategies that support student success.

ACTIVE INSTRUCTIONAL STRATEGIES FOR STUDENTS

- Use independent study tool with self-assessment inventory early in nursing program or college curriculum.
- Identify learning style and apply to study habits.
- Identify and implement strategies you can use to get the most from lectures and evaluate outcomes for effectiveness.
- Identify and implement strategies to use before, during and after test taking.
- Review material throughout the program to enhance success in the classroom.
- Us as an educational resource.
- Keep a time log of study habits.
- Keep a calendar with assignments and deadlines on it.
- Create an individual study plan for a course or for a test

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Please note these instructions may change. The DON will speak to 4th semester students regarding this process beginning of the spring semester.

NCLEX-RN Exam Information for Final Spring Semester
West Hills College Lemoore Nursing Graduates.

Please submit your application packet to the California Board of Registered Nursing, TWO WEEKS PRIOR TO GRADUATION

For our final *Spring semester graduates*, it is time to begin the process of applying to take the California NCLEX RN exam. You should go to the BRN website http://www.rn.ca.gov/applicants/lic-exam.shtml and review/save/print off the Application for Licensure by Examination This PDF document will provide you with the detailed information you will need to complete your application and complete other forms that may be applicable to you. It does have some inconsistencies with the online Breeze application.

The application go directly to BreEZe Breeze online application. The online application is quick as it enters directly into their system. Make sure you continually check your email you provide to them for any notification of missing documents or need for further documentation to be able to process your application.

You may submit your online application no more than two weeks prior to your official graduation date, **but no later than your graduation date!** Applying after graduation may delay the application and cause the application to be placed into the general queue for processing, and not be processed with the rest of the class when transcripts are received from the school/program. You may **submit your application 2 weeks prior to the completion of the nursing program.** At that time, you will pay all the fees associated with the application with the exception of Pearson Vue. Please plan for that expense as you have to pay at the time you submit your application.

At that time also request your LiveScan form to obtain your live scan to then submit as directed.

INTERIM PERMIT

If you would like to apply for an *Interim Permit,* please review section five in the NCLEX application packet. The Interim Permit is a personal decision whether you wish to apply for or not. If you are an extern and plan on working at your place of extern, you may want to ask your manager their opinion on the Interim Permit or if they honor them or not. As a student, use your own discretion regarding this decision. The Interim Permit is valid for 6 months or until you receive your NCLEX test results.

MOVING OUT OF STATE

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Even if you plan to *reside in another state* immediately after graduating, Ms. DeFede and Nursing faculty *strongly advise you to take the NCLEX exam here in California* just as soon as you officially graduate, have your permission to test, and are prepared to take the exam. If this is not possible, you will need to investigate the state you are moving to for the licensing and documentation requirements that the school will need to send. Please connect with Ms. Saldana and Ms. DeFede when you have that information, they will need to send to the out of California State Board.

Please take note: some states outside of California now only approve nursing programs in their states that have a national accreditation such as ACEN or CCNE. This is not a requirement in California for nursing programs to be approved. California nursing programs are approved by the Board of Registered Nursing and function under those regulations. Most BSN programs in CA do have CCNE accreditation and some ADN programs have a ACEN accreditation although it is not required.

If you should move to state outside CA that is one of these states with the national accreditation mandate, they may not recognize your license coming from a program that is not nationally accredited. BEFORE YOU MOVE make sure you call the board of nursing for that state to determine what will be the process for you to become licensed in that state.

SUBMITTING YOUR APPICATION

Please submit your online application to the California Board of Registered Nursing; please be aware that the Board of Registered Nursing will no longer accept paper NCLEX applications, if you do not have a Social Security number. ***Disclosure of your social security number is mandatory.*** An ITIN may be used if no social security number. You will also need to be certain that you complete your live scan. Your fingerprints are required for licensure. Pearson Vue will reach out to the student by email within 3 days after the program provides the roster to the BRN that the student has graduated and been awarded a degree.

You can submit your application and pay your fees within 2 weeks of graduation, ***please submit a copy of your completed transaction to the nursing office*** so we know you have completed the process. We need to know that you have applied, or you will not be seen when the program director reviews the programs graduate roster. Please visit the following BRN Web site: http://www.rn.ca.gov/applicants/lic-exam.shtml to begin getting familiar with the NCLEX testing and application process. It is quite an involved process! Please carefully read through the instructions in full before starting the application process.

OTHER RESOURCES

NCLEX & Other Exams | NCSBN

NCLEX Using CAT | NCSBN

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APPROVAL TO TEST (ATT)

Your official graduation date from WHC Lemoore is normally the last date of the semester per the college schedu1e. The Nursing Department will submit the necessary documents, providing the graduation date and the final degree, to the BRN online. When you test, you should be able to receive your results very quickly.

ADDITIONAL LAST MINUTE COURSES

The nursing office will have official copies of transcripts from all your colleges/universities attended in your file from when you applied to the program. **However if you attended additional coursework here at other college/universities applicable to your degree during the program, you will need to obtain a two copies of those official transcripts and submit to the college to get those credits to your WHCL transcript.** Without the ability to send your final transcript with degree posted can hold up your testing date for NCLEX. This is the student's responsibility to ensure any courses outside of WHCL past or present have been transferred to WHCL for your degree award.

If you are completing additional ***classes at WHCL toward your degree this spring 2022***, you should let that instructor know you will/have applied to take your NCLEX and will be taking NCLEX soon after graduation, and the posted grade from this class will be needed to get your degree posted.

ADDITIONAL DOCUMENTATION WITH APPLICATION

If you are an ***NCLEX exam applicant with disabilities and are requesting accommodations,*** this process can be quite lengthy. You will want to **start this process in now**. Please review the BRN requirements for accommodations. You can access the information through this link http://www.rn.ca.gov/applicants/lic-exam.shtml and clicking on Application for Licensure by Examination

*If you have **prior misdemeanor or felony convictions**, the reporting requirements for this process are also quite lengthy. Get started now! **Generally, you want to divulge any prior offenses, other than parking tickets.** It is better to declare, than to not declare, in this instance.* You can access this information through this link http://www.rn.ca.gov/applicants/lic-exam.shtml and clicking on Application for Licensure by Examination

As of July 1, 2020 applicants will no longer be asked about prior criminal conviction history. Criminal history will be discovered upon receipt of fingerprint results. All applicants with a history criminal conviction will have their applications referred for an additional Enforcement Division review.

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Convictions within 7 years from the date of application will receive full enforcement review. The Board will not take action on convictions that have been expunged or dismissed, including expunged convictions within the seven years.

The Board will take no action on convictions older than 7 years with exceptions. If the applicant was convicted of a serious felony as defined in section 1192.7 of the Penal Code or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of section 290 of the Penal Code, the BRN will consider the conviction even if it is more than 7 years ago.

FAQ LINK

https://rn.ca.gov/applicants/lic-faqs.shtml#discipline

STUDENT RESPONSIBILITY

The Live Scan fingerprints cannot be submitted until after the application for licensure has been submitted to the board. A link to the LiveScan form is located within the online BreEZe exam application and can also be requested via the Boards website. The form will not be provided until the board determines an application for licensure has been submitted.

*You will be completing your own NCLEX application via "Breeze". Go directly to BreEZe and submit it, **along with the payment, followed by your Live Scan fingerprint results,** and any other required documents to the State Board of Registered Nursing. Please submit by May 11th for best processing outcome. **Submit a copy of application submission verification to the nursing office when complete.** We need to know the exact name you are using to apply for your NCLEX that includes your middle name if you have one.*

If you are applying with a different last name then the college has on record for you, you must change your name with the college as appropriate so all documents match your testing name that will be on your RN license.

Attach appropriate paperwork *if you are requesting testing accommodations. Follow the instructions on BreEze. If you have prior offenses, the BRN will require additional paperwork-make sure you have all the documents you need to submit to the BRN for this purpose. You may have a delay in obtaining Approval to Test (ATT) as they review the documents you submitted.*

Once the BRN has approved you to take the NCLEX, *the BRN sends the 'eligibility to test' list to Pearson VUE, and Notice of Eligibility is sent by BRN/Pearson VUE to each applicant. Once the Notice of Eligibility to test is received by applicant, **you must then pay an additional $200 with Pearson VUE, to take NCLEX exam.** (Register online and pay by credit card, if possible, for this final $200 fee). Pearson VUE sends you confirmation of receipt of registration application and fee paid. You will receive approval to schedule your own NCLEX RN exam locally. **NCLEX test dates can usually be scheduled as early as June after transcripts have been sent to the BRN. Best testing time for highest success rates is to test within 3 months of***

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graduation.

Nursing Department Responsibility:

*The Nursing Department **will be preparing and submitting and additional required program paperwork to the BRN for you.***

INSTRUCTIONS FOR FORMS:

NCLEX Application to Test: go directly to BreEZe

You will be filling out the application as if you are a graduate of our program

1. *As you complete any forms or the applications, **be sure to use the exact legal name as stated on your photo ID that you will present to take the exam.** The only acceptable forms of identification to take the NCLEX exam are: U.S. Driver's license issued by the Dept. of Motor Vehicles; U.S. state identification; or a passport. This should also be the name on file for you with the college and under which name your transcript will be issued.*
2. *Include your full middle name, if you have one.*
3. *If you should then change your name or address prior to taking the exam and after you completed the application, you must notify the BRN in writing.*
4. *Name and Address of Professional Registered Nursing School:*
   West Hills College Lemoore Nursing Program
   555 College Avenue
   Lemoore, CA 93245
5. *Be sure to select "Associate Degree" program*
6. *Entrance Date: Enter the semester you began attending WHCL **Fall 2020***
7. *Graduation Date: **Spring 2022 May 27, 2022***

Additional Breeze questions that may be confusing

Online Breeze Application

Transaction Suitability Questions- self-explanatory.

Application Questions:

-will you be submitting fingerprints via fingerprint card….. **NO** you will not if you did live scan with us. If Choose YES to fingerprint card it will require you to pay an additional $49.

Will you be requesting Special Testing Accommodations…….individual student response

Will you or have you graduated from a California Registered Nursing program?....**YES**

APPENDICES

Did you complete all graduation and nursing requirements in your California Registered Nursing program where a <u>degree is not issued</u> and you completed the program as a non-graduate…..**NO**

Did you complete a California LVN-30-unit option program……only for LVN-RN students who chose 30unit option..Answer **NO** if you are not a 30 unit option student

Did you graduate from a Registered Nursing program located in the US……**YES**

Did you graduate from a Registered Nursing program located outside the US……**NO**

Did you complete a Military Corpsmen program…….**NO**

Are you currently serving in the military…individual student response

Are you requesting expediting of this application for spouses or domestic partners of an active duty member of the armed forces?...appropriate if you or your active military spouse has transfer orders and you want to take you exam in California.

Overall Costs to Plan for:

BRN application: $300.00

Interim Permit (IP): $100.00 (optional)

Live Scan: $69.00

Person VUE fee: $200.00- non-refundable good for 365 days

Total: all above: $669.00

Without photo or IP $569.00

Fee Schedule (ca.gov)

APPENDICES

DISHONESTY INFRACTION FORM

WHCL Nursing Program Documentation Form
DISHONESTY INFRACTION FORM

Course Title: _____   Date: _____

Instructor: _____   Course No: _____

Students Name: _____   Room No: _____

Students ID#_____   Date of
Infraction: _____

Time: _____

INSTRUCTOR DESCRIPTION OF ACADEMIC DISHONESTY INCIDENT:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

INSTRUCTOR HAS DISCUSSED THESE ALLEGATIONS WITH THE STUDENT:
_____YES   DATE_____

_____NO   CONFERENCE WILL TAKE PLACE ON: _____

_____   _____
SIGNATURE OF INSTRUCTOR   SIGNATURE OF DIVISION DEAN

This report will become a part of the student's permanent record. A copy will be mailed or given to the student. Instructor may give the student an F for the assignment and/or for the course depending upon the seriousness of the infraction.

If the student's permanent record indicates more than one occurrence of cheating or plagiarism, the student may be placed on probation, suspended, or expelled.
"A student may appeal to the Academic Senate Committee any sanctions employed based on an allegation of dishonesty. Such an appeal must be made within fifteen (15) days after notification is mailed or given A copy.

Incidents of dishonesty will be submitted as a *Student of Concern* that will be recorded on the students internal college record. This form is for the nursing programs documentation and in department documentation.

APPENDICES

AMERICAN NURSES ASSOCIATION
– FACT SHEET –

Navigating the World of Social Media

The number of individuals using social networking sites such as Facebook, Twitter, LinkedIn, and YouTube is growing at an astounding rate. Facebook reports that over 10% of the world's population has a Facebook presence while Twitter manages more than 140 million Tweets daily. Nurses are making connections using social media. Recently, the College of Nurses of Ontario reported that 60% of Ontario's nurses engage in social networking (Anderson & Puckrin, 2011).

Social networks are defined as "web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system" (Boyd and Ellison, 2007).

These online networks offer opportunities for rapid knowledge exchange and dissemination among many people, although this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.

Benefits
- Networking and nurturing relationships
- Exchange of knowledge and forum for collegial interchange
- Dissemination and discussion of nursing and health related education, research, best practices
- Educating the public on nursing and health related matters

Risks
- Information can take on a life of its own where inaccuracies become "fact"
- Patient privacy can be breached
- The public's trust of nurses can be compromised
- Individual nursing careers can be undermined

ANA's Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

References
Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation, 2*(1), 36-41.

Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication, 13*(1), 210-230.

September 2011

ANA
AMERICAN NURSES ASSOCIATION

8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910
1-800-274-4ANA
www.NursingWorld.org

American Nurses Association

6 Tips for Nurses
Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

See tips on reverse side >>

APPENDICES

Student Remediation/Improvement Plan

West Hills College Lemoore
Associate Degree Nursing Program
Remediation Form

Date: _____
Student: _____
Term: _____

Description of the incident or improvement (or recurring pattern):

Description of deficient attendance: (if applicable)

Dates of Absence:

Student was deficient in:

Competencies	Participation in and implementation of prescribed treatment and therapy.	Documentation of observations and nursing Interventions. Evaluates own behavior.	Organization Communication and working relationships.	Accountability Professionalism – attitude of body language.
Administers Medication	Teach clients self help skills.	Medication preparedness and knowledge of critical factors prior to administration	Organization and process of administering medications	Documentation of medication properly via EMR

☐   Student is not meeting or at risk of not meeting academic criteria and improvement is needed.
Student Remediation/Improvement Plan:

Student and faculty clinical expectations during remediation:
Depending on the competency issue, the instructor may request to supervise all skills.

Remediation/Improvement update on: _____Date_____

I want you to be successful in the Nursing Program. Please notify me if you have any questions.

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Faculty Signature: _____   Date: _____

Student Signature: _____   Date: _____
I have read the above.

APPENDICES

EXIT INTERVIEW/CONTRACT FOR READMISSION

O

Introduction: Each student leaves the program prior to completion is responsible for scheduling an exit interview with the semester faculty. This constitutes an important part of the on-going review of the nursing program and also will provide the opportunities for students and faculty to identify steps for the student to take in order to maximize success in the future. **The criteria for readmission listed below must be completed prior to readmission**

Student Name:_____ WHCL ID number_____

Address:_____City:_____State:_____Zip:_____

Phone number: (   )_____ Ext_____ Date:_____

Faculty:_____ Semester in program_____ ADN/LVN

Drop: ____faculty-initiated _____student-initiated
Attendance: hrs/days missed_____ Clinical_____ Theory_____

Theory Percentage Grade Upon Drop_____%

Last Earned Clinical Performance Grade: _____Satisfactory ____Minimal_____
___Needs Improvement _____Unsatisfactory ____Unsafe

Reason for Drop: ___Academic ___Clinical____Personal___Other___Unknown
(Please describe in detail below)

1. When a student withdraws from the WHCL nursing program or fails to earn a grade of "C" or better, although all efforts are made to offer space to a returning students in the most timely fashion. THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION. See *Readmission procedure*
2. Petition for readmission to the WHCL nursing program must be completed by the student and submitted to the Director of Nursing during the designated time frame.
3. A student who withdraws due to Unsatisfactory performance or receives a grade of less than a "C" in the nursing program, will be allowed to be **READMITTED ONE TIME ONLY.**
4. A student who earns an UNSAFE grade in clinical performance is ineligible for readmission.

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5. All students eligible for readmission are required to complete a plan of remediation developed by the faculty and student.

Criteria for Readmission (check applicable criteria) Completion of each must be documented and submitted by the student by _____ (date) to the **Director of Nursing** who will contact the lead instructor.

_____ Congruence with policies on clinical probation and dismissal
_____ Drop current nursing courses _____
_____ Complete current nursing courses_____
_____ WHCL Nursing Application- ADN/LVN
_____ Petition for Readmission to the WHCL nursing program ADN/LVN
_____ Agreement with all department guidelines and practices in effect at time of readmission
_____ Recommend referral to DSPS
_____ Referral to DRAW program
_____ Plan for Remediation (see nursing progress report)
_____ Readmission for theory/clinical courses must be repeated concurrently

Faculty Signature_____ Date_____

Student Signature_____ Date_____

Contract for Readmission Completed by_____
Date_____

Director of Nursing Signature_____
Date_____

APPENDICES

PINNING CEREMONY HANDBOOK

P **Why a Pinning Ceremony?**
The pinning of a new nurse is a symbolic gesture of welcome into the profession of nursing. Wearing the WHCL nursing pin allows all of our nursing alumni to proudly identify with each other as well as acknowledging the privilege of having succeeded in the WHCL's Associate Degree Program. It is important that through the pin and the uniform, the pinning ceremony represents the profession's ideology and the community's means of identifying the nurse. The ceremony has far- reaching significance for the graduates, faculty, college, nursing alumni, community and profession of nursing. All aspects of this ceremony need to represent the highest standard of professionalism for nursing and WHCL.

Getting Started
At the beginning of each semester, the members of the graduating class are to meet with the Director of Nursing, the Chair of the Health Careers and the Faculty Advisor for the Pinning Ceremony. This meeting should take place by the third week of the semester.

Student Representation
Each clinical group will select a representative to serve as a pinning ceremony coordinator. This representative will take ideas from the clinical group to the pinning ceremony committee and bring back information for voting by the group. There needs to be ONE elected representative from each clinical group.

Responsibilities of the pinning ceremony coordinators:
- Attend pinning ceremony committee meetings.
- Administer ballots to all members of the graduating class.
- Take results of the voting back to the pinning ceremony committee.
- Voice concerns of fellow students.
- Meet with the faculty advisor regularly.
- Inform the faculty advisor of any problems.
- Follow-up and ensure that the wishes of the group are being carried out.
- Ensure that the lamps are in working order prior to the ceremony.

Faculty Advisor
A designated member of the faculty will be responsible for assisting the graduating class in planning their pinning ceremony.

- **Responsibilities of the faculty advisor:**Advise students of the policies, procedures, and traditions of the pinning ceremony.
- Give regular reports to the faculty and Director of Nursing.
- Provide guidance and direction.
- Advise students regarding speeches and note cards prior to the ceremony.

- Reserve seats for the faculty and staff at the ceremony.
- Insure that appropriate invitations are ordered and delivered.
- Ensure that major actions are by a majority vote/balloting of all the students, not just decisions made by the committee.

Areas to be voted on by students:
- Time
- Speaker, if selected
- Student speakers (two maximum)
- Faculty speaker
- Music
- Invitations

Type of uniform: all students must wear the **FULL** official WHCL nursing uniform and white clinical shoes (no exceptions). Students will not be allowed to vote on graduation attire.

The following Subcommittees should be formed:
- Facilities
- Donations/Fund Raising
- Invitations
- Decorations/Flowers
- Photographer
- Slide show presentation
- Programs
- Speakers
- Refreshments
- Clean-up

Responsibilities of each committee:

Facilities
The facilities committee will coordinate with the faculty advisor regarding the location and set up for the pinning ceremony.

Donations/Fundraising
All official requests for donations shall be coordinated with the faculty advisor, following the college's process. The Class Treasurer will provide the class members with running totals of how much money has been donated and by whom. The donation committee representatives are responsible for informing the program committee members of the donors so they can be acknowledged on the program. The students will also assume the responsibility of sending out formal thank you letters to all donors.

All fundraising activities need to be approved by the faculty advisor and the Director of the Nursing Program. The students are responsible for completing the fundraising event application and obtaining the appropriate signatures prior to conducting their event (forms are included in the

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appendix). No personal or outside accounts are allowed. There will be a designated account established through the WHCL Foundation specifically for the pinning ceremony. It is the responsibility of the students to insure that all vendors are paid in a timely manner.

Invitations

Formal invitations are to be selected and voted on by the class. Many important people from the college community must be invited to the ceremony. The Nursing Program will pay for these specific invitations (see sample list below) and distribute them from the nursing office. The students are responsible for ordering enough invitations for the students and the college community. Individual students will pay for their own invitations. Any limitations on the number of guests each student may invite are to be determined and voted on by all of the students.

> District Board of Trustees (7)
> Chancellor of District
> Vice Chancellor of the District
> President of College(s)
> VP of Educational Services
> VP of Student Services
> Health Career Counselors
> Dean of Students
> District Director of Health Careers/Director of Nursing
> Program Faculty and Staff
> Adjunct Faculty
> Significant community members
> Participating healthcare facilities
> Donors to the program

Decorations/Flowers

The committee will develop ideas and cost estimates for decorating the ceremony location. These ideas will be presented to the student representatives who will take the information to their group for a vote. The committee will take care of the ordering and purchasing of the floral arrangements, if deemed necessary. The committee will seek volunteers from the underclass-nursing students to assist with decorating.

Photographer

Photographer/videography with approved college/district vendor. The Nursing Program will purchase one class picture to display in the Nursing Department.

Slide Show presentation

Students will want to start in first semester capturing memorable moments to present at graduation. The students are responsible for the development and presentation of the show. Students are cautioned about obtaining consents to take photos in the facilities. Must follow slide show guidelines

Program

Members of the program committee will decide on the outline and format of the program for the

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pinning ceremony. The program should include the order of events that are to take place including (1) processional, (2) welcome by the Nursing Director and introduction of the faculty, (3) music to be played (optional), (4) speakers, (5) pinning, and (6) recessional. It is important to list the names of donors who helped make this event successful. The program is required to be presented to the faculty for review at least 4 weeks prior to the pinning ceremony.

Speakers
Speakers will be selected from within the graduating class. There will be a maximum of two designated student speakers. Ballots will be provided to all students to select the speakers. If a faculty speaker is desired, the students may vote on one or two faculty speakers.

Refreshments
The type of refreshments (if any) to be served must be decided by the class. Bids should be solicited and voted on by the students. The graduation committee will be responsible for making sure that there are volunteers present the day of the ceremony to set-up and serve the refreshments, as well as clean up the area.

Clean-up
There will be a designated group to clean up the facility after the pinning ceremony and reception. This group should be made up of volunteers from the underclass nursing students. Contact the first year nursing class for volunteers and have them sign-up for a time and duty. The committee should call the volunteers the day before the pinning ceremony to remind them of their duties and time commitments.

Graduation and Pinning Ceremony Attendance
Note that participation in the WHCL commencement exercise and the Pinning Ceremony for the Associate Degree Nursing Program is not mandatory. It is the prerogative of the student whether or not to decide to participate in either ceremony. A student's decision not to participate in one ceremony will not preclude attendance or participation in the other ceremony.

Class Pins
Class pins will obtained through the designated vendor. The cost of the pins will fluctuate. The designated school pin is to be used for pinning, and will be purchased by each student.
Pinning Ceremony Guidelines
If the class elects the option of inviting members of the nursing faculty to participate in the pinning ceremony, the following is required:

1. Consultation with the Director of Nursing and the Faculty Class Advisor on the nature of the program and the printed program format.
2. The nursing students at their pinning ceremony will wear the official WHCL traditional nursing uniforms. This includes shoes. This is mandatory and not optional.
3. Program/Ceremony Format
   3.1 Processional
   3.2 Welcome
   3.3 Introduction of Faculty, guests and significant community members

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present by the Director of Nursing or Faculty Advisor.
   - 3.4   Invocation by the Director of the Program
   - 3.5   Music (optional)
   - 3.6   Speaker - Students can select a specific speaker after consultation with the Faculty Advisor as well as the Director of the program. A maximum of two speakers- a student speaker and a faculty member
   - 3.7   Awards
     - 3.7.1   Florence Nightingale Pledge recited & Lighting of the Lamp
     - 3.7.2   Pinning
   - 3.8   Slide Show (optional)
   - 3.9   Music (optional)
   - 3.10   Processional

1. Provide advice and counsel regarding the final copy of the proposed program by the Nursing Program faculty prior to printing.
2. Agreement that only students who have completed all of the Nursing Program courses successfully will participate in the program.
3. Follow guidelines presented in the Student Handbook Guidelines, (i.e., example: Donation from hospitals and other health facilities).
4. Students may select up to two people to pin them at the pinning ceremony. If children will be part of the "pinning group", an adult needs to be present to care for the child(ren). Students can select a faculty member and/ or family/ friends to be part of the two "pinners" for the student.
5. Nursing students need to type thank you letters to the hospitals for graduation donations.
6. Nursing students need to type thank you letters to any other donors to their pinning ceremony/fund.

Pinning Speech Criteria (Student)
1. Maintain composure as much as possible
2. No inside jokes
3. Speak for the whole class
4. Keep it positive; no negative comments
5. Keep it professional
6. No NANDAs
7. Time: Try to limit it to 5 minutes or less
8. Do not focus on the difficulty of the program—everyone is aware

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West Hills College Lemoore
Health Careers Programs
Title IX Campus Safety Awareness Presentation

Q

This presentation provides information on how to access all relevant policies, procedures and resources available on WHCL campus regarding Title IX. This presentation also included a video presentation.

Students can contact the Health Careers Program Director or the Title IX compliance officer for any questions or clarification following this presentation

WHC Lemoore is committed to eliminating all forms of unlawful discrimination and sexual harassment.

Contact a
Title IX Compliance Officer

Phone: (559) 925-3331

- ➢ Many people have never heard of Title IX. Most people who know about Title IX think it applies only to sports, but athletics is only one of 10 key areas addressed by the law. These areas are: Access to Higher Education, Career Education, Education for Pregnant and Parenting Students, Employment, Learning Environment, Math and Science, Sexual Harassment, Standardized Testing and Technology.

- ➢ Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

- ➢ The underlying intent of Title IX is to eliminate any form of discrimination based on gender that may interfere with a student's physical well-being, emotional well-being, and academic performance. Colleges and universities receiving federal funds bear an affirmative duty to ensure that no student (male or female) is deprived of an educational opportunity or benefit due to such discrimination.

- ➢ Information and video regarding Title IX WHCL can be located using this link
  https://www.westhillscollege.com/lemoore/student-life/campus-safety/

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<u>West Hills College Lemoore</u>
<u>Health Careers Programs</u>
<u>Title IX Awareness Presentation</u>

I have attended the Health Careers Programs Title IX Awareness Presentation and have received information to access all relevant policies, procedures and resources available on WHCL campus.

I am aware I can contact the Health Careers Program Director or the Title IX compliance officer for any questions or clarification.

Date: _____

Student ID# : _____

Program Attending ____Nursing ____Paramedic

Print Name {Student}: _____

Student Signature: _____

APPENDICES

Board of Registered Nursing
REPORTING PRIOR CONVICTION OR DISCIPLINE AGAINST LICENSES

There are some upcoming changes to the reporting procedure for these purposes and the BRN website is the best information for most up to date information. https://www.rn.ca.gov/enforcement/convictions.shtml

Reporting Prior Discipline

The Enforcement Division has an Applicant Enforcement Webinar for pre-licensure students and first-time applicants for licensure in California with a history of criminal conviction or discipline against another professional license. Applicant Enforcement Webinar

As of July 1, 2020, applicants are no longer asked about prior criminal conviction history. Criminal history will be discovered upon receipt of fingerprint results from the California Department of Justice and the Federal Bureau of Investigation and all applicants with a history of criminal conviction will have their applications referred for an additional Enforcement Division review. Convictions within seven years from the date of application will receive a full enforcement review.

> If a student reports any prior discipline against a practical nurse, vocational nurse or other health care related license, the application processing time will be increased. The Enforcement Division must review the application prior to the applicant being considered for licensing.

"Conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Section 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than $1,000 unless the infraction involved alcohol or controlled substances. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside pursuant or deferred pursuant to Section 1000 or 1203.4 of the Penal Code must be disclosed. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, or any other restriction.

The following information must be provided for each license discipline or conviction sustained:

- A detailed written explanation describing the circumstances and events that led to your arrest(s) and conviction(s), including: date and place of arrest; arresting agency; court where case was heard; and sentencing information, including fines, courses, counseling, restitution, probation, parole, community service, and jail or prison time.
- Documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.

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- Documents from the court, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or Judgment; Dismissal, Probation Release, or Court Discharge.
- Any related mitigating evidence or evidence of rehabilitation that you want to provide.

NOTE: See <u>Important Notice Regarding Your Application</u> for additional information for applicants with criminal convictions or discipline.

The Board of Registered Nursing (BRN) receives numerous questions from applicants regarding prior convictions. Following are the most frequently asked questions to assist applicants. Please refer to the license application instructions for a complete description of reporting requirements. For most updated information best to go to the BRN website:

SEE WEBSITE FOR FAQ REGARDING THIS SUBJECT
https://www.rn.ca.gov/enforcement/convictions.shtml

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CONFIDENTIAL COUNSELING REFERRAL

Speak with an Instructor if you or a student is needing assistance or psychological support

PLEASE SEE NEXT PAGE FOR
CONFIDENTIAL REFERRAL FORM

Access Resources Through this Link.
https://www.westhillscollege.com/lemoore/resources/student-support/disabled-student-services/

:DRAW
Depression Reduction Achieving Wellness

If you are not in crisis, but want to get counseling, use the Confidential Counseling Referral form, and return it to your academic counselor/advisor or DSPS director.

What counseling offers

- A safe place

- A confidential place

- A way to increase self-understanding

- Constructive feedback to develop new ways of coping with challenges

Our professional staff and interns/trainees offer counseling and consultation for:

- Stress

- Anxiety

- Depression

- Relationship issues

- Challenges in academic performance

- Any other concerns Other Mental Health resources

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Disabled Students Program & Services (DSPS)

The DSPS department offers students access to a variety of specialized support services and assistive equipment. These services are intended to assist college students with disabilities to more successfully participate in regular college programs and activities. It is the goal of DSPS to provide these services in a timely manner.

DSPS provides a wide range of support services and instruction which are above and beyond those regularly offered by the college including:

- Priority Registration Assistance
- Learning Disability Assessment
- Reader Services
- Note-Takers
- Test Proctoring
- Sign Language Interpreting
- Specialized Equipment Loan
- Adapted Physical Education
- High Tech Center/DSPS Lab
- Community Liaison
- Assistive Computer Technology
- Specialized Classes

The above support system enables students to participate in the regular activities and classes offered by the college. Disability Related Accommodations The role of DSPS staff is to determine the eligibility of the student for an accommodation based on the educational limitation of the disability.

As an instructional faculty member, you will become directly involved in the process of providing accommodations for students. To make the accommodation a successful one requires collaboration among the instructional faculty member, the student, and the DSPS faculty member. DSPS encourages instructional faculty to provide input regarding the academic conditions, which affect the implementation of the accommodation.

APPENDICES

<u>VERIFICATION OF STUDENT HANDBOOK RECEIPT</u>

Please sign and date this form to verify that you have been provided with a copy of the West Hills College Lemoore Associate Degree Nursing Program Handbook.

It is your responsibility to read this handbook in its entirety and keep for reference throughout your time in the Nursing Program.

_____   _____

Student Signature   Date

_____

Last Name, First Name - Please Print