



VOCATIONAL NURSE PROGRAM HANDBOOK

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WELCOME TO CLOVIS ADULT EDUCATION

VOCATIONAL NURSE PROGRAM

Whether you are free to attend class full time or must work to finance your education, Clovis Adult Education offers vocational nurse programs to fit your needs.

Clovis Adult Education received its initial accreditation to offer a VN program in 1981. The accreditation was issued by the California Board of Vocational and Psychiatric Technician Examiners.

Variations in funding and student needs provide the option to attend classes three (3) days a week for an eighteen (18) month period. The student must successfully complete 664 hours of specific theory instruction and 872 hours of supervised related hospital clinical experience to qualify to graduate and to be eligible to take State Board Examination.

The Adult funded program meets for three days per week over an 18-month period of instruction. Applicants become qualified on the date that all prerequisite classes have been completed, and a satisfactory TABE- score has been met and the individual has passed the interview process.

Vocational Nursing Students will encounter throughout the program, the standards of excellence, that have assisted previous graduates to pass state board examinations and to achieve professional success as a Licensed Vocational Nurse.

CLOVIS ADULT EDUCATION VOCATIONAL NURSE PROGRAM

MISSION STATEMENT AND PHILOSOPHY

The purpose of Clovis Adult Education is to offer lifelong educational opportunities and services, which address the unique needs of our diverse community by providing the means to become productive community members and workers, effective family members, and lifelong learners.

The Clovis Vocational Nursing Program subscribes to the philosophy of the Clovis Unified School District. A more specific philosophy as it pertains to vocational nursing follows:

We believe:

1. The Vocational Nurse is a vital member of the healthcare team, who provides quality bedside nursing care that combines a thorough technical knowledge base with a human and empathetic approach.
2. The Vocational Nurse understands that the holistic approach to nursing recognizes the patient as a unique human entity who is also part of a family, a community, and a culture.
3. The Vocational Nurse strives to maintain the patient's dignity and to deal with physical, emotional, intellectual, social, and spiritual aspects of human functioning.
4. The Vocational Nurse as part of a helping profession, is a caring person with a reverence for life.
5. The Vocational Nurse adheres to a code that respects the ethical and moral aspects of the nursing profession.
6. The Clovis Adult Vocational Nurse Program is committed to the educational standards of excellence that will ensure marketable skills for the graduate and will permit articulation within the nursing profession.
7. The Vocational Nurse recognizes a responsibility to participate in efforts to meet emergencies and to promote positive social and behavioral development of persons in the community.
8. The Vocational Nurse applies learned concepts concerning advances in pain control for all patients during their lifespan and for those dealing with death.

ADMISSION REQUIREMENTS FOR THE VN PROGRAM

Each applicant must:

1. Be eighteen years of age or older.
2. Have a High School Diploma, GED, or the U.S. equivalent. If a student graduated from high school in a foreign country, an evaluation of records is required for any diplomas or degrees received outside of the United States. The evaluation report will validate if the educational equivalency is that of a U.S. diploma or degree.
3. Be a Certified Nurse Assistant. Have worked a minimum of 350 hours within the past 5 years.
4. Pass the TABE entry exam with a minimum passing score of 496 in Reading and 536 in Math.
5. Complete the following pre-requisite classes with 78% or higher:
 - Vocational Nurse Preparation (VN Prep must be taken at Clovis Adult)
 - Medical Terminology
 - Medical Math
 - Nutrition
 - Anatomy/PhysiologyPre-requisite courses taken at other accredited schools may qualify for transfer credit. Official transcripts from the school of attendance must be presented and must meet the BVNPT and CAE requirements.
6. Complete and submit a VN application to the Nursing and Allied Health Department with the following original documents:
 - High School Diploma or High School Equivalency
 - Nurse Assistant Certification
 - 350 hours proof of employment as a CNA
 - 2 Letters of Recommendation
 - Valid Government issued photo I.D
 - Valid Social Security Card
 - American Heart Basic Life Support (BLS) CPR card
 - One 2x2 passport photo
7. Complete and pass a written and oral interview.

Upon acceptance into the VN Program, each applicant will have to complete the following:

- CAE Health Requirement Packet which includes:
 - Student Health Questionnaire
 - Physical Exam
 - Immunizations (2-Step TB skin test, MMR, Hepatitis B titer, Tdap (pertussis), Varicella Zoster, Covid-19 Vaccine and booster and current in-season flu shot)
- A background check and drug screening by American Data Bank before the first day of class.

LVN PROGRAM OBJECTIVES

Upon completion of the Vocational Nursing program, the graduate will be qualified to:

1. Implement the elements of the Nursing Process for improved patient care.
2. Develop interpersonal nurse-patient relationships.
3. Review and evaluate legal statutes pertaining to nursing practice.
4. Assist community- based organizations to provide wellness education.
5. Assist patients to meet basic human needs.
6. Relate scientific theory to the performance of safe nursing.
7. Relate cultural factors to the planning and implementation of patient care.
8. Utilize the knowledge of body structure and function in patient - teaching.
9. Describe the primary causes, manifestations, and treatment for common medical or surgical conditions.
10. Identify the role of the Vocational Nurse as facilitator of the highest standards of nursing care.
11. Implement elements of growth and development into a pediatric nursing care plan.
12. Demonstrate knowledge of physical and mental aspects of the aging - process.
13. Plan nursing care to meet the unique needs of the elderly.
14. Describe health promoting activities designed to assist the patient and family to cope with illness or loss.
15. Utilize therapeutic communication techniques in the care of the emotionally disturbed patient.
16. Utilize communication skills in nursing intervention and evaluation of care.
17. Maintain and promote psychological health through consideration of an individual's worth and dignity.
18. Successfully complete NCLEX-PN examination to obtain licensure as a California Licensed Vocational Nurse.

CONCEPTUAL FRAMEWORK

The curriculum of the Vocational Nursing Program has been developed to encompass the definition of nursing as presented by Yura and Walsh.

“Nursing is an encounter with a client and his family in which the nurse observes, supports, communicates, ministers, teaches; he/she contributes to the maintenance of optimum health, and provides care during illness until the client is able to assume responsibility for the fulfillment of his own basic human needs, when necessary, he/she provides compassionate assistance with the dying.”

The Clovis Vocational Nursing curriculum also addresses the impact of the varied cultural influx into the everyday lives of people in our country, by implementing the following cultural assessment framework into nursing care and nursing theory:

1. Cultural, racial, ethnic identity
2. Language, communication ability
3. Religious beliefs and practices
4. Illness, wellness behaviors
5. Healing, beliefs, and practices

The curriculum of the Clovis Vocational Nursing Program recognizes the recent phenomenal splintering of traditional treatment modalities into numerous specialties, which require varying and specific levels of education and practice. The curriculum devotes necessary time to the study of disease states and illness. It attempts to focus equally on health and wellness as outlined in the definition of nursing.

Clovis Adult Vocational Nursing students work in collaboration and/or under the direction of many of these team members. The experience afforded by these observations, enable the VN student to evaluate options and make long-term goals for their future in the nursing profession.

The problem- solving approach of the nursing process assists to provide a continuum and consistent plan for the assessment, planning, implementation, and evaluation of patient care and continue to be integrated into classroom and clinical curriculum.

Maslow, in his “Hierarchy of Needs”, outlines human physiologic needs, safety needs, needs for love, esteem needs, and self-actualization. Satisfaction of these needs are directly related to physical and mental health according to Maslow.

It is the belief of the faculty that the inclusion of the above framework for curriculum will lead to expected educational outcomes and produce a student that will successfully sit for NCLEX-PN examination and obtain licensure as a California Licensed Vocational Nurse.

**Clovis Adult Education
Mission Statement
“Improving Lives Through Education”
Student Learning Outcomes**

SLOs

Clovis Adult Education students will become....

PROBLEM SOLVERS

Apply critical thinking skills and problem-solving processes.
Utilize technology on the job and in day-to-day life.

RESPONSIBLE GOAL SETTERS AND ACHIEVERS

Establish and accomplish constructive short and long-term goals.

INVOLVED COMMUNITY MEMBERS

Respect the rights of others. Make a positive contribution to your family, school, workplace and community.

DEDICATED QUALITY PRODUCERS

Demonstrate a strong work ethic. Strive for excellence.
Work well independently and with others.

EFFECTIVE COMMUNICATORS

Use spoken and written communications competently and confidently.
Use technology creatively and ethically.

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS:

Be honest. Don't deceive, cheat or steal. Be reliable –do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends, and country.

RESPECT:

Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.

RESPONSIBILITY:

Do what you are supposed to do. Persevere; keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act—consider the consequences. Be accountable for your choices.

FAIRNESS:

Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others carelessly.

CARING:

Be kind. Be compassionate and show your care. Express gratitude. Forgive others. Help people in need.

CITIZENSHIP:

Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

RATIO OF HOURS TO COURSE CONTENT

<u>COURSE</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>
Anatomy and Physiology	60	
Nutrition	33	
Pharmacology	60	
Nursing Fundamentals	64	80 clinical
Medical/Surgical Nursing	267.5	576 clinical
Normal Psychology	30	
Normal Growth and Development	30	
Pediatrics	32	56 clinical
Gerontological Nursing	14.5	96 clinical
Maternity	50	64 clinical
Supervision	10	
Leadership	13	
Program Related Hours	664	872

Total Hours = 1536

TRANSFER CREDIT FOR LICENSED CERTIFIED NURSE ASSISTANT 85 hours

CLOVIS ADULT NURSING EDUCATION

Grading Scale:

Percentage	Letter Grade	GPA Numerical Value
90%-100%	A	4
80%-89%	B	3
78%-79%	C	2
77% and ↓	F	0

Grading Policy

All VN classes and nurse pre-requisite classes must obtain a 78% to successfully pass course content. The grading policy has been approved by the Board of Vocational Nursing and Psychiatric Technicians and the Clovis Unified School District.

GUIDELINES FOR PROFESSIONAL CONDUCT

Personal Appearance:

The personal appearance of the student identifies this person to the public as a professional. The image projected reflects on the student as an individual, the Clovis Adult School Nursing Program, and on the nursing profession as a whole.

1. Uniforms:

- a. Student uniforms are to be worn on campus for theory, skills lab on campus and for all clinical rotations. At no time is the school uniform to be worn during the course of paid employment. The school patch is worn on the left sleeve three inches down from the shoulder seam. Patch must be sewn on.
- b. Uniforms are to be clean, neatly pressed, and in good repair.
- c. The standard uniform includes the designated uniform Forest green top, and pants. If Forest green scrub jacket is worn, a school arm patch must be sewn on the left sleeve. No other jackets may be worn in the clinical area other than a scrub jacket of the color of your uniform.
- d. Students must wear regular white socks and all white, leather, closed shoes. No emblems or colored trim of any kind is to be on the shoes. No ankle socks!
- e. A school issued photo identification badge is to be worn on the left upper side of the uniform top, at all times.
- f. All students are required to have, as part of their uniform, a watch with a second hand, bandage scissors, a stethoscope, a penlight, and a black ink pen, at all times in the clinical setting
- g. White under clothing (Shirt) **MUST** be kept clean and the bottom **MUST** be tucked inside your scrub pants. Under garments (BRA) is to be white, no colored sports bras allowed.

2. Hair:

- a. If you have long hair **you must have** your hair pinned up and off your shoulders, **hair must be controlled** in its appearance, and must be away from your face and eyes for theory and clinical experience. This applies to male and female students. No pony tails. No hair hanging on the back of the neck, including buns.
- b. Beards, mustaches, and sideburns must be clean and be neatly trimmed, at all times. You must be able to pass mask fit test at Acute Care Facilities.

- c. Extreme hair style and hair color is not allowed. (ex. Purple/green/orange)
- d. Hair wraps must be white in color.
- e. NO false eyelashes are allowed.

3. Tattoos:

- a. No visible tattoos allowed to be seen while in uniform in the classroom and or the clinical facilities. Tattoos must be covered at all times. You may wear a clean long sleeve undershirt, white, or a special sleeve (white) made to cover tattoos.
- b. If you have Tattoos on your hands you, will have to wear gloves at all times, with constant changing. No bandages or ace wraps are allowed.

4. Makeup and Perfume:

- a. Makeup is to be natural looking. **No dark eyeliner**. No dark eyeliner or eye shadows allowed.
- b. Personal cleanliness and good body hygiene are a must in the medical center environment and the classroom. Heavily scented colognes, perfumes or aftershave lotions are not allowed. This will be addressed to the individual if necessary. **You may be dismissed for the day if not in proper uniform dress code**. This will be marked as an absence and must be made up.

5. Nails:

- a. Fingernails must be kept short (not beyond the end of the finger). Acrylic fingernails are not permitted. **Clear nail polish only**, no chips or missing nail color.

6. Jewelry:

- a. Small, one pair of earrings may be worn. No dangling earrings, no necklaces, no ear plugs, no gauges, and no bracelets will be worn. No nose rings or additional body piercing is not allowed to be seen. (bracelet's for religious reasons may be worn BUT must be taped at the wrist or the arm)
- b. A wedding band and or an engagement ring is the only other jewelry that may be worn.

7. Student Professional Dress and Image:

It is always increasingly important and vital to the availability of clinical training sites that each student and faculty member project a professional image. **Should a student's uniform become tight**, they will be asked to obtain a new uniform of appropriate size.

- a. Prior to appearing for the first clinical experience, a "Dress Rehearsal" will be held at school. The following will be evaluated:

- 1) Neatness and appropriate fit of uniform
- 2) Appropriate pant length
- 3) Condition of shoes and uniform
- 4) Hair length and style
- 5) Nail length short and polish clear or no polish

- b. Clinical sites may have additional dress requirements which will be observed by all our students.

NOTE: Students that are non-compliant with the nursing professional code will be sent directly to the Nursing Director's office for potential dismissal for the day and that day will have to be made-up. **If the Director of Nurse Education sees a student on campus/clinical not in proper dress, the student will be sent home for the day.**

8. Smoking and Eating:

- a. Hospitals and clinics will dictate the following policies:
 - 1) Smoking
 - 2) Parking
 - 3) Restroom
 - 4) Nursing Lounge

Any student found in a non-designated area will receive a failing grade for the day. The Clovis Adult Education campus is a non-smoking campus.

- b. Any violations listed may serve as cause for immediate dismissal from the program.

9. Speech and Confidentiality:

- a. Be aware of your responsibility with confidentiality and respect of others and the patient.
- b. Practice professional conduct in all interactions with peers, instructors, patient/client, and hospital staff.
- c. Foul language and off-color jokes are not acceptable on campus or in clinical.
- d. Social Networking, IE; Facebook, Twitter, and Texting is **not allowed** in the **classroom** or while in the **clinical** environment. Be careful of what you tweet or text!
- e. Cell phones are not to be used or seen in the classroom or in the clinical environment. **Exception:** If instructor has called for cell phone use for a classroom exercise. If you have the permission of the instructor to tape the lecture then your recorder **MUST** be in the front of the room by the instructor, **NO EXCEPTIONS.**

ATTENDANCE POLICY

- A. Attendance may be required during an afternoon or evening shift. Some weekend attendance may be arranged when it is necessary to obtain specific clinical skills consistent with the objectives of the VN program.
- B. Since a student gains maximum benefits from an educational program by good attendance, it is expected that he/she will be present for all class sessions.
- C. **Theory:** Any student who is absent (2) theory days in any class during the Segment will be written up with a Counseling report by the theory instructor, (this is required whether or not the student has done make up work) Student must also then meet with the Director of Nursing.
- D. If a 3rd absence occurs prior to the end of the segment, the student will be written up with an infraction report by the instructor and must meet with the Nurse Director. The student may potentially be dropped from the program. The student who plans on being absent from clinical has the responsibility to notify the appropriate instructor One Hour PRIOR to the scheduled clinical time. Unless specified differently in the individual instructor's class schedule.
- E. The **student who does not notify the instructor** of their absence according to section "D" will receive an **automatic unexcused absence**. Documentation will occur.
- F. Attendance during Clinical orientation is extremely important. A student who misses the day of orientation may be required to attend that clinical with another class, the instructor cannot leave other students to provide a personal one-on-one orientation. Efforts will be made to provide make-up orientation in emergencies cases only and prior to the scheduled orientation.
- G. In the theory/clinical environment, each day's learning and experiences build upon those of the previous day. The student who misses a large percentage of a clinical rotation cannot meet course objectives realistically. A student who is absent twice from any clinical rotation, (each segment) whether made up or not, will receive a record of counseling and must meet with the Director of Nursing.
- H. After a 3rd absence, (in a segment) the student will meet with the Nursing Director to determine if clinical objectives can be met or student will potentially be dropped. Refer to page 26, Contractual Agreement.
- I. Any Clinical make-up day must be arranged with the Nursing Director right after your absence, Student's will not go on into the next Segment with outstanding absence(s)

NOTE: When a student is absent that student **MUST** see the Director of Nursing within 7 days (1 Week) to schedule their make-up day which will be completed within 30 days. Paperwork is to be given to the Nurse Education Secretary immediately after completion.

- J. To ensure that course objectives are met, all clinical absences must be made up in a similar clinical setting. On rare occasions, arrangements can be made to meet specific course objectives by attending functions geared towards furthering the overall professional growth of the VN student.

NOTE: All makeup's must be scheduled through the Nursing Director in the nursing office, Room A-8.

- K. Because make-up days require advance scheduling and additional planning by the instructor, personal requests for a particular instructor, hospital or experience cannot be honored.

- L. Any student who schedules a make-up day in clinical must attend that clinical or furnish a doctor's excuse or a document which carries equal legal weight if student does not attend this day.

- M. If the inability of a student to meet course objectives is related to poor attendance, he/she will be required to meet with the Nursing Director. The meeting will be held to accomplish the following:

1. Identification of unmet objectives.
2. Documentation of types of absence and reasons for them.
3. Implementation of a plan to improve attendance.
4. Arrangement for and referral to appropriate make-up classes.
5. To help the student reduce absenteeism and to help him/her to achieve success in the VN program.

- N. Tardiness (3 Tardie's = 1 absence) will be handled in the clinical environment according to the following policy.

1. Verbal warning
2. Written Consult
3. Record of Infraction
4. Meet with the Nurse Director to develop a behavioral contract.

- O. The policy shall include but is not limited to, criteria for attendance and the specific course objectives for which a make-up is required. Acceptable methods for make-up include:
1. **Theory:** case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
 2. **Clinical:** performance evaluation in skills laboratory, fundamentals or additional time in the clinical area with clients/patient.

NOTE: Effective January 6, 2014 to successfully complete any nursing class the student must attend 95% of Theory and 100% of clinical. This qualifies the student for a class pass as far as transfer credit. This will also qualify the Vocational Nursing applicant to take the State Board Exams.

**CLOVIS ADULT EDUCATION
VOCATIONAL NURSING PROGRAM
ATTENDANCE POLICY AGREEMENT**

I _____ have read and agree to abide by the Clovis Adult Vocational Nursing Program Attendance Policy. I, understand my attendance in class is critical in meeting the course and clinical objectives of the Vocational Nursing Program. Since each day's learning builds upon those of the previous class day, valuable learning experiences are lost when absences occur. If I am absent on a theory day, I understand that I must check with my theory instructor to complete the unmet course objectives. I will also schedule any clinical absence I may have, as directed by in this handbook.

Signature _____

Print Name _____

Date _____

ALTERNATE POLICY

The Board of Vocational Nursing and Psychiatric Technician has approved Clovis Adult Education Vocational Nursing Program to admit up to 45 students in a program. Currently, CAE accepts only 30 students in a program, due to heavily impacted clinical placements.

Selection of the student into the program is as follows:

1. High School Diploma or GED
2. **Complete** the prerequisites:
 - a. VN Prep
 - b. Medical Math
 - c. Medical Terminology
 - d. Anatomy/Physiology
 - e. Nutrition
3. **Pass the TABE test** scoring **536 points** or > for Reading, and **496 points** or > for Applied Math and Math Comprehension

On occasion a situation may occur where there are an overwhelming number of eligible students for the up-coming program. Highest scores on the TABE test are considered first for student placement. Students must have all the prerequisites completed as well. **Additionally, there is a panel interview** that student candidates must pass to be accepted.

Therefore, we would place students on an 'Alternate' list of students that have met the requirements. The maximum number of alternates to the class is 10% of the approved student roster. If any of the Alternates do not make the class, then they will automatically be moved to the top of Clovis Adult Education's eligibility list for the next cohort.

CLINICAL MAKEUP POLICY

- A. To obtain credit for attending a make-up clinical day, it is the student's responsibility to obtain the clinical make-up form in the Nursing Office.
- B. **Students must make up clinical absences within one month.** The student will schedule a make-up within one week of their absence. It is the responsibility of the student to schedule a makeup day with the Nursing Director. In circumstances where no available make-up time or site is available, the Nursing Director may make an exception.
- C. The student will have the clinical makeup instructor sign the form and the student will turn in the completed form to the Nursing Office as soon as makeup is completed. No credit will be granted without a completed Clinical Makeup form filled out appropriately.
- D. Absences will be reviewed on a monthly basis. The goal for the review will be to assist the student in reducing absenteeism and to help him/her to achieve success in the LVN program. No student with an outstanding clinical makeup will advance to the next Segment. If the clinical is not made up at the end of the current Segment the student will be dropped from the nursing program.

Sample



Nursing and Allied Health Department

CLINICAL MAKE-UP FORM

Date submitted: _____

Student's Name: _____

Date of Birth _____

Facility Site: _____

VN Class Title: (ex: AD 33) _____

Course Title: _____

(ex: Geriatrics, Pediatrics, Med. Surg)

Group _____ Rotation: _____

Date of Absence: _____

Course # _____

Office Use Only

Scheduled Make-up Date _____

Course # _____

Make-up Facility: _____

Make-up Instructor: _____

Make-up Hours completed: _____

Instructor's signature _____

Date: _____

Distribution of Forms: White- Nursing Dept/Data Processor

Yellow- Student File

Pink- Teacher copy

Goldenrod- Student copy

Revised 11/18/19

PREGNANCY LEAVE

- A. Antepartum – The student will be permitted to remain in the program until time of delivery, providing she meets the following requirements:
1. A written clearance from a physician must be submitted to the Director of Nursing Education within the first trimester of pregnancy. **Monthly written follow-ups are required from your physician stating, student may continue in clinical with no limitations.**
 2. Physical condition permits her to meet all clinical objectives. Monthly Physician documentation: (Student, is able to participate in all clinical with no limitations)
 3. The student will notify the clinical instructor as soon as they suspect they are pregnant. This will, ensure the student will be excluded from any observational experience involving the use of x-ray, which could jeopardize the student's or the baby's safety.
- B. Postpartum – The required procedure for the postpartum student is as follows:
1. **The student must present a written physician's clearance to the Director of Nursing prior to returning to the clinical rotation.**
 2. All clinical objectives must be met.

EXTENDED SICK LEAVE

Following surgery or an extended illness, faculty will make every effort to assist the student to remain in the program. An attempt will be made to help the student to meet clinical and classroom objectives within the scope of the restrictions imposed by the doctor.

The student is obligated to:

1. Present the Director of Nursing with a written clearance from his/her doctor.
2. Meet all clinical objectives.

DISABILITY

Any student receiving Workers' Compensation benefits and/or disability payments will not be eligible to attend clinical course work without a written waiver approved by the appropriate representative of the Clovis Unified School District office.

TERMINATION POLICY

Students may be terminated from the program for the following reasons:

1. Failure to meet academic course objectives
2. Failure to meet clinical course objectives.
3. Failure to meet any other requirements as set forth in the Student Handbook or course syllabus.
4. Consistent poor judgment and **unsafe clinical practice.**
5. **Falsification of documents**
6. **Patient endangerment.**
7. **Acts of dishonesty.**

Termination is handled on an individual basis and the initial recommendation to terminate is made by the instructor to the Director of Nurse Education. Clovis Adult Education administration has the right to review documentation and to make the final decision according to Clovis Unified School District policy.

There are three segments in the VN program. A student who receives a failing grade for a class in any one segment **will be dropped immediately** from the VN program. The student may write the Nursing Director requesting to return to another cohort if space is available. **See policy on our web site.**

Students who are dropped and were receiving Veteran's benefits, Workforce Connection or PELL grants will no longer be eligible for those benefits.

READMITTANCE POLICY

If a student receives a failing grade, they may re-enter the Program pending the approval of the Nursing Director. **If a student fails a second time, the student will not be readmitted to the program.**

The final decision will be based on a thorough review of the following:

1. Space availability
2. Grades/Overall grade point average/Clinical performance
3. Previous attendance record
4. Any other contributing factors

The final decision remains with the Nursing Director.

The Student Who Voluntarily Withdraws:

The decision to readmit a student who voluntarily withdraws will be made by the Director of Nursing and will be based on:

1. Space availability
2. Circumstances under which the student left
3. Overall previous student performance

Re-admittance Application:

The student who wishes to be readmitted will be required to submit a re-admittance application and also complete a letter requesting that the Director of Nursing Education allow the student to return.

. This letter must address the following important questions:

1. Briefly describe the circumstances under which you left.
2. What changes have occurred that would ensure your academic and clinical success?
3. If you withdrew from a class for a medical reason, can you provide a doctor's release? The release must specifically describe any limitations or disabilities that would limit the student from performing as a LVN student. Additionally, it must include a statement that the student does not have a health condition that would create a hazard to themselves, fellow students, hospital employees or patients.

Once we review your readmittance application and you meet with the Nursing Director, we will then notify you if you qualify for reentry into Clovis Adult Education VN program. This reentry is done on space availability and you, may be put on an alternate list if a space becomes available before the class begins.

PROTOCOL FOR STUDENT INTERACTIONS WITH FACULTY AND OFFICE STAFF

Due to the phenomenal growth of the nursing programs in the last few years, it is necessary to develop specific procedures and protocols to deal with situations that were once appropriately handled informally.

Evening and Weekend Attendance: Attendance policies spell out the need to attend classes on weekends and/or evenings. With increased competition for clinical sites and classrooms on campus, the possibility becomes more real. Please arrange for back up childcare and car-pooling in advance to prepare for this development because it will not be possible to make special arrangements for any one person.

Advance Scheduling: Employers sometimes request a student's schedule before it is available to everyone. We will tentatively place the student in a clinical group when requested to do so. Should necessary changes preclude our ability to adhere to that schedule, the student and employer will be asked to abide by the revision. We will furnish a letter to the employer explaining the reason for the change.

Re-entry into a Nursing Program: Any student, who either drops or fails the nursing program will sign a form stating why he/she is leaving. Reentry will occur on a space availability basis. It is important to understand when one drops, that reentry is not automatic, regardless of the reason for leaving.

We make every effort to accommodate returning students. By second segment, however, we are unable to send large groups to hospitals for specialized experience.

Many times, the student who wishes to return interprets the loss of several students during Segment 1 as being an opening, when one really does not exist. Occasionally, we may lose a sufficient number of students in Segment 1 where it is only economically feasible to reduce clinical groups from four to three and 10 in each group. Obviously, if permitting a student to reenter results in our exceeding the limit of students for three groups, the student must wait for another opening.

Grade Information: Test grades and final grades will always be available by the end of the test day. The instructor will provide grades by the end of the exam day online. This is consistent with the procedures for any college.

Nursing Office and Campus Etiquette: Forms will be completed, and transcripts provided in a timely manner. The office staff will make every effort to complete forms within seven (7) working days of receiving them. Transcript forms are available on-line at www.clovisadulthoodschool.com and will be available within a seven (7) working daytime frame. A \$5.00 fee will be charged for completed forms and transcripts.

Office Conferences: Any student who desires to have a conference with the Nursing Director or office personnel, should make an appointment to do so with the nursing secretary. If the purpose of the conference is to discuss a complaint, please put the complaint in writing prior to the conference.

Passing Grade Requirements: A student must complete each class and each segment with a grade of 78% or above. If one receives a 77% on any single test this is a failing grade, and the student needs to consult with the instructor for potential remediation. Failing grades cannot be made up with a paper or special assignment. It is important that the student, who is in danger of failing, seek help early in the course by consulting the instructor or the Nursing Director and, or both.

Note: All grades will be rounded off! Ex. 77.6=78%



Clovis Adult Education Contractual Agreement

All hospitals that have entered into agreement with Clovis Adult Education Vocational Nurse Program to furnish clinical training sites for VN students. They require all students to comply with the following:

Each student will:

1. **Not** seek, use, or purchase any **test bank** study guide questions or resources found on an unauthorized site on the internet. These resources are considered by this Nursing Program to be unauthorized to sell as they are teacher resources provided by book vendors. **Any student found to have and or be using or sharing these resources with other students will be immediately dropped from this Nursing Program for academic dishonesty.**
2. Maintain confidentiality regarding information learned during the provision of care.
3. Wear the student uniform only when on campus for theory and for clinical training.
4. Observe elements of professional conduct as outlined in the Vocational Nurse student policy manual.
5. Neither consume alcohol or drugs during, or immediately prior(24-48Hrs) before coming to class or the clinical environment.
6. Not visit their hospitalized patient or any other patient without the instructor's presence.
7. Notify the instructor, or nursing office when it is necessary to be absent. Any student that is absent for 3 clinical days without notification will be immediately dropped from the program.
8. Comply with the following "Cheating Policy". On all tests and written work!
 - a. First offense of cheating will result in failure of the test or written assignment. Instructor will complete documentation of the cheating that was discovered.
 - b. Any repetition of cheating will result in immediate referral to the Nursing Director for disciplinary action, **which could result in dismissal from the Nursing Program.**
 - c. Working together on assignments is acceptable as long as the work turned in is the student's own and bears no resemblance to another student's work. If the assignment bears resemblance, then both students will receive a zero on their work!
 - d. Students who give their work to other students, or who give answers to others during a test, or engage in talking are also considered to be "Cheating". Action will take place and students involved will receive a zero.
 - e. Follow all aspects of the attendance policy in the student handbook. Complete required clinical make-up with-in one month of a missed specific clinical discipline. Exceptions to this rule would occur when a student is absent for an extended illness/ accident. The Director and instructor must be notified.

Any exceptions will be dealt with on an individual basis.

I have read and agree with the above, and I understand that any violation of the above in any area will be cause for my potential immediate dismissal from the Clovis Adult Education Vocational Nurse Program.

Signed: _____

Print Name: _____ Date: _____

**CLOVIS ADULT EDUCATION VOCATIONAL NURSING
PROGRAM CREDIT GRANTING POLICY**

Requirements for Transfer Credit:

To qualify for transfer credit toward the requirements of the Clovis Adult Vocational Nursing program, the candidate must fulfill the following requirements:

1. Be accepted into the VN program.
2. Have on file in the Director's office an official transcript from an accredited institution where credit was earned prior to acceptance into the VN Program.
3. Courses must have been successfully completed within five (5) years of the time of entrance into the VN program to qualify for transfer credit.
4. If there is a question as to whether the transfer course meets course objectives, additional information may be requested.

Courses that Qualify for Credit:

Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

1. Accredited vocational or practical nursing courses.
2. Accredited registered nursing courses.
3. Armed services nursing courses.
4. Nurse assistant courses
5. Other courses the school determines are equivalent to courses in the program.

Competency-based credit shall be granted for knowledge and/or skills acquired through experience.

I understand this decision is irrevocable.

Signature: _____ Date: _____

PROCEDURE FOR CLINICAL EVALUATION

Each student will receive all clinical evaluation forms required for a particular clinical rotation.

Evaluations will be conducted according to the following procedures:

1. Grades for evaluations will be either "Pass" or "Fail".
2. Dates and times for each evaluation will be assigned.
3. The student who is unable to keep an appointment for evaluation because of illness or emergency is required to contact the instructor to make a future appointment.
4. It is essential that prior to the actual evaluation, the student has reviewed the procedure thoroughly and can perform all steps accurately.
5. Any student who is unsuccessful the first time a procedure is attempted will review the steps of the procedure with the instructor and be given a second appointment.
6. If unsuccessful for a second evaluation, the student will have the opportunity to petition the Nursing Director to grant another appointment to repeat the evaluation one more time. This is decided on a case by case situation.
7. The student may ask questions or clarify any points prior to the evaluation, but no conversation is to take place during the actual evaluation procedure.
8. The psychosocial evaluation and daily behavioral objectives will carry the same weight as any other evaluation.
9. Documentation for grading performance of procedure will occur immediately following observation of student. This instant feedback will enable student to make corrections in a timely manner.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, students must be in an eligible program and must maintain satisfactory academic progress. Students must maintain at least a 78% in course work and attend 80% of the program. Certain programs may require higher standards for attendance. Any questions regarding Financial Aid distribution must be directed to the financial aid office.

If terminated from the financial aid program or not allowed to participate due to failure to demonstrate or maintain satisfactory progress, you may appeal this action in writing.

For students that are first time students and withdrew on or before the 60% point in time of the enrollment for which he/she was charged, then the statutory pro rata refund calculation will be required.

The statutory pro rata requires schools to refund school charges proportional to the portion of the enrollment period that remains rounded down to the nearest tenth.

If the students drop in the second or later enrollment period or withdrew after the 60% point of the initial enrollment period of the initial enrollment period then the Clovis Adult Education refund policy will be used.

The Clovis Adult Education refund policy for tuition is as follows: Based upon individual circumstances and the CAE Refund Policy.

A \$25.00 processing fee will be assessed. Additionally, if the expenses incurred for the enrollment period were greater than the balance of the student's award, a repayment may be required by the student.

Repayment Policy/PELL: Living expenses are pro-rated based on the weeks the student was enrolled. If calculations indicate that there was an overpayment in Pell funds, we will notify the student as to the amount that needs to be repaid.

Distribution Policy/PELL: Clovis Adult Education policy is to return the financial aid portion of the refund to the Federal Government.

Program Fees All program fees for prerequisite and vocational nursing classes are due **prior** to the beginning of each class or segment.

Certificates of Completion, and/ or course credit **is not given** for classes in which fees have not been paid.

FINANCIAL AID WITHDRAWALS AND RETURN TO TITLE IV POLICY

Clovis Adult Education only participates in the Federal Pell Grant Program for Title IV funds. Federal Student Aid regulations determine the amount of federal aid the school and/or the student may retain. Students who withdraw from a program within a segment/term may be required to repay some or all the Federal Student aid disbursed to them during the “unearned” portion. The amount of aid earned is determined by the Return to Title IV guidelines set by federal regulations. At the time of withdrawal, the student’s eligibility will be verified. The refund/return will be calculated as follows:

- Clovis Adult Education determines the student’s official and unofficial withdrawal date based on the student’s last day of attendance. Title IV recipients who withdraw from all classes, or who are administratively withdrawn from all classes may be required to return a portion or all of the aid they received.
- If a student attends between 0 to 60 percent in each payment period or period of enrollment, a prorata schedule is calculated to determine the amount of Title IV aid a student has earned.
- If a student attends more than 60 percent in the payment period or period of enrollment, prorata schedule is calculated to determine if that student has earned all the Title IV aid for that payment period or period of enrollment.
- If the student received more Federal Student aid than earned, the unearned aid must be returned to the Title IV Federal Student aid program by either the student or the school. The return will be dependent upon if the Pell Grant aid was paid to the student or to the school.

Repayment of Unearned Financial Aid (Overpayment)

Responsibility for repayment of unearned Federal Student aid under the Pell Grant program will be shared by the institution and the student according to the requirements of the Federal Formula for Return of unearned Title IV aid. The school will determine if the return to Title IV funds is the responsibility of the student or the school. The student will be notified if an overpayment was given and due to be returned. Failure to return Title IV funds will result in the loss of eligibility for financial aid and could affect future financial aid awards.

- Title IV recipients who withdraw from all classes, or who are administratively withdrawn from all classes may be required to return a portion or all of the aid they received.
- Unearned Title IV aid due from the school will be returned to the Federal Pell Grant program for which the student was not eligible. The school must return the entire amount of unearned aid on or before 45 days from the date the student withdraws. You the student, may be required to repay this amount to the school.
- Unearned Title IV aid will be due from the student and will be returned to the Federal Student aid program. This is required in order for the student to remain eligible for any future Federal Student aid programs.
- In cases where the student earns more aid than they were disbursed, a post-withdrawal disbursement will be made to the student within 45 days of the date the student withdrew. This disbursement will cover any remaining costs including but not limited to books and supplies.
- In cases where the R2T4 calculations result in a credit on the student’s account, the credit balance will be disbursed as soon as possible and no later than 14 days after the R2T4 calculation.
- Cost of living expenses are included in the calculation to determine earned/unearned portions of Federal Student aid. If calculations indicate that there was an overpayment or original miscalculation to the student, we will notify the student as to the amount that needs to be repaid to the Federal Student aid program.

SATISFACTORY ACADEMIC PROGRESS & ATTENDANCE REQUIREMENTS

Before any Financial Aid award is disbursed, SAP will be verified and documented for all award recipients. In accordance with the U.S Department of Education regulations, financial aid recipients must maintain satisfactory progress towards the achievement of a degree or certificate. All attempted courses, during a period of enrollment, regardless of aid status, or the program of study will be included when calculating qualitative and quantitative measures for SAP. The standards are consistently applied to all students enrolled in CTE programs. These are the standards by which all Clovis Adult Education certificate program students must meet and show progress.

Qualitative measure: Students must show a grade level of, **C** or better, during the selected reporting period. A, B, C, and F grades are used to calculate GPA. Incomplete (I) grades are not used in the GPA calculation. A student that receives an incomplete grade will have until the end of their program to make up the incomplete grade. The instructor may change a student's incomplete grade when it is appropriate and justified. A student's failure to complete the class will result in changing the incomplete grade to an "F" on the student's record. Students will receive individual grades for all classes in which they are enrolled for that term. If you are a Business Certificate student, to maintain SAP standards for the Microsoft office courses, all students must consistently turn in completed chapters, weekly.

Quantitative measure: Students must be attending/complete at least, **80%** of the class/program during the selected reporting period, for all classes in which they are enrolled. The standards in some classes/programs may require more frequent attendance. Incompletes (I), Fail (F), Drop (D), are considered attempted courses that count toward program completion.

Maximum timeframe: Clock hour programs are limited to **125%** of the class/program hours required to complete the student's program of study. If a student is unable to complete a certificate program within the maximum timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines.

See publish program length below and mark applicable box.

□ *Administrative Assistant – 970/1213* □ *Medical Assistant-Front Office – 1042/1302* □ *Vocational Nurse-1530/1912*

Completion requirement/repeat courses: All attempted courses will be counted toward the program's course completion requirement, regardless of the final grade. Repeat courses are counted as both attempted and completed and may negatively impact your CR by extending your completion date. A student can only repeat a class where an F grade was previously earned. The F grade will be removed from the student's transcript if a grade of C or higher is earned in the repeated class. The student's GPA will be recalculated with the higher grade. The deadline for any class Withdrawal (W), must be before 50% of the class is completed to not affect SAP measure. After the 50% point, the student will receive their current standing grade not "W". Courses within a program may be repeated once, a third attempt will negatively impact your eligibility, as these will also be counted as attempted and completed.

All program courses must be completed within the program in which a student is enrolled at Clovis Adult Education. Transfer credit only applies to Pre-Requisite courses for VN. These will count as both attempted and completed hours.

If a student fails to progress, attend, or drops out of their program, they become ineligible for Federal Student Aid. Withdrawals from a class/program within satisfactory progress requirements will apply from the 1st day of the payment period to the last day of attendance. It is the responsibility of the student, to inform the Financial Aid office, of a change in their enrollment status.

Failure to consistently meet the SAP standards at the end of a payment period will cause the student to be ineligible to receive their Pell Grant disbursement for that progress reporting period. The disbursement for that payment period will be returned to the Federal Government.

There will be a waiting period of two business days after your appeal is determined and notification is received by the Financial Aid office before your disbursement will be released.

Progress /attendance reports are initiated by the Financial Aid office. Both the Nurse Education and Business career departments will complete a Progress/Attendance Report for each Pell Grant recipient for the reporting/payment period.

Financial Aid Warning: If a student does not meet all academic requirements at the end of a reporting period for a graded term or segment, the student is considered to be on WARNING status. Students on WARNING status may continue to be eligible during *the graded term or segment*, after which the student must meet the requirements of the Satisfactory Academic Progress (SAP) Policy. Students who complete the following term or segment on WARNING will have their academic progress reviewed at the end of the payment period to determine continued financial aid eligibility. *See Satisfactory academic progress Disqualification & Petition for additional details and policy*

SATISFACTORY ACADEMIC PROGRESS DISQUALIFICATION & APPEAL PETITION

Financial aid disqualification: If a student does not meet academic requirements for two consecutive graded periods or fails courses in the program in which they are enrolled, the student will be placed on financial aid DISQUALIFICATION. Generally, a student who is disqualified from financial aid may reestablish financial aid eligibility by meeting SAP requirements. Students will be notified in writing that they have been placed under Disqualification and will remain under Disqualification until they once again meet the Satisfactory Academic Progress Policy standards. This will be communicated via student email. Students considered on DISQUALIFICATION status are not eligible to receive financial aid. Students who remain enrolled in the program and complete the term or segment on DISQUALIFICATION must have their academic progress reviewed by appeal before financial aid eligibility is re- determined for the following term or segment. Due to the short time between terms and segments, there may be a delay in the notification of eligibility. All grades are available via CA Adult Ed Courses – Moodle, directly from your instructor.

Appealing financial aid disqualification: Students may appeal a non-satisfactory progress report if the student feels the circumstances that caused the non-satisfactory status was for reasons beyond their control. This typed statement must be submitted to the Financial Aid office within 7 business days of notification of the non-satisfactory status. The Financial Aid Coordinator will review your case with the school Administration and/or the Program Director. A decision will be made within 7 business days of submitting your appeal. All decisions regarding the appeal will be final.

Appeal Process/Petition for Financial Aid Reinstatement: Under certain conditions, students placed on DISQUALIFICATION may file an appeal for consideration of reinstatement of financial aid eligibility. To file an appeal, the student must submit a typed statement to the Financial Aid Office. The typed statement should be signed and must explain the circumstance(s) that prevented the student from making SAP and why courses were failed. The student must explain what has been done or what has changed for the student to ensure remaining at SAP. Grades received during the disqualification period, an academic plan, and supporting documentation should be included with the petition. The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal. If the petition is denied, the student may not be allowed to submit another appeal. All decisions regarding the appeal are final.

The following are not considered extenuating circumstances beyond a student's control:

- Personal problems not requiring professional intervention
- Poor time management
- Unaware of academic progress policies or other requirements
- Not following academic recommendations
- Transportation problems
- Childcare problems

The following are mitigating circumstances and suggested documentation:

- Death in the immediate family – Death Certificate, Obituary
- Domestic Violence – Restraining order, Police records
- Imposed residential changes – Eviction notice
- Involuntary call to Military Service – Official Military orders

Financial Aid Probation - Approved Appeals

Students on an approved appeal are considered to be on Financial Aid Probation. Students on PROBATION must meet ALL of the following requirements to maintain financial aid eligibility:

1. Be enrolled in and attending the approved certificate program for the purpose of completion
2. Follow the academic plan outlined in the appeal
3. Receive at least a C grade in all of the subjects in which you are enrolled

Students who complete PROBATION must have their academic progress reviewed before their financial aid eligibility is determined. Due to the short time between terms and segments, there may be a delay in the notification of eligibility. All grades are available via CA Adult Ed Courses – Moodle, directly from your Instructor. If eligible, any disbursements of student aid may also be delayed. If a student meets all requirements during the PROBATION term or segment, the PROBATION status will end and the student will be considered in good standing for the next term or segment.

CLOVIS ADULT EDUCATION REFUND POLICY CAREER TECHNICAL EDUCATION

It is the intent of CUSD Clovis Adult Education (CAE) to have a fair and equitable refund policy for the refund of registration fees in the event that the class and/or program is cancelled, or the student does not plan to attend. Refunds, when due, are made within 45 days. The following procedures have been established as part of this policy:

Refund for classes or programs cancelled by CAE: If fees are collected in advance of the start date of the class and/or program, 100 percent of the fees collected will be refunded within 45 days of the planned start date of the class or program cancelled. No written notice by student is required

Refund for student who withdraws before the first day of class: If fees are collected in advance of the start date of the class and/or program, and the student withdraws prior to the first day of class, the student will receive a full refund less a processing fee of **\$25.00 per class**. The Refund form is generated by the department staff which includes verification of payment.

Refund for student enrolled prior to visiting the institution: Students who have not visited the Clovis Adult Education campus prior to enrollment will have the opportunity to withdraw, **without penalty**, within three days following attendance at the regularly scheduled orientation or following a tour of the facility and inspection of equipment.

Refund for student who withdraws after class commences: If fees have been collected, and the student withdraws on or before the second day of class, the student will receive a full refund, less a processing fee of \$25.00 per class.

Refund for student whose circumstances fall outside of the above information: If the student feels that they should receive a refund, although their circumstances fall outside of the refund requirements, the student must submit a signed appeal letter to the CAE Principal. The student will receive a determination notice from the CAE Principal within fourteen days of receipt of the appeal letter.

CRIME AWARENESS AND CAMPUS SECURITY

- A. Any student who becomes aware of criminal activity or an emergency occurring on the Adult Education campus or in any other facility when in use by Adult Education Programs is to immediately report this to the on-site administrator or staff member. Depending on the nature and severity of the occurrence, the administrator will notify either the Clovis Unified Police Services or the Clovis Police Department. The site administrator will file an incident report with the appropriate district administrative unit.
- B. All visitors and non-students are to report to the administrative offices for permission to be on campus. Our campus has signs clearly posted directing all visitors to the appropriate offices. We do not permit unauthorized visitations to classes.
- C. No loitering on campus or the parking lot per Penal Code 653.
- D. Clovis Unified Police Services employs officers for the purpose of maintaining security for all district campuses. These officers regularly patrol the campuses and are available on call when an incident arises. They exercise the same powers and authority as officers of the Clovis Police Department. An inter-agency agreement exists between the District Police Services and the Clovis Police Department.
- E. Campus security procedures are included in the student and staff handbook. All staff are in-serviced on security procedures yearly. The faculty is responsible for imparting this information to students.
- F. Evacuation drills will be scheduled during the school year. Students are to follow directions from faculty during these drills. Please locate the evacuation map that has been placed next to the door in each classroom.
- G. All faculty are in-serviced once per year regarding crime prevention awareness. It is the responsibility of the faculty to inform students of this information. Crime prevention issues are also regularly addressed in the school newsletter.
- H. If there is a restraining order in effect, please inform the Director of Nursing.
- I. Clovis Adult Education premises are monitored by security cameras.
- J. The Clovis Adult Education campus, as well as, all district school facilities, are "Drug Free Zones," and are clearly posted as such. The possession, use or sale of alcoholic beverages and drugs is prohibited at all time. All federal, state and local laws, and district rules and regulations are strictly enforced.

Clovis Adult Education is a:

- 1. Drug free campus
- 2. Tobacco free campus
- 3. Weapon free campus
- 4. Gun free campus

Zero tolerance policies are enforced!

BOARD OF VOCATIONAL NURSE and PSYCHIATRIC TECHNICIANS SCREENING PROCESS FOR PAST ARREST AND CONVICTION RECORD

The State Board of Vocational Nurse and Psychiatric Technicians have developed a screening process for student's past arrest and conviction record. They are primarily concerned with offenses which have occurred within the past five years and are substantially related to the practice of the profession. These include, but are not limited to:

1. Numerous convictions of drunk driving or being under the influence of alcohol in public (only when there appears to be several convictions within the last 5 years and a pattern of alcoholism is evident)
2. Drug abuse (use of narcotics, excluding one-time marijuana conviction)
3. Conviction of physical violence
 - A. Assault with a deadly weapon
 - B. Assault with intent to kill
 - C. Rape and other sexual offenses
 - D. Kidnapping
 - E. Child abuse
4. Arson
5. Numerous convictions of burglary or petty theft

All applicants are required to complete the Live Scan for fingerprinting. All requests from this Board for background checks of applicants must be submitted to the Department of Justice and the Federal Bureau of Investigation on a Live Scan. Previously processed fingerprint cards, Xerox copies, or photocopies of fingerprint impressions are not acceptable.

A license will not be issued until the Board receives the background information from the Department of Justice. However, the Board will not delay licensure while awaiting the FBI reports. If a conviction is subsequently reported by the FBI, the Board will take disciplinary action against the license if the conviction is substantially related to the practice of nursing.

Please contact the State Board of Vocational Nurse and Psychiatric Technician at (916) 263-7866 if further clarification is needed.

**CLOVIS ADULT EDUCATION
VOCATIONAL NURSE PROGRAM**

RELEASE OF INFORMATION

I, _____ **HEREBY GIVE CLOVIS ADULT**
(STUDENT'S NAME)

EDUCATION, VOCATIONAL NURSE PROGRAM, PERMISSION TO NOTIFY

(CONTACT NAME and TELEPHONE)

**OF MY ATTENDANCE AND GRADES, AS THEY FEEL NECESSARY. THIS
INCLUDES, BUT IS NOT LIMITED TO, FAILURE NOTICES.**

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

WORKERS COMPENSATION DISABILTY BENEFITS

I understand that if I am receiving Workers Compensation or Disability Benefits of any kind, I am obligated to report the particulars in writing to the Nurse Education office. I am aware that I will not be eligible to attend clinical classes during the time I am receiving said benefit.

It has been explained to me that the Clovis faculty will make every effort to assist me to make up missed coursework or to transfer to another program in the event of a long convalescence.

PRINT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

CLOVIS ADULT EDUCATION STUDENT CONDUCT AND COURTESY GUIDELINES

Welcome to Clovis Adult Education. We are here to help you reach your goals. Following are some guidelines to ensure that all students obtain the maximum benefits possible while attending Clovis Adult Education.

Office telephone number and address:

Director of Nursing Office telephone number is (559) 327-2841. Mailing address is Clovis Adult Education, Nurse Education Department, 1452 David E. Cook Way, Clovis, CA 93611.

Parking:

Parking is permitted in the Clovis Adult parking lot directly north and west of the portables. Please be sure to park in the designated areas only. Improperly parked automobiles may be ticketed. Please do not park in the residential area across Sunnyside. If the lot is full, please park along David E. Cook Way.

Smoking:

There is no smoking allowed on our campus, in our restrooms or in our parking lots. Smoking is allowed on the school side (east side) of Sunnyside on our sidewalk, south of the CAE sign. Do not crush cigarettes on the sidewalks. Please be a thoughtful smoker and keep the area clean.

Children Attending Classes:

Students need to develop school-to-work transition skills. Childcare must be arranged; therefore, **students may not bring their children to class** with them.

Eating:

There is no eating allowed in the classrooms. Please throw all garbage in the large trash cans on campus. Classroom trash containers should not be used for this purpose. Our student lounge is located in Room A-9. Beverage and food machines are available.

Dress Code:

The Clovis Adult Education dress code policy has been established to ensure the student's awareness of proper dress suitable for the workplace. Employers expect their employees to dress in a neat, clean, well groomed, professional manner. This means no tank tops, athletic wear see-through clothes, bare midriffs, halter tops, short shorts, gang attire or inappropriate writing on clothes.

General Department:

All students are expected to conduct themselves in an adult manner. Teachers and staff have the authority to dismiss students. Any fighting or drug related incidents will result in dismissal and possible arrest.

Student Conduct and Courtesy Guidelines continued:

Restrooms

Restrooms are located at various points on campus, Rooms E-5 and C-2. Students need to respect others and practice good citizenship by keeping our facilities clean and free of graffiti. Restrooms, classrooms, and the campus can be kept clean by throwing waste in proper receptacles.

Bookstore

The bookstore is, located in the main Administration building. Hours vary and are posted in the Nursing Office and at the bookstore. Please be advised all sales are final.

Nursing Office Hours

Office hours for students are between 8:00 a.m. and 4:30 p.m., unless the student has an emergency or is asked to see the Director of Nursing.

Copies

We do not copy paperwork for students in the Nursing Office. A student copier is provided in the Student Lounge in Room A-9.

We appreciate your help and support in these matters.

CLINICAL ADMITTANCE STUDENT FOLDER REQUIREMENTS

The following items are required to complete your file within 2 weeks of the beginning of VN1 Nurse Fundamentals:

1. Contractual Agreement
2. Release of Information
3. Current CPR for Healthcare Providers
4. Current immunization records:
 - a. Positive Varicella Titer or documentation of 2 Varicella immunizations
 - b. Positive Rubella Titer or one dose
 - c. Positive Rubeola Titer or 2 doses
 - d. Positive Mumps Titer or one dose
 - e. Positive Hepatitis B Titer or series of three injections
 - #1 First injection
 - #2 one month later
 - #3 five to six months later
 - f. TB skin tests, 2 step, for first skin test, then annually 1 step
 - g. Flu injection required: In season, October-April)
Exception: religious, or health reasons. Must have required documentation and are mandated to wear a mask during flu season.
 - h. Required D tap injection as an adult.

CLINICIANS DO NOT GIVE RUBEOLA BY ITSELF, YOU NEED TO OBTAIN TWO MMR'S

5. Photograph with name on backside.
6. Documentation of age (i.e., copy of your driver's license or your birth certificate)
7. Two letters of recommendation (similar to letters of recommendation for an employer; speaks to your character)
8. Diploma or High School Equivalency Transcripts (must indicate graduation date)

NOTE: It is a requirement of the California Board of Vocational Nurse and Psychiatric Technicians that all person admitted to a Licensed Vocational Nurse Program must have completed 12 years of education.

Student Folder Requirements continued,

Many other countries may stop high school education after 10 years of schooling, a graduate from another country must furnish the school with one of the following:

- A. Proof of having earned a Bachelor's degree from another or this country:
- B. Proof of having earned an Associate Degree from this country.
- C. Proof of successfully passing a High School Equivalency test at a 12th grade level from this country.

In addition, all **original** transcripts/diplomas from a foreign country must be translated and evaluated. An Application for International Credential Evaluation is available in the Nursing Office. Or you may contact them directly.

North American Education Group (NAEG)
Email: info@naeg.org
Telephone: 1-888-539-2804

NOTE: the above requirements related to past education and transcripts must be completed prior to entering the VN program.

- 9. Physical Examination (the Doctor must circle correct response and initial, documenting the applicant has/has not a health condition that would create a hazard to himself, fellow employee's or patients.) The form is provided by the Nursing Office.
- 10. CNA certification.
- 11. Proof of working as a CNA for minimum of 350 hours within the last 5 years

NOTE: Please do not bring the above 10 items into the Nursing office one at a time. Rather, bring all items clipped together with your name printed clearly in upper right hand corner at the designated date given for acceptance.

- 11. Background Check and Drug Screen Clearance

Students are required to clear a background check and drug screen prior to clinical placement. Results will be viewed by the health care facility representative and the Director of Nursing. Facilities may decline placement of a student based on a positive drug screen or background check. The inability to place a student at a clinical site may jeopardize the student's placement in the nursing program.

- 12. Effective September 2009 all students will be required to provide the clinical training facility sites permission to view the results of their background check and drug screen. Facilities may accept or decline the student based on these results.

THEORY REMEDIATION POLICY

Skills Laboratory Remediation

During the first skills laboratory, several opportunities for remediation are made available. After completion of remedial practice sessions, a final evaluation procedure is scheduled. At this point he/she must demonstrate competency in the skill being evaluated to receive a passing grade.

If the student fails to demonstrate skills competency, he/she is given the opportunity to practice instructor/peer teaching modules.

A student who cannot demonstrate skills competence receives a final failing grade.

A failing student must assume complete responsibility to reschedule at a later date, if and when there is a space available. Whenever possible, failing students are referred to counseling and/or to the faculty committee. The student may then be placed on probation, requested to withdraw from the course, or fail the course.

Students become eligible for theory remediation when grade is 80% or below. The instructor and student will:

1. Identify unmet objectives
2. Document types of absences and reasons for them
3. Implement a plan to improve attendance
4. Remediation plan set-up

The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up is required. Acceptable methods for make-up include:

Theory: Case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.

In the event that the student does not carry out the remediation plan and/or continues to be unable to meet course objectives in theory, the student's progression in the Nursing Program will be reviewed by the faculty and Nursing Director. The student may then be placed on probation, requested to withdraw from the course, or fail the course.

CLINICAL REMEDIATION POLICY

Students become eligible for clinical remediation when the student demonstrates inability to meet the clinical objectives.

The instructor and student will:

1. Identify unmet objectives
2. Document types of absence and reasons for them
3. Implement a plan to improve
4. Arrange for make-up time

Clinical Remediation: The policy shall include but not be limited to criteria for attendance and the specific course objectives for which make-up is required. Acceptable methods for make-up include:

Clinical: Performance evaluation in skills laboratory or additional time in the clinical area with clients/patients. VN 1 and or TLC's on campus.

In the event that the student does not carry out the remediation plan and/or continues to demonstrate any unsafe behavior in the clinical setting, the student's progression in the Nursing Program will be reviewed by the faculty and Nursing Director. The student may then be placed on probation, requested to withdraw from the course, or fail the course.

Please see the Remediation Form on the following page.



Nursing and Allied Health Department

REMEDIATION Form

Student: _____ Class (number) _____ Date: _____

Course Title: _____ Segment: _____ Instructor: _____

Check all that apply:

Academic

Behavior

Follow-up

Clinical

Attendance

Other _____

Problem (Student is aware that he/she must have a 78% in this class to pass and move on to next section.)

Current % _____

Plan for improvement (written by student and instructor if necessary)

Student perception of problem: _____

Student Signature _____ Date: _____

Scheduled follow-up date: _____

When the above plan has been successfully carried out, the problem will be considered resolved. In the event the student does not carry out the plan or is unable to meet the objectives, the student will be required to meet with the Nursing Director and/or the Faculty Committee. The student may then be placed on probation, have to withdraw or fail the course. Any student who fails a course may not continue in the current VN Program.

Outcome of Remediation

If additional remediation is required, please revise the plan on another remediation form.

Faculty Signature _____ Date: _____

INDICATORS OF UNSAFE CLINICAL PERFORMANCE

Because nursing students are legally responsible for their own committed or omitted acts and nursing instructors are responsible for their students in the clinical area, it is therefore necessary for the student and the nursing faculty to conscientiously identify any behavior that is unsafe.

Unsafe clinical behavior is demonstrated when the student:

1. Violates or threatens the physical safety of the patient	e.g. neglects use of side rails, restraints, inadequate supervision of patients at risk.
2. Violates or threatens the psychological safety of the patient	e.g. uses clichés repeatedly. Speaks inappropriately in front of patient and significant others. Unable to communicate therapeutically.
3. Violates or threatens the microbiological safety of the patient	e.g. unrecognized violation of aseptic technique; comes sick to clinical. Failure to follow handwashing techniques.
4. Violates or threatens chemical safety of the patient	e.g. violates the “5 Rights in Administering Medications”; fails to monitor IV infusions safely. Gives medications without consideration of drug side effects and/or patient lab values. Fails to check patient’s armband.
5. Violates or threatens the thermal safety of the patient	e.g. burns patients with heating lamp; leaves unreliable patient alone while smoking.
6. Inadequately and/or inappropriately uses the nursing process	e.g. test assessment not completed before doing patient care. Nursing care plan not completed. Fails to observe and/or report critical assessment regarding patients. Makes repeated faulty nursing judgments. Fails to follow orders.
7. Violates previously learned principles in carrying out nursing care skills or therapeutic measures	e.g. 2 nd year students unable to give IM medications, unable to calculate IV drip rate and/or dosages. Skills not checked off in skills lab.
8. Assumes inappropriate independence/dependence in action or decisions	e.g. fails to seek help when situation is out of control or in an emergency. Unable to make independent decisions or makes inappropriate decisions. Unable to provide safe nursing care.

Unsafe clinical performance will result in initiation of a re-mastery agreement, problem-solving record, or probation depending on the severity of behavior.

Nursing Staff Contact Information

Nursing Department Information

If you have any questions or concerns regarding the Nursing Program, please contact the Nursing Office at 559-327-2860.

Director of Nursing	Chun Hee McMahon	chunheemcmahon@cusd.com
Instructor / Dept. Chair	Elaine Sims	elainesims@cusd.com
School Secretary	Erika Tapia	erikatapia@cusd.com
Student Activities Specialist	Francine Quenga	francinequenga@cusd.com
Student Services Specialist	Lisa Strong	lisastrong@cusd.com
Clerical Specialist	Kim Robles	kimrobles@cusd.com

Vocational Nurse Teacher Emails

You may contact these staff members at their school email address regarding any concerns you may have.

camillejoseph@cusd.com	heathertyllesen@cusd.com
chunheemcmahon@cusd.com	kathleenmiller@cusd.com
elainesims@cusd.com	paulamaisonneuve@cusd.com
hannahgandy@cusd.com	paularichards@cusd.com
amaliapizano@cusd.com	michellealexander2@cusd.com
sicilynash@cusd.com	

CLOVIS ADULT EDUCATION UNIFORM COMPLAINT PROCEDURES

INFORMAL COMPLAINT PROCEDURES

If you should have a concern or complaint about a CAE employee/policy/procedure/ or student, we need to know about it! We recommend that you take the following steps:

1. If possible, try to discuss and settle your concerns with the individual. If your unsettled concern is with another student, notify your teacher immediately.
2. Any unresolved concerns or complaints should be taken to the designated department personnel listed below. An appointment will be scheduled within 5 working days. These employees are trained to listen to your concerns and can help you get a response. If the designated employee is not available, report your concerns to the appropriate department office.

Department	Name	Room	Phone
Career Technical Educ.	Courtney McMahon	Admin.	327-2872
Academics Department	Patricia Thomas	Admin	327-2861
Nurse Education:	Chun Hee McMahon	(A-8)	327-2841
CAE Office Manager:	Marie Lackey	Admin.	327-2871
Community Education:	Kelly Peterson	(G-1)	327-2858

3. If your concern should need further attention, the following school administrators will address your issue.

Courtney McMahon	Learning Director	Admin.	327-2872
Patricia Thomas	Learning Director	Admin.	327-2861

4. The site lead administrator will also be notified of your concerns.

Marci Panoo	Clovis Adult Principal	Admin.	327-2870
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5. District complaint review will rest in Education Services Area Administrator:

Steve France	Education Services	District	327-9380
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Clovis Adult Education is accredited by the following bodies, the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) and the Council on Occupational Education (COE). Should you have concerns or complaints regarding the school as a whole, direct them to: ACS WASC, 533 Airport Blvd., Ste. 200, Burlingame, CA 94010, Phone: 650-696-1060 / FAX: 650-696-1867, mail@acswasc.org. Should you have concerns or complaints regarding CTE Programs, direct them to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Phone: 770-396-3898 / FAX: 770-396-3790, www.council.org. Should you have concerns or complaints regarding Vocational Nurse Program, direct them to: Board of Vocational Nursing and Psychiatric Technicians, 2535 Capital Oaks Drive, Suite 205, Sacramento, CA 95833-2945, (916) 263-7800

FORMAL COMPLAINT PROCEDURES

Individuals wishing to file a formal written complaint may pick up a form in any of the CAE department offices, or from the district website, www.cusd.com. Any of the persons listed on this page can help you complete the complaint form. When filing a formal complaint, please follow these guidelines.

1. A complaint is a written statement alleging discrimination, or a violation of Federal or State law within the programs listed in the CUSD Complaint Procedures pamphlet.
2. Submit your form in a timely manner. All deadlines and procedures are posted on the district website under Administrative Regulation No 9207
3. Include important information such as: who, what, where, when, how, and why. Also list any witnesses involved.