

2018-2019



WCUI

School of Nursing



WCUI School of Nursing

VOCATIONAL NURSING HANDBOOK

LOS ANGELES & ONTARIO CAMPUS

3580 Wilshire Blvd 4th floor
Los Angeles, CA 90010
(310) 289-5123

3700 E Inland Empire Blvd #235
Ontario, CA 91764
(909) 483-3808

www.nursing.wcui.edu

Publication Date: April 1, 2019

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
PURPOSE OF THE HANDBOOK	2
BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS	3
NURSING PROGRAM PHILOSOPHY	3
CONCEPTUAL FRAMEWORK.....	3
DIAGRAM OF MASLOW’S “HIERARCHY OF NEEDS”	4
CURRICULUM OBJECTIVES	5
15 MONTH VOCATIONAL NURSE PROGRAM DESCRIPTION	5
SCHEDULE AND CLASS RATIOS.....	8
Full-time Schedule:	8
COURSEWORK REQUIREMENTS AND PROGRAM OBJECTIVES	8
APPEAL POLICY	9
ADMISSION POLICY	9
TRANSFER POLICY	9
ALTERNATE NURSING STUDENTS.....	10
ATTENDANCE POLICY	10
MAKE-UP AND COURSE REPEAT POLICY	11
REMEDIATION AND AT RISK CATEGORIES	12
ACADEMIC DISCIPLINARY PROCESS.....	13
ACADEMIC CLINICAL COURSE GUIDELINES	14
ACADEMIC GRADUATION REQUIREMENTS.....	15
ATI CONTENT MASTERY SERIES.....	16
GRADING SYSTEM	16
EVALUATION METHODOLOGY FOR STUDENT PROGRESS	17
ACADEMIC PROFESSIONAL DRESS CODE POLICY	17
REQUIREMENTS PRIOR TO CLINICAL.....	18
CERTIFIED NURSING ASSISTANTS.....	18
ESTIMATED COSTS ASSOCIATED WITH CALIFORNIA LICENSURE EXAM	18
NCLEX EXAM FEE REIMBURSEMENT	18
STUDENT COMPLAINT AND GRIEVANCE POLICY	19
VOCATIONAL NURSING HANDBOOK ACKNOWLEDGEMENT	20

PURPOSE OF THE HANDBOOK

This Handbook will give you program-specific information regarding West Coast Ultrasound Institute's (WCUI) Vocational Nursing program, including the policies and procedures and services available that will facilitate your learning experience. Each student is responsible for becoming familiar with the content and adhering to these rules, policies and procedures. Due to the nature of the nursing curriculum and licensure requirements, program policies and procedures may be more stringent than those for the College's other programs.

WCUI's curriculum and policies and procedures are reviewed periodically. WCUI reserves the right to change its rules, policies and procedures and will notify students of any policy change in writing.

While this Handbook provides nursing students with program-specific information, **nursing students are also responsible for becoming familiar with and agree to abide by the College's rules, policies and procedures that appear in the Catalog.** The Catalog provides pertinent information, including but not limited to: refunds, termination, notice concerning the transferability of credits, accreditation, drug testing, Satisfactory Academic Progress, Americans with Disabilities Act/Section 504 of the Rehabilitation Act, and anti-harassment and discrimination policies.

Please contact the Director of Nursing or the Nursing administration with any questions or concerns. We are here to support you and aid you in meeting your goal!

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

The Vocational Nursing program at the Los Angeles and Ontario campuses is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Board of Vocational Nursing and Psychiatric Technicians

2515 Capitol Oaks Dr., Suite 205

Sacramento, CA 95833

Phone: (916) 263-7800

Fax: (916) 263-7855

www.bvnpt.ca.gov

NURSING PROGRAM PHILOSOPHY

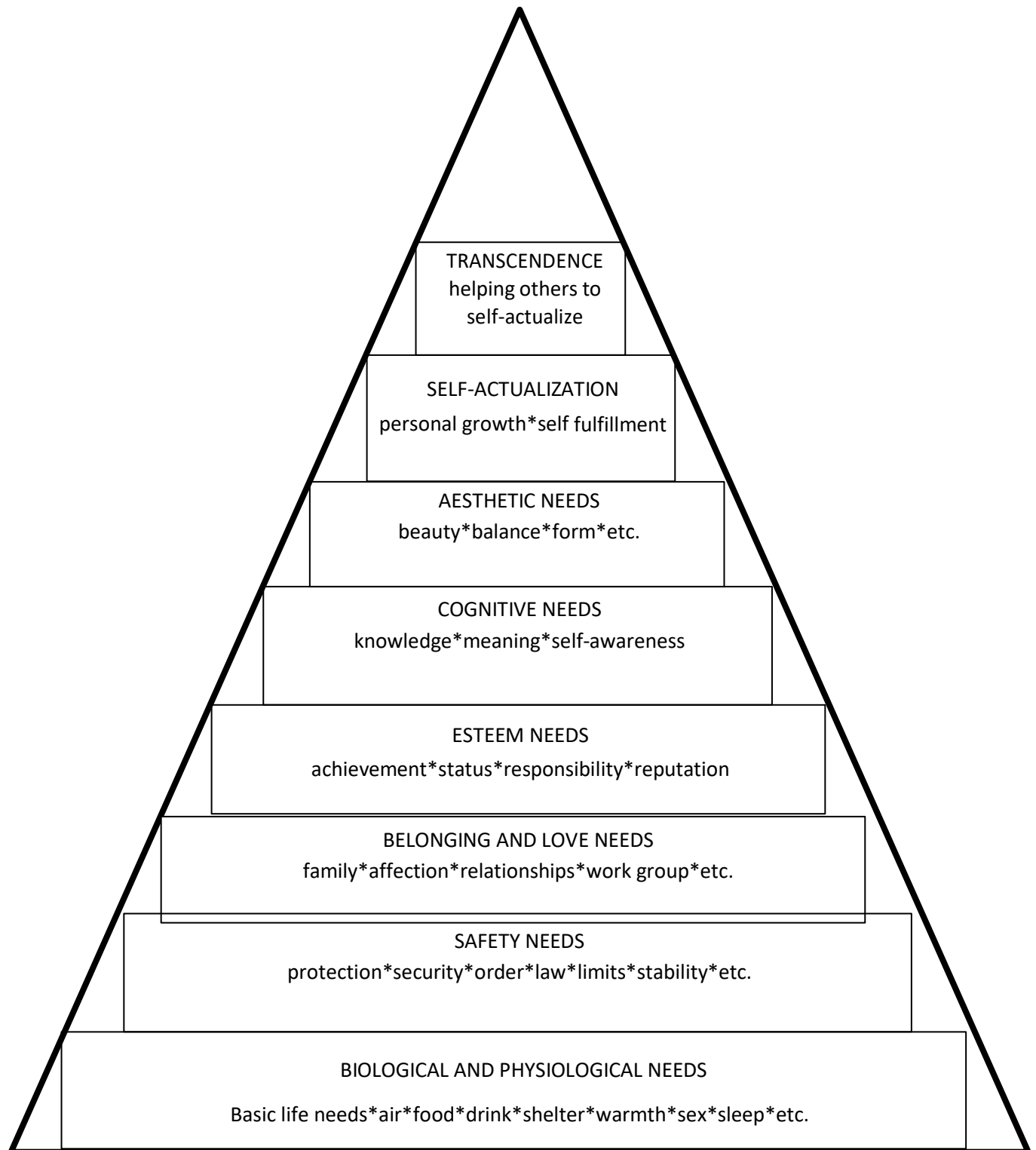
The Vocational Nursing program adheres to the philosophy of providing students with an educational experience and to prepare students for entry-level positions in the California healthcare industry. We are dedicated to providing a well-balanced curriculum with a combination of didactic, skills lab, and clinical training, taught by qualified faculty. Our mission is to assist the student in a supportive environment to acquire knowledge, skills, and the clinical experiences necessary to become a successful entry-level vocational nurse in the state of California.

CONCEPTUAL FRAMEWORK

The Nursing program curriculum is based on structure and function of the body systems and Maslow's "Hierarchy of Needs." These basic human needs comprise the essence of nursing assessment and nursing care: physiological and stimulation needs; safety and security needs; social needs; self-esteem and self-love; and self-actualization.

The curriculum is based on the nursing process, which involves a system of assessing, analyzing, planning, implementing, and evaluating nursing care as means of assisting the patient to a state of wellness. The student is sequentially learning about the individual: his/her biological systems; interpersonal and intrapersonal self; and the interactions and relationships of these systems as defined by time and environment.

DIAGRAM OF MASLOW'S "HIERARCHY OF NEEDS"



CURRICULUM OBJECTIVES

The curriculum is structured to provide theory and practical application of skills needed to function as an entry-level licensed vocational nurse (LVN). The curriculum objectives include an overview of key concepts designed to reflect the program's philosophy and the conceptual framework's unifying theme of Maslow's "Hierarchy of Needs", the nursing process, and the study of body systems. Content within the curriculum is taught in a sequence that results in a student's progressive mastery of entry-level, competency-based objectives to more complex objectives. **Please Note: WCUI's Vocational Nursing program is designed to only lead to licensure in the state of California.**

15 MONTH VOCATIONAL NURSE PROGRAM DESCRIPTION

The curriculum is organized into five levels (also referred to as "terms") with each level providing a ration of theoretical coursework and clinical practicum to enhance learning and proficiency in all clinical tasks.

Upon completion of **Level I** of the curriculum, the student will be able to:

1. Discuss basic concepts of anatomy and physiology.
2. Recognize and define medical terminology.
3. Identify the structure and function of the body systems.
4. Define the mechanisms by which the body attempts to maintain and/or restore homeostasis.
5. Apply nursing fundamentals to clinical practice.
6. Develop physical assessment skills; monitor patient progress and report findings.
7. Discuss the concept of wellness and nutrition as it relates to the nursing role and care of the patient.
8. Demonstrate basic communication skills in relating to patients, families, and other members of the health care team.
9. Develop patient care plans based on the nursing process.

Upon completion of **Level II** of the curriculum, the student will be able to:

1. Demonstrate basic nursing skills according to the Mastery Performance Criteria format.
2. Promote preventative care practices including infection control.
3. Demonstrate accurate dose calculations and proper administrations of medications.
4. Identify basics of pharmacology.
5. Demonstrate quality patient education during both role play and on clinical rotations.
6. Identify disease processes of musculoskeletal and integumentary systems.
7. Discuss principals of wound and trauma care.
8. Apply legal, ethical and professional trends to patient care.
9. Apply the nursing process to assigned adult patients in acute care settings to increase independence.
10. Demonstrate therapeutic communication skills in working with patients and their families during educational training or in crisis states.

Upon completion of **Level III** of the curriculum, the student will be able to:

1. Differentiate communicable diseases and identify healthcare needs in the community setting.
2. Assess and evaluate patient responses and apply critical thinking and decision-making skills to nursing care interventions.
3. Identify disease processes of the gastrointestinal, respiratory, endocrine, genitourinary, circulatory, sensory, and immune systems in the adult patient. Discuss care of surgical patients.
4. Identify Pharmacological agents, indications, dosages and assess for potential side effects and outcomes.
5. Administer medications to assigned adult patients in medical and surgical settings.

Upon completion of **Level IV** of the curriculum, the student will be able to:

1. Apply the nursing process in the care of the obstetrical, neonatal and pediatric patient.
2. Identify the need for critical care and provide emergency intervention for the patient.
3. Administer medications to assigned pediatric/adult patients.
4. Define and explain the principles of pediatric nursing, including child growth and development, child health assessment, pathophysiology, and pediatric interventions.
5. Apply the nursing process and communicate effectively with the pediatric patient and their family to promote wellness.
6. Identify stages of normal growth and development within the life span.

Upon completion of **Level V** of the curriculum, the student will be able to:

1. Identify the vocational nursing practice as defined by the Board of Vocational Nursing and Psychiatric Technicians.
2. Demonstrate leadership skills by developing a nursing treatment plan and a supervision and assessment process.
3. Direct and evaluate a team of nurses in a long term care setting with emphasis on implementation of the nursing process.
4. Demonstrate communication skills in working with the healthcare team in the management of staff assignments, physician orders, and shift reports.
5. Identify addictive disorders which affect adults and children.
6. Demonstrate application of the nursing process in caring for the patient undergoing rehabilitation and promotion of health and wellness.
7. Recognize the gerontological life phase and psychosocial/medical issues affecting this population.
8. Discuss nutritional management of patients with specific diseases or disorders.
9. Perform advanced medical-surgical competencies learned in Levels I - V.
10. Demonstrate adequate preparation for NCLEX-PN exam by successfully passing ATI comprehensive exam and HESI exit exam.

11. Recognize basic concepts in Psychology and demonstrate effective nurse-patient interactions and establish therapeutic relationships with the psychiatric patient.
12. Demonstrate medical-surgical skills and progressive mastery of skills learned in previous levels.
13. Evaluate healthcare needs throughout the aging process of an individual.
14. Describe the professional role of the nurse within the health care delivery system and discuss leadership and supervision skills as well as legal and ethical responsibilities.

Program Required Courses:

Anatomy & Physiology	Nursing Process
Nutrition	*Pharmacology
Psychology	Fundamentals of Nursing
Patient Education	Medical/Surgical Nursing
Growth & Development	Gerontological Nursing
Communication	Rehabilitation Nursing
Communicable Disease	Culturally Congruent Care
Critical Thinking	Maternity Nursing
Leadership	Pediatric Nursing
Supervision	End-of-Life Care
Ethics and legal Implications	NCLEX® Preparation Course

*** Pharmacology shall include:**

1. *Knowledge of commonly used drugs and their actions*
2. *Computation of dosages*
3. *Preparation of medications*
4. *Principles of administration*

NOTE:

Successful completion of the program requires passing all levels of the ATI exams (including the ATI comprehensive exam) and the HESI exit exam.

SCHEDULE AND CLASS RATIOS

Class Ratios: 30 students – Lecture

15 students – Skills Laboratory & Clinical Rotation

Full-time Schedule:

WEEKDAY/AM SESSION	WEEKEND/PM SESSION
Theory: Mon-Tue 8:30am-1:30pm Clinical: Wed-Thur 7:00am-3:30pm Fridays are reserved for make-up work and open laboratory for Weekday/AM.	Theory: Mon+Wed or Tue+Thur 5:30pm-10:30pm Clinical: Sat-Sun 7:00am-3:30pm or 3pm-11:30pm Fridays are reserved for make-up work and open laboratory for Weekend/PM.

COURSEWORK REQUIREMENTS AND PROGRAM OBJECTIVES

Coursework Requirements

15 Months / 1536 Clock Hours / 79.5 Quarter Credit Hours

Credential awarded upon graduation: Diploma

COURSE DESCRIPTION	Clock hours	Quarter Credit Hours
LEVEL 1: Students learn the fundamentals of nursing and will be introduced to basic physical assessment, nursing ethics and conduct, critical thinking, cultural congruency of nursing care, nursing anatomy and physiology, nutrition, and end-of-life care. Students attend lectures, clinical skills labs, and clinical rotations.	308	16
LEVEL 2: Students focus on the areas of medical and surgical nursing. Students study topics that progress from Level 1 to a more advanced level and are introduced to Pharmacology, Nutrition and patient education. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
LEVEL 3: Students continue to study advanced medical-surgical nursing and also study communicable diseases and nutrition. Students attend lectures, clinical skills labs, and have clinical rotations.	308	16
LEVEL 4: Students focus on growth and development across the lifespan, as well as maternity and pediatric nursing. The student continues to build on previous levels of training. Students attend lectures, clinical skills labs, and have clinical experiences.	308	16
LEVEL 5: Students will study psychology, gerontology, and rehabilitative nursing. The development of leadership skills will be emphasized, as well as the administrative aspects of nursing.	304	15.5

Program Objectives

Graduates of the Vocational Nursing program will:

1. Demonstrate knowledge of basic medical sciences, anatomy, physiology and medical terminology.
2. Demonstrate entry-level clinical knowledge, skills, and professional performance in the nursing care of patients, nursing assessment, and patient communication.
3. Demonstrate critical thinking skills and technological skills to meet the nursing needs of a changing, culturally-diverse society.
4. Know and demonstrate a commitment to ethics, professionalism and critical thinking skills.
5. Be prepared to take the California State NCLEX-PN exam for Vocational Nurses.
6. Develop leadership and administrative skills to enter the Nursing field as a new graduate in the Health Care industry.

APPEAL POLICY

A student may appeal any WCUI determination, including a WCUI determination to terminate a student's enrollment, by following the "Appeals Process Policy" stated in Catalog.

ADMISSION POLICY

In addition to meeting the admission criteria stated in the Catalog, students seeking admission into the Vocational Nursing program must also successfully pass the Wonderlic Basic Skills Test with a minimum cumulative test score of at least 50%. Vocational Nursing applicants must also submit a 500-word essay on "Why I Want to Become a Nurse" and must interview with the Director of Nursing.

TRANSFER POLICY

WCUI considers the transferability of hours for students transferring from other vocational nursing program on a case by case basis. Transfer students must submit a legible official transcript(s) showing the course(s) and applicable clock hours for which the student is attempting to transfer in. WCUI's Nursing Department will evaluate the transfer student's competencies in addition to their transcript to determine how many hours will be accepted towards their education at WCUI.

Transfer students must submit their official transcript(s) to WCUI prior to the class start date in order to be evaluated. WCUI requires that transfer students complete at least Levels IV and V at WCUI. Therefore, a maximum of 924 clock hours can be transferred into WCUI. Credit hours accepted toward the student's educational program from another institution count as both attempted and completed hours for purposes of maximum time for completion.

Transfer credit shall be given for related previous education completed within the last five (5) years. The following courses may be considered:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed Services nursing courses
- Certified nurse assistant courses
- Other courses WCUI determines to be equivalent to the courses in the Licensed Vocational Nursing Program

If WCUI's Nursing Department does not accept any or all of the student's previous credit, the student will sign a waiver of previous credits form.

Please see the Catalog for information regarding WCUI students seeking to transfer to other institutions.

ALTERNATE NURSING STUDENTS

The Board of Vocational Nursing and Psychiatric Technician requires:

- Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
- Alternate students must be informed in writing of their alternate status and its implications prior to admissions so they know they may be dropped.
- The number of alternate students may not exceed 10% of the school Board-approved number of students per class.
- Upon commencement of clinical experience at approved facilities, the number of students may not exceed the actual number of students approved by the Board for that particular class.

ATTENDANCE POLICY

A maximum of **two (2) absences** per term is allowed. However, each of the absences must be made up in order to complete the required clock hours. This will involve the students making up the hours at school or at the clinical site on days of the week other than scheduled classes. Absences must be made up within two weeks of the absence and within the term in which they occur. Students may be placed on probation for not completing the make-up hours within the two-week timeframe. This may affect and delay student financial aid disbursements.

Attendance will be reviewed by the registrar daily and the nursing faculty/student success coordinator weekly. Students must make up all missed coursework, skills laboratory time and/or clinical time.

Regardless of the reason, a student must be counted as absent or tardy if time in the class is missed. An absence is only considered excused if the student provides the expected documentation (listed below). An absence categorized as excused only allows the student to make up a test if the excused absence occurred on a day where a test was given. Test(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum test grade allowed will be 75%. Test(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.

Once a student is absent for a second time within a term, the student will be required to meet with the Director of Nursing and will be placed on probation. The goal is to review and assist the student in reducing absenteeism and to help the student have a successful outcome. Three (3) absences in the same Term may result in termination from the program.

Arrangements for make-up hours and/or assignments must be made with the instructor so that the learning objectives are met. All make-ups MUST be documented with the instructor. Make-up work must be completed in the appropriate class, skills lab, or clinical site, and documented on a make-up form. Make-up work must be completed within two weeks of absence for students to move to the next level.

Students must notify their instructor, the nursing department or front desk at least one hour prior to the class start if they are going to be absent. Texting is not permitted. Failure to notify the school, instructor or nursing department will result

in a “no call/no show” and this will result in an unexcused absence unless the student provides the expected documentation.

Expected Documentation:

- a. family emergency;
- b. student’s illness or injury verified by a health care provider;
- c. significant illness or injury of a dependent verified by a health care provider;
- d. death of an immediate family member;
- e. mandated court appearance; or
- f. other circumstances preapproved by the Director of Nursing.

Students are required to arrive on time for class sessions. Three (3) tardies or early departures will equal one (1) absence. In Theory class, a tardy is defined as fifteen minutes late and leaving early is defined as any time before the didactic class is dismissed. Not signing your name, time in or out, is also defined as tardy. No tardiness is allowed in any clinical class.

In the event of inclement weather conditions, closure of the school will be announced by WCUI management. A closure announcement may also be posted on the bulletin board. Because these announcements do not always reach the nursing students prior to a clinical shift, each clinical faculty member will establish a telephone directory of the students during clinical rotation. Clinical faculty will determine if prevailing weather conditions interfere with the safe travel to the clinical site. The clinical faculty will call the student as soon as possible prior to the assigned clinical time. Since students live at varying distances from their clinical site, each student is responsible for determining if the travel route is accessible.

Students must adhere to all attendance policies, be punctual and conduct themselves in a professional manner at all times.

MAKE-UP AND COURSE REPEAT POLICY

The method of make-up work assignments

Students are required to make up all assignments and work missed as a result of absence. Make-up hours must be done on campus or in clinical sites as applicable. Specific course objectives provided by the faculty will be included in the make-up hours.

Make-up Theory Classes

- For missed theory classes, students must make up the actual hours missed in addition to the assignment(s) missed within two (2) weeks.
- All students absent from theory classes must complete the make-up assignment designated by the instructor to meet daily learning objectives for the missed class. It is the responsibility of the student who has been absent from any class or to obtain the make-up assignment from the instructor.
- Failure to make up the missed assignment by the due date may result in unsatisfactory progress and may delay matriculation to the next term.

Theory make-up hours may be executed by the following:

1. Theory case studies: following specific course objects given by faculty and matching the lesson plan.
2. Independent study on campus with faculty giving topics related to course objectives.
3. Written examination given by faculty or unifying review questions created for the theory hours missed for related subject matter. Documentation of test and answers and recorded on the make-up form. The form is completed by the student and faculty member.

4. Workshops or tutorial laboratory; such as wound care, dissection of heart, obstetric scanning lab for pregnancy with a written question and answer form upon completion of the workshop. This is provided by faculty and matches the required theory for make-up hours of specific course objectives.

A Theory make-up form is provided with the date, time, hours and theory hours. The make-up form is specific to course objectives and is signed off by faculty and student.

Make-up hours for Clinical hours

Clinical make-up hours can be executed in the clinical skills laboratory or with additional time in the clinical area. The make-up hours are given by the faculty and demonstration of the skills is evaluated by the faculty and match the course objectives for class. All missed hours must be made up within the term. If the student is not able to attend the make-up class, the student must call and communicate with the instructor/nursing department prior to the assigned clinical time. The clinical area to complete make-up hours will be selected by the Director of Nursing.

Make-up Clinical Rotations

Making up clinical time (not skills lab hours) includes additional time in the clinical area with patients. Opportunities for making up clinical hours when the student has an absence is at the discretion of the Director of Nursing/Assistant Director of Nursing. Clinical absences must be made up at a clinical site. Students must make-up all clinical hours within 2 weeks or it must be made up prior to the last scheduled day of the term, depending on the availability of the Clinical Instructor and the clinical site. Make-up clinical time must be scheduled according to the availability of the clinical instructor and the clinical site.

Repeat of failed term:

If a student violated the attendance/academic policy and his/her appeal is denied, the student will be deemed to have failed the term. Students may repeat a failed term **once** and will be placed on probation during the repeated term. A student will be terminated from the program if he/she fails a term more than once

REMEDIATION AND AT RISK CATEGORIES

Remediation

WCUI is committed to the success of all of the students and is committed to taking steps to ensure that success. Students whose course work has fallen below the satisfactory passing level are alerted and placed on an action plan. An intervention of coursework and assignments is developed with the instructor for student improvement. WCUI follows the BVNPT's Remediation Algorithm in identifying and solving student issues including clinical events, behavior/ attendance issues and/or theory deficit.

At Risk

- Code of Conduct Issues: students that do not interact positively during class time, are not punctual, and/or do not follow WCUI's Code of Conduct will be considered at risk. Depending on the infraction, the student's instructor and/or the Director of Nursing will counsel the student. The instructor and/or the Director of Nursing will document the deficiency in writing and create a plan of action for the student.
- Academics: students that fail the second test are considered at risk and will be counseled by the instructor to determine the root of the problem. Based on the counseling session, the instructor may refer the student to the nursing student success coordinator, the student services department and/or the Director of Nursing for more assessment and to set up a plan of action; including tutoring.

- Attendance: the nursing faculty, student success coordinator, and the nursing administrative coordinator monitor student attendance. Students that have excessive tardies or absences are considered at risk. If a student exceeds 3 tardies, the student will be issued a deficiency notice and called for a counseling meeting with their instructor and/or the Director of Nursing. Depending on the reasoning for the student's absences, the student may also be referred to the student services department to assist the student with outside issues; such as transportation. After a student is absent twice, the Director of Nursing meets with the student to warn the student that he/she is at risk of being terminated from the program. The Director of Nursing also meets with the student to determine the root cause of the absenteeism. Depending on the root cause, the student will be referred to the nursing department and/or the student services department to aid the student.

ACADEMIC DISCIPLINARY PROCESS

The Nursing Department will execute professional judgment in the implementation of disciplinary actions related to academic and professional standards in both theory and/or clinical performance. Disciplinary action may consist of the progressive steps below. Please note, WCUI reserves the right to determine, based on the level of infraction, to not utilize progressive steps and the student may be immediately terminated from the program.

- Academic warning
- Academic probation
- Termination from the nursing program

Please see the Catalog for information regarding WCUI's Satisfactory Academic Progress policy. Students receiving financial aid, should also refer to the Catalog for additional details regarding the disbursement of financial aid if a student is not meeting WCUI's academic standards.

Academic Warning

A student in the nursing program, who is not satisfactorily meeting the objectives of a nursing didactic course in academic or attendance progress, will be given an academic warning which consists of a Written Advisory, documenting the unsatisfactory grade or performance. The Written Advisory will be reviewed with the student and the student will be given a copy. If necessary, a written remediation plan for improvement is developed by the instructor or Director of Nursing.

A student who is not in good academic standing at the end of a term is placed on academic warning and issued a remediation plan. This is a serious warning that the student's level of achievement is unsatisfactory. Class attendance becomes mandatory. To be in good academic standing, a student must have a cumulative grade point average (GPA) of at least 2.5 (75%). A student must be in good academic standing at the end of the academic warning period or the student may be terminated from the program.

Academic Probation

If a student's academic performance in the program does not improve after receiving an academic warning, the student may be placed on academic probation. This may include the inability to meet course/clinical objectives, standard nursing care, and/or the student's term grade falls below 2.5 (75%). The probation procedure will consist of:

- Written documentation will be provided to the student regarding the unsatisfactory grade, or performance with the terms of probation.
- A meeting between the student and the theory/clinical instructor, and/or the Director of Nursing, as appropriate, to discuss grounds for probationary status.

- For clinical probation, a written plan for improvement will be developed and signed by both the instructor and the student. A copy will be given to the Director of Nursing for review and approval.
- For academic probation, a written plan for improvement will be developed and signed by both the student and the instructor/student success coordinator. A copy will be given to the Director of Nursing for review and approval.
- The probation notice and the student's plan for taking corrective action is placed in the student's file.
- Students may be removed from the probation when the identified deficiencies are corrected. If the student is unsuccessful in meeting the conditions of probation, dismissal from the program or repetition of the course may be required.

Academic Failure/Dismissal

If a student academically fails a term (achieving below 75%), the student must repeat the term. A student can retake a term only one time. A student who fails a term may not progress in the program until he/she has successfully passed the failed term; which can only be repeated once. Students may not matriculate more than 1.5 (one-half) times the length of the program. Enrollment into the term to be repeated is on a space-available basis.

Students can be dismissed from the program for the following reasons:

- Failing to maintain a cumulative nursing course GPA of 2.5 (75%) for the term following academic warning.
- The occurrence of a serious incident in the clinical area, patient, or classroom where the physical or mental safety of a faculty member/student/staff/patient has been significantly jeopardized.
- Behavior not congruent with the ANA Code of Ethics, Standards of Conduct as delineated in the WCUI Catalog.

Academic Procedure for Dismissal from the Nursing Program consists of the Director of Nursing or designee will provide written notice to the student documenting the reason for dismissal from the nursing program. The student must meet with the Director of Nursing/Assistant Director of Nursing, course/clinical instructor or advisor. Please see the Catalog for additional information regarding WCUI's Termination policy.

Students terminated from the program should refer to the Catalog for information regarding Appeal and Readmission.

ACADEMIC CLINICAL COURSE GUIDELINES

Clinical experiences are an important part of the Vocational Nursing program. Students must comply with all policies and guidelines set forth by clinical site, OSHA, CDC and other agencies. Students are expected to demonstrate growth in clinical practice through application of knowledge and skills from previous and concurrent courses. The student should demonstrate growth in clinical practice as they progress through courses and must meet clinical expectations as outlined in the clinical course objectives and evaluation tool.

Students are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These values must be demonstrated through the following critical behaviors:

- Consistently demonstrate respect and courtesy for all faculty, staff, clinical agency personnel, and peers.
- Acknowledge and accept responsibility for one's own actions. This may include honestly and accurately reporting errors of omission or commission to appropriate persons.
- Seek appropriate supervision and/or consultation in the provision of care.
- Be academically and technically prepared to provide safe, competent care during all clinical experiences. Expectations for clinical preparation will be determined by course objectives and clinical instructor.

- Preparation may include, but is not limited to; a review of the clinical medical records, comprehension of the nursing care plan or treatment and familiarity with medications, tests, and procedures. Failure to adequately prepare for clinical experiences may result in verbal/written warning, being placed on probation or dismissal from the clinical facility.
- **Students must follow WCUI's dress code (stated in the Catalog) whenever present in a clinical setting.** Failure to dress appropriately for clinical experiences may result in verbal/written warning, dismissal from clinical area, or being placed on probation.
- Clinical practice must be performed in a safe manner in accordance with the student's level of preparation, legal limitations, and agency policy. Students are legally liable to ensure he/she is well prepared for any patient care assignment and must seek supervision or additional instruction when unsure of the care to be provided. Unsafe practice includes behaviors that place the patients or other personnel in the clinical area in either physical or emotional jeopardy. An unsafe clinical practice occurrence or pattern of repeated behaviors is unacceptable and may result in verbal or written warning, dismissal from clinical area, being placed on probation, or dismissal from the nursing program.
- Refrain from engaging in patient care when students physical or emotional condition may be a threat to patients and/or others. Student health must be such that no real or potential harm can come to a patient from his or her association with a student. If the clinical instructor has reason to question a student's ability to provide appropriate care for the patient, the student will be counseled and may be dismissed from the clinical setting.
- Maintain appropriate professional lines of communication with faculty, peers, and health care team members.
- Maintain confidentiality of patient information following HIPAA (Health Insurance Portability and Accountability Act 1996) guidelines. Breach of confidentiality guidelines is a serious offense and could result in dismissal from the program.

The clinical site is an educational opportunity. Students are expected to use their time and clinical resources in a professional and responsible manner. Failure to achieve any one or more of the above critical behaviors will result in disciplinary action, consisting of a written warning, placement on probation, dismissal from the clinical experience, failing grade in the course, or dismissal from the nursing program, depending on the nature of the incident.

Students are responsible for transportation to and from a clinical site and may be required to travel up to 75 miles from the campus each way. Students are not considered employees and will not receive compensation for any aspect of their education, including when providing services to individuals at a clinical site.

ACADEMIC GRADUATION REQUIREMENTS

For a student to be considered a graduate of the Vocational Nursing Program, they must complete all required coursework with a letter grade of "C" or better and have an overall GPA of 2.5 or better. All course work must be completed within 1.5 times of the normal length of the Nursing Program. In addition to the coursework requirements, students must also: (1) pass the term final exam (ATI content mastery series) per the grading system listed in this Handbook; (2) pass the ATI comprehensive exam by scoring above the national mean; and (3) pass the HESI exit exam with a score of 850 or higher. Please see the Catalog for additional graduation requirements not specific to nursing coursework.

Students are strongly encouraged by the BVNPT to take the NCLEX test within 3 months of receiving the ATT letter from the BVNPT.

ATI CONTENT MASTERY SERIES

1. Fundamentals of Nursing Practice
2. Adult Medical-Surgical Nursing
3. Maternal-Newborn Nursing
4. Nursing Care of Children
5. Nursing Pharmacology
6. Mental Health Nursing
7. Nursing Management

GRADING SYSTEM

West Coast Ultrasound Institute utilizes an absolute grading system as stated below:

Letter Grade	Quantitative Assessment	Qualitative Assessment	Grade Points
A	90% and Above	Excellent	4.0
B	80% - 89%	Above Average	3.0
C	75% - 79%	Average	2.5
F	Below 75%	Failure	0

*Anything below a C is considered a failing grade and cannot be counted toward graduation.

Term Grading Policy: (*Sliding scale is applied)

Term I:

- 6 exams including the final and homework = 100% of Term grade. There is no ATI requirement in Term 1

Term II:

- Exams & Quizzes= 80% of Term grade
- Homework = 5% of Term grade
- Final exam (2-attempts, ATI* exams) = 15% of Term grade

Term III:

- Exams & Quizzes= 80% of Term grade
- Homework = 5% of Term grade
- Final exam (2-attempts, ATI* exams) = 15% of Term grade

Term IV:

- Exams & Quizzes= 80% of Term grade
- Homework = 5% of Term grade
- Final exam (2-attempts, 2 ATI* exams) = 15% of Term grade

Term V:

- Exams & Quizzes= 80% of Term grade
- Homework = 5% of Term grade
- Final exam (2-attempts, 3 ATI* exams) = 15% of Term grade

Student must achieve an overall grade of at least 75% collectively to pass each term.

EVALUATION METHODOLOGY FOR STUDENT PROGRESS

The evaluation methodologies further demonstrate the application of the Grading System and Term Grading policies listed above.

- The student is limited to **2 attempts only** for each ATI exam and the graduate exit exams (ATI comprehensive and HESI)
- The pass rate percentage may be adjusted based on the current year according to the percentages indicated by Assessment Technology Incorporated (ATI).
- **ATI sliding scale:**
 - If a student passes the ATI exam with a Level-3, the student will receive full points (15%).
 - If a student passes the ATI exam with a Level-2, the student will receive partial points (80% of the available points for the ATI portion for the term (12%).
 - If a student receives a Level-1 on the ATI exam, the student will receive partial points of the ATI portion for the term (10%).
 - If a student receives **less than a Level-1** on the ATI exam, the student will receive **zero points**.
 - **The student must receive at least Level-1 to pass the term.**
 - If a student takes an ATI exam more than once, the student can only receive part of the total points possible for that exam.
- The student must pass the ATI comprehensive exam by scoring above the national mean (90% predictive NCLEX pass).
- The student must pass the HESI exit test with a minimum score of 850.
- The student must pass both the ATI comprehensive and the HESI in order to pass Term V and become a graduate of the Vocational Nursing program (if all other graduation requirements are met).

ACADEMIC PROFESSIONAL DRESS CODE POLICY

In addition to the Dress Code in the Catalog, nursing students must also ensure the following:

- Uniforms should be clean, neat and in a good condition.
- All jewelry is highly discouraged. If jewelry is worn, it must be restricted to a watch, one pair of earrings less than ½ inch in diameter, and a wedding band.
- Clean, white uniform shoes must be worn. All-white leather tennis shoes are acceptable.
- No visible tattoos.
- No facial piercings including tongue piercings. Body piercings should not be visible.
- Hair color must be natural. Bright red, pink, green, blue, etc. is not permitted.
- Hair must be worn off the face. Hair should be pulled back if long and off the shoulders.
- Barrettes, hair combs and hair ties must be of neutral color (black, brown, beige).
- Body and hair must be clean and odor free.
- Beards and mustaches are acceptable if neatly trimmed.
- Fingernails should be clean and no longer than a one-quarter inch beyond the tip of the finger. Clear colors of polish may be worn and should be free of chips. Artificial nails are not permitted during clinical rotations (including acrylic and gel, etc.).
- Uniforms for clinical rotations must have the WCUI Logo. Sweatshirt/jacket worn must be white.
- Make-up should be conservative and well applied.
- The full uniform includes name tag, a black ink pen, a mini notebook, watch with second hand, & stethoscope. The full uniform is to be worn at the nursing rotation clinical facilities at all times unless otherwise directed by your clinical instructor.

Note: Any deviation from the policy may result in dismissal from the clinical area, and may result in the failure of applicable clinical competencies

REQUIREMENTS PRIOR TO CLINICAL

Prior to clinical rotation students are required to:

- Obtain Professional Liability Insurance. All students are required to purchase malpractice insurance and submit a copy of the original certificate. The annual premium for professional liability is the responsibility of the student.
- Show proof of Basic Life Support (BLS) card.
- Provide Physical Examination result.
- Submit a Laboratory and Immunization report.
- Provide a copy of HIPAA certificate.
- Sign the program Clinical Compliance Criteria form.
- Students may also need to submit to fingerprinting/Live Scan depending on the clinical site. Students will also have to submit to fingerprinting/Live Scan prior to sending your application for the California licensure examination.
- Students may also need to submit to mandatory drug testing as a condition of student participation at a clinical site. Please see the "Drug Testing" policy in the Catalog for additional information. The student is responsible for the cost of the drug testing, if required.
- Students consent to and undergo a background check during the admissions process. However, please note that depending on the clinical site, an additional background check (which may be more in-depth) may be required. The student is responsible for the cost of the additional background check, if required.

Once the student has gathered these documents, place them in an 8"x 11" **secure** brown envelope; label the envelope with your name and your checklist. Submit the envelope in-person to the Nursing Department by the beginning of the first term, per the required deadline.

CERTIFIED NURSING ASSISTANTS

Student may qualify for the California CNA equivalency test upon successful completion of Fundamentals of Nursing. Should you choose to test for certification, fingerprinting/live scanning will be required.

Reference: <http://www.cdph.ca.gov/pubsforms/forms/Documents/LicCert-CNA>

If you are interested in applying for CNA certification, currently enrolled students must contact the Director of Nursing or the Assistant Director of Nursing for required documents and forms.

ESTIMATED COSTS ASSOCIATED WITH CALIFORNIA LICENSURE EXAM

- BVNPT application fee: \$220.00 (graduate) / \$250 (non-graduate)
- Live Scan: \$80.00
- NCLEX fee: \$200.00

NCLEX EXAM FEE REIMBURSEMENT

Graduates will be reimbursed for the California NCLEX exam fee if the student has attended a minimum of six WCUI NCLEX review sessions and successfully passes the NCLEX exam on the 1st attempt within six months of graduation and provides the required documentation to WCUI. Required documentation includes: ATT letter, NCLEX test date confirmation and test result letter.

STUDENT COMPLAINT AND GRIEVANCE POLICY

1. Complaints directed at an individual instructor or staff member should be discussed directly with the individual involved.
2. If one-on-one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to the Director of Nursing. The Director of Nursing must respond to the complaint in writing within ten (10) business days (excluding weekends and Federal holidays).
3. If the student is not satisfied with the proposed resolution, the student must respond to the Corporate Director of Compliance: Lisa Ingoldsby, 3580 Wilshire Blvd., 4th Floor, Los Angeles, CA, 90010 (310) 289-5123, lisa.ingoldsby@wcui.edu, in writing, within ten (10) business days, excluding Saturday, Sunday, and State and Federal holidays. The Corporate Director of Compliance will issue a final written response to the student within ten (10) business days (excluding weekends and Federal holidays).
4. If the complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the Department of Consumer Affairs. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at (www.bppe.ca.gov).
5. Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission (a copy of the commission's complaint form is available at the College and may be obtained from the Campus Director). All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

6. A student may file a complaint with the Board of Vocational Nursing and Psychiatric Technicians:

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, suite 205

Sacramento, CA 95833

Phone: (916) 263-7800

Fax: (916) 263-7866

www.bvnpt.ca.gov

VOCATIONAL NURSING HANDBOOK ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE VOCATIONAL NURSING PROGRAM HANDBOOK ("HANDBOOK") AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE HANDBOOK. I AGREE TO ABIDE BY THE TERMS OF THE HANDBOOK AND THE RULES, POLICIES AND PROCEDURES STATED IN THE CATALOG.

Print Student Name: _____

Signature of Student: _____

Date: _____