

II. GENERAL STUDENT INFORMATION

THE STUDENT'S BILL OF RIGHTS

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom with responsibility.
3. This institution has a duty to develop policies and procedures which provide and safeguard the student's freedom to learn.
4. Under no circumstances should a student be barred from admission to this institution on the basis of race, creed, sex, or marital status.
5. Students should be free to express alternate points of view to material offered in any course of study and to reserve judgment about matters of opinion, but are responsible for learning the content of any course of study in which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political associations which instructors acquire in the course of their work should be considered confidential and not released without the knowledge or consent of the student.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. This institution should have a carefully considered policy regarding information which should be a part of a student's permanent educational record as well as conditions of this disclosure. Every student has the right to examine his/her records upon request.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their educational endeavors.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life.
14. Disciplinary proceedings should be instituted only for violation of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Dress code, if present in school, should be established by student government in conjunction with the school director and faculty so the highest professional standards possible are maintained, but also taking into consideration points of comfort and practicality for the student.
18. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

**ELIGIBILITY FOR LICENSURE EXAM
NCLEX-RN Eligibility Felony Notification**

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NCLEX-RN ELIGIBILITY: FELONY NOTIFICATION

According to the California Business and Professions Code (LICENSEE: DIVISION 1.5. DENIAL, SUSPENSION, AND REVOCATION OF LICENSES; CHAPTER 2. DENIAL OF LICENSES), Section 480. Acts Disqualifying Applicant,

“(a) A board may deny a license regulated by this code on the grounds that one of the following applies to the applicant:

- (1) Been convicted of a crime . . .
- (2) Done any act involving dishonesty, fraud, or deceit . . .
- (3) Done any act which if done by a licentiate . . . would be grounds for suspension or revocation of license.

The board may deny a license . . . only if the crime or act is substantially related to the qualifications, functions or duties of the . . . profession for which the application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following the Penal Code, or that he has been convicted of a misdemeanor if the person has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license . . . on the grounds that the applicant knowingly made a false statement of fact . . . in application for such license.”

(BRN: NURSING PRACTICE ACT with Rules and Regulations)

Graduates of the Associate Degree Program are eligible to apply to take the National State Board Examination (NCLEX-RN) for licensure as a Registered Nurse. Applicants must submit fingerprints and report convictions of any offenses other than minor traffic violations. Failure to report such convictions will be grounds for denial of license. The Board of Registered Nursing investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation. Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the Board of Registered Nursing prior to beginning the Associate Degree Program: Board of Registered Nursing, P. O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350.

Applicants for licensure must notify the BRN of any situation which meets the criteria cited above. Notification of the need to provide this information is provided to potential and current ADN students via the following:

1. Pre-Nursing Information Workshop.
2. ADN Program Information Packet.
3. ADN Nursing Student Handbook.
4. Introductory Nursing Courses.

Revised: 5/26/96; 6/13/96; 8/15/96; 11/8/96; 6/07; 8/07
Reviewed: 7/17/96; 8/97; 1/10/02; 10/03; 5/05

SCHOOL OF NURSING

Unless otherwise posted the School of Nursing office hours are 8:00 a.m. to 4:30 p.m. Students are encouraged to check their mailboxes during these hours.

APPOINTMENTS WITH FACULTY MEMBERS

Faculty are available to students during office hours each semester. Students are encouraged to make appointments. Voice mail messages may also be left.

AREAS OF CONCERN FOR NURSING STUDENTS

Students in nursing frequently begin the program with unrealistic expectations of the program and conversely, with an inadequate understanding of demands inherent in the student role. In an effort to increase the understanding of prospective students, the faculty are identifying problem areas with a brief explanation of the significance to student success in nursing.

- I. The first group of concerns are related to physical and emotional fitness for the program. In brief this requires:
 1. A satisfactory physical condition: A physician's signature on the Health Examination Form indicates that student's health status permits unrestricted functional abilities essential to nursing practice.
 2. Mental stability and emotional maturity: The demands which are placed upon students when attempting to take care of a family, work, and study nursing at the same time require a high level of maturity and stability. Students should consider in advance if they are placing too many demands on themselves under such circumstances. It would be wise to decrease some of these demands before entering the program, or delay entrance until this can be done. If, in the course of the program, the students find the demands on time and energy are too great, action should be initiated to reduce these.
 3. Freedom from drug and alcohol abuse: This is a legal requirement as well as a condition for responsible actions as a student nurse. See policy on Alcoholism, Drug Abuse, and Emotional Illness.

- II. The second group of concerns are related to personal adjustments necessary to meet the demands of the program in regard to:
 1. Home and employment responsibilities: Most students find it very difficult to work many hours per week, care for families and a household, plus meet the heavy requirements of the nursing program at the same time. Provisions for adequate child care arrangements, including appropriate arrangements when illness occurs, is necessary. Backup arrangements should also be made.
 2. Transportation: Students must plan for transportation to on-campus classes and hospital laboratories. Travel to hospitals will be required three or four times a week. Students are advised to have a backup transportation plan in case the usual arrangement fails.

3. **Schedules:** Class schedules vary from semester to semester. The nursing program (theory and clinical) adheres to the college-wide policy which is 30 minutes of classroom instruction per hour. In addition, time for study and hospital visitation in preparation for nursing labs must be allowed. Class, laboratory, study and travel time will require 40-50 hours per week of student time. Students who require more study because of slower reading and comprehension will, of course, require correspondingly more time.

EMPLOYMENT

It is estimated that for each hour of lecture there will be a minimum of three hours of class work. The clinical labs also have substantial out-of-class work. It is, therefore, recommended that the student consider the heavy demands of the Nursing Program and minimize outside employment to a reasonable number of hours. Employment in the health-care field can augment clinical skills development. Successful completion of Nursing 1 can qualify the student to be licensed as a certified nursing assistant (CNA) by the State of California. See the School of Nursing Secretary for application and fee schedule.

TRANSPORTATION

Students are responsible for their own transportation to and from classes and clinical assignments. Travel to clinical agencies is required two to three times per week. The state of California requires that a student driving cars to and from the classes and clinical assignments, has a valid driver's license and car insurance.

CPR CERTIFICATION / PHYSICAL EXAM

Current cardiopulmonary resuscitation certification must be maintained for participation in clinical labs. Students are required to have current documentation on file in the School of Nursing office. Additionally students must have documentation that they meet physical qualifications. Students may not provide care to clients if documentation is lacking. Documentation needs to be submitted upon enrollment.

MALPRACTICE INSURANCE POLICY

Nursing students are held legally responsible for all nursing actions. Therefore, it is important that students follow nursing principles carefully in clinical practice. Malpractice insurance protects the nursing practitioner against the financial burdens of litigation. Riverside Community College provides malpractice insurance to cover the students only in his/her nursing actions as a Riverside Community College District student at no cost to the student. Nursing students are also encouraged to obtain their private and practice insurance at a nominal fee through National Student Nurses' Association (NSNA) or other professional organization.

BULLETIN BOARDS

Each class and the Student Nurses' Organization (SNO) has a designated area on the bulletin boards located in LS 207. Students are advised to watch for announcements, assignments, and other items of interest regarding their class and SNO activities. There is also General Information area for miscellaneous items.

Each teacher has a bulletin board outside his/her office door that has his/her appointment schedule, office hours, item of general interests, and messages to his/her students posted.

Rooms 201 and 202 in the Life Science Building have bulletin boards that are used for display of items of interest to nursing students.

The glass display case outside the lobby of LS 203A is available for use by student nurse clubs and individuals or groups who have items of interest to display.

LOST AND FOUND

The College staff is not responsible for any loss of personal belongings. If articles are found, they are given to the department secretary. Lost items may be claimed in the department. After one week, items are turned over to campus police. (Suggestion: Student's name should be written in all textbooks. This eliminates any question regarding ownership of lost books.)

STUDENT EMERGENCIES

In the event that a student receives an emergency call, an attempt will be made to reach the student. This does not pose a problem when the student is at Riverside Community College during class time; however, reaching a student in the clinical area is sometimes difficult due to the nature of the setting.

Please provide your child care person with:

1. The School of Nursing telephone number 222-8406 (Riverside) and 571-6479 (MEC) in case of an emergency.
2. An alternate person to call in case you cannot be contacted by this office.
3. A schedule of your clinical rotation, including the name of the instructors, name of the agencies, and telephone number of the agencies.

ORGANIZATIONS FOR NURSING STUDENTS

- A. Associated Students of Riverside Community College (ASRCC)

All nursing students are urged to become members of the Associated Student Body and become active in campus affairs. Membership ensures student eligibility for voting and participation in decision-making. It also allows students to purchase bookstore items tax-free, and to attend some college activities at a reduced admission price.

All nursing students are invited and encouraged to become active in college wide clubs and activities. (See Riverside Community College Catalog and Riverside Community College Student Handbook.)

- B. RCC - Student Nurse Organization - SNO

STUDENT NURSES' ORGANIZATION (SNO)

1. The function of SNO can be summed up with the following statement: "Nursing students helping other nursing students!" SNO provides guidance and a means of support to nursing students. As a college "club", it is a vehicle for nursing students to participate meaningfully in college and community activities. SNO is a constituent members of the National Student Nurses' Association (NSNA) and California Student Nurses' Association (CSNA).
2. All students enrolled in nursing classes are members of SNO if they have a valid ASRCC card. All students are encouraged to join NSNA.
3. SNO meets every first and third Monday of each month at 8:00 a.m. in the Heritage Rooms of the Bradshaw Student Center.
4. Each class has two SNO representatives who act as liaisons with the Executive Council of SNO.
5. The SNO Constitution guides activities.

RIVERSIDE COMMUNITY COLLEGE DISTRICT (RCCD)

**STUDENT NURSES' ORGANIZATION (SNO)
CONSTITUTION**

ARTICLE I: NAME OF ORGANIZATION

SECTION 1: This organization shall be known as the Student Nurses' Organization (SNO).

ARTICLE II: PURPOSE AND FUNCTION

SECTION 1: The purpose of this organization shall be to:

- A. Provide support and guidance for students enrolled in Pre-Nursing courses and the School of Nursing.
- B. Offer learning experiences outside of the classroom for personal and professional growth.
- C. Participate meaningfully in college and community activities.
- D. Promote the achievement and maintenance of healthful living.
- E. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- F. Provide programs representative of fundamental interests and concerns to nursing students.
- G. Aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life.
- H. Promote development of leadership skills.
- I. Serve as the Riverside Community College Chapter of National Student Nurses' Association (NSNA)/California Nursing Students' Association (CNSA).

SECTION 2: The function of this organization shall be to:

- A. Have direct input into standards of nursing education and influence the educational process.
- B. Influence health care, nursing education, and practice through legislative activities as appropriate.
- C. Promote and encourage participation in community affairs and activities toward health care and the resolution of related social issues.
- D. Represent nursing students to the consumer, to institutions, and other organizations.
- E. Promote and encourage students' participation in interdisciplinary activities.
- F. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- G. Promote and encourage collaborative relationships with nursing and health related organizations.

ARTICLE III: MEMBERSHIP

SECTION 1: School Constituent

- A. School constituent membership is composed of active or associate members who are members of the NSNA and CNSA.
- B. In order to qualify as an NSNA Chapter, SNO shall be composed of at least 10 active/associate members. There shall be only one chapter on this school campus.
- C. For recognition as a constituent, the ADN Vice President of SNO shall submit annually the Official Application for NSNA constituency status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.
- D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. SNO is an entity separate and apart from NSNA and its administration of activities, with NSNA and CNSA exercising no supervision or control over SNO's immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SNO or the members thereof. In the event any legal proceeding is brought against SNO, NSNA and/or CNSA, the Student Nurses' Organization will indemnify and hold harmless the NSNA and CNSA from any liability.

SECTION 2: Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active Members:
 - 1. Students enrolled in state approved programs (RCC ADN or LVN program) leading to licensure in nursing.
 - 2. Active members shall have all privileges of membership.
 - 3. Must have an active Associated Students of Riverside Community College (ASRCC) card.
- B. Associate members:
 - 1. Students enrolled in courses at RCC that will lead to entrance into the VN or ADN Program or students interested in becoming involved with SNO activities.
 - 2. Associate members shall have all of the privileges of membership except the right to hold Executive Council offices at school, state, and national levels.
 - 3. Active and associate NSNA/SNO membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.
- C. Active and associate membership shall be renewable annually.

SECTION 3: Active members of the organization have various rights, including:

- A. The right to fair and impartial election of representatives.
- B. The right to be present at any meeting of the Executive Council.
- C. The right to inspect the minutes of the Executive Council.
- D. The right to inspect the financial records of the Organization.
- E. The right to have free access to the Constitution of this organization, which will be posted on the SNO Bulletin Board.

ARTICLE IV: DUES

SECTION 1:

- A. The NSNA dues for active and associate members joining for one or two years shall be specified by NSNA to cover a period of twelve or twenty-four consecutive months.
- B. National and state dues shall be payable directly to NSNA. NSNA shall remit to CNSA the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

ARTICLE V: ORGANIZATION (SNO)

SECTION 1: SNO shall be under the direction of the Executive Council, which has the authority to:

- A. Organize, direct, and represent SNO members on campus and at community activities.
- B. Appropriate all finances in accordance with the SNO voting body.
- C. Impeach officers in accordance with the provisions of the organization constitution and in consultation with the SNO Faculty Advisor(s).

SECTION 2: Members of the Executive Council:

- A. President
- B. Vice President: ADN Program
- C. Vice President: VN Program
- D. Secretary
- E. Treasurer
- F. Breakthrough to Nursing Chairperson
- G. Interclub Council Representative and Alternate
- H. Alumni Liaison

SECTION 3: Allied Health Commissioner:

- A. SNO recognizes that the Allied Health Commissioner is a member of the ASRCC Board of Commissioners.
- B. Presently, ASRCC has granted SNO the authority to elect the Allied Health Commissioner.
- C. The Allied Health Commissioner is expected to attend all regularly scheduled Commissioner and SNO meetings and provide a report at each.
- D. If unable to attend an ASRCC Commissioner Meeting, the Allied Health Commissioner arranges for an alternate to attend.
- E. The Allied Health Commissioner will meet with the Director of Health Services monthly to inform SNO and ASRCC Commissioners about current health services and activities available.

ARTICLE VI: NOMINATIONS AND ELECTIONS

SECTION 1: Elections

- A. All SNO members, who have attended a minimum of four of the meetings per semester, shall be eligible to vote.
 - 1. Meeting shall be defined as SNO meeting, SNO Tea, ICC, Allied Health Commissioner, School of Nursing meeting, or participation in Nursing Department Faculty Committees. The participants of these committees will provide committee reports to SNO.
- B. All positions are held for one semester, with the exception of the Allied Health Commissioner, which is held for one year.
- C. Executive Council members must be currently enrolled nursing students. NSNA membership is recommended.
- D. One intent of SNO is to foster participation of all students and to provide maximum leadership opportunities. Therefore, it is recommended that only one Executive Council position be held at any given time.
- E. To be eligible for election to an Executive Council position, the continuing nursing student must have attended a minimum of four meetings of SNO meetings in the previous semester.
- F. Nursing students who accept SNO positions are expected to commit adequate time to perform the duties of the position.
- G. If a SNO member who holds an elected position decides s/he is unable to continue performing the expected duties, s/he will apprise the SNO President or Vice President.
- H. If not performing the responsibilities as specified in this constitution, Executive Council members may be impeached by a petition of 2/3 members of his/her constituency.

SECTION 2: Allied Health Commissioner and Alternate

- A. Position elected for one school year.
- B. Candidates must be SNO members while holding the one year position.
- C. Nominated and elected according to guidelines for members of the Executive Council.

ARTICLE VII: MEMBERS OF THE EXECUTIVE COUNCIL

A. President:

- 1. Presides over the Executive Board and SNO meetings:
 - a. Adheres to the Constitution.
 - b. Represents this organization in all matters to the local state nursing associations, the local league for nursing, CNSA, NSNA, and other professional and student organizations.
 - c. Prepares a master plan for the semester's activities.
 - d. Assures that an agenda for each meeting is consistent with club guidelines.
 - e. Serves as ex-officio member of committee meetings.
 - f. Appoints the chairperson of various committees, including the Membership Committee if not elected; may be ratified at SNO meeting.
- 2. Liaison between the SNO Board and the Associate District Dean, School of Nursing.
- 3. Role model:
 - a. Welcomes all new nursing students at orientation sessions and introduces SNO, its purposes, organization, and election procedures.
 - b. Is impartial, fair, and courteous. Carries out the organization's purposes and decisions.
 - c. Coordinates Student Welcome SNO Advisor and the Associate District Dean, School of Nursing, at the beginning of each semester.
- 4. Miscellaneous:
 - a. Keeps Faculty Advisor(s) informed of all meetings and activities.
 - b. Works toward providing opportunities for community involvement.

B. Vice President: ADN Program

- 1. Assumes the duties of the president in the absence or disability of the president.
- 2. In the event of a vacancy occurring in the office of the president, assumes the duties of the president.
- 3. Serves as Chapter Representative at the semiannual CNSA Board of Directors meetings and shall be reimbursed for expenses in an amount set forth by the voting body.

4. Oversees review of and recommendations for change in the Constitution.
5. Performs all duties as assigned by the president.
6. Coordinates all National Student Nurses' Association activities.
7. Serves as Parliamentarian.
8. Coordinates all service hour log records
9. Prepares agenda for SNO meeting.
 - a. Provides a copy of the agenda prior to the meeting. Standard agenda items include reports from members of the Executive Council, InterClub Council, and Allied Health Commissioner.
 - b. Any SNO member who wishes to place an item on the agenda must submit the item(s) the Monday prior to the distribution of the agenda.

C. Vice President: VN Program

1. Coordinates SNO fund raising. Assures compliance with ASRCC guidelines.
2. Publicity chairperson:
 - a. Notifies all students of upcoming campus and community events.
 - b. Communications:
 1. Assists with coordination of community events from communication received by Faculty Advisor or any other SNO member.

D. Secretary

1. Prepares the minutes of all business meetings of the organization.
 - a. Distributes a copy of the SNO minutes to all Executive Council, Allied Health Commissioner and Faculty Advisor(s) prior to the beginning of the next SNO meeting.
 - b. Gives a list of class officers, SNO Executive Council members and Allied Health Commissioner to the Associate District Dean, School of Nursing, and SNO Faculty advisor(s) within 30 days of the beginning of the semester.
2. Maintains records:
 - a. SNO Constitution for reference during meetings.
 - b. Current phone list of all Executive Council members and Allied Health Commissioner.
 - c. Up-to-date list of members, attendance, addresses, and phone numbers.

3. Communications:
 - a. Ensures “thank you” notes are written and mailed.
 - b. Writes any letters or other communications needed by the Executive Council.

E. Treasurer

1. Receives SNO monies for deposit into campus bank account.
 - a. Deposits all funds in The College Bank in the organization’s trust account.
 - b. Pays all SNO disbursements out of SNO campus account.
2. Receives receipts from all those who are to be reimbursed out of the SNO account.
 - a. Makes the necessary arrangements for said monies to be withdrawn from SNO campus account.
 - b. Prepares requisition(s) for fund withdrawal.
 - c. Acquires the appropriate signatures for withdrawal.
 1. Faculty Advisor(s) must always sign for a withdrawal.
 2. The second signature can either be the President or Treasurer of SNO.
 3. Keeps records of monies received, deposited, and disbursed.
 4. Gives the Treasurer’s Report at every SNO meeting.
 5. In the spring semester, prepares the budget for the next school year and presents to ASRCC.
 6. Submits appropriate documents for audit prior to change of office.

F. Breakthrough to Nursing (BTN) Chairperson

1. Notifies The Bulletin, Viewpoints, and SNO Flurry of upcoming events related to SNO.
2. Posts the master plan of SNO activities on bulletin board. Updates it regularly.
3. Assists SNO Advisor and Associate District Dean, School of Nursing, with bulletin board updates.
4. Represents SNO, School of Nursing and Riverside Community College at Recruitment and Retention events such as career days, new student orientation, and other events designated by SNO, SNO Advisors, and Associate District Dean.
5. Encourages chapter, state and national recruitment and retention activities that are responsive to the needs of underrepresented, traditional and non-traditional students.

G. Interclub Council Representative and Alternate

1. Elected at regular SNO election of officers.
2. Attends ICC Meetings and reports back to SNO at the regularly scheduled meetings.
3. Picks up all mail at ASRCC at least twice a week.
4. If unable to attend an ICC Meeting, arranges for alternate to attend.
5. Maintains club activities log for collegiate points.

H. Alumni Liaison

1. Serves as liaison between nursing students and nursing graduates (alumni).
2. Coordinates alumni reception and other defined events.

ARTICLE VIII: OTHER ELECTED OFFICERS

A. SNO Class Representatives

1. Liaison between nursing students and SNO.
2. Keeps nursing students aware of SNO activities and encourages their participation.
3. Notifies SNO Board of any community activities they feel SNO could participate in.
4. Submits agenda items to the SNO ADN Vice President by the Monday before its publication.
5. Notifies alternate(s) in the event of inability to attend SNO meetings.

B. Alternate SNO Representatives

1. Each class must have at least one alternate representative.
2. Alternates take the place of the regular representatives upon their absence.
 - a. Encouraged to attend and participate in all SNO meetings.
 - b. Communicates SNO information to the class in the event the regular SNO representative was unable to attend the meeting.

C. Historian

1. Collects and maintains history of SNO using pictures, scrapbooks and memorabilia.

D. Scholarship

1. Collects Scholarship Application packet from Financial Aid for presentation to SNO during Fall Semester.
2. Reports on scholarship availability on regular basis to SNO.
3. Assists SNO Advisor in posting scholarship material on SNO Bulletin Board.

E. Editor

1. Collects articles of interest from students/faculty for publication in the monthly newsletter, "SNO Flurry."
2. Assists SNO Advisor in preparation and distribution of newsletter.

ARTICLE IX: DELEGATES

SECTION 1: Delegate Representation

A. School Constituents

1. SNO, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates and shall be entitled to one voting delegate and alternate for every additional 10 members.
2. The delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a regularly scheduled meeting.

SECTION 2: The voting body shall elect two (2) delegates prior to the annual State Convention to sit in the House of Delegates, representing SNO at the state level, and shall be entitled to one voting delegate and alternate for every additional 10 members.

SECTION 3: The voting body shall elect one (1) delegate prior to the annual NSNA convention of each year to sit in the House of Delegates and vote on behalf of SNO at the national level.

SECTION 4: The delegate(s) will be reimbursed for their attendance at the state and national conventions by an amount set forth by the voting body.

ARTICLE X: MEETINGS

SECTION 1: Regularly scheduled meetings will be arranged by majority vote of the Executive Council. Meetings are generally held the first and third Mondays of each month at 8 a.m.

SECTION 2: Special meetings may be called by the President, who must have the Parliamentarian (ADN vice-president) contact all members of the Executive Council at least 72 hours in advance.

SECTION 3: For the meeting to be official, at least 50% of the members of the Executive Council must be present.

SECTION 4: For a proposed motion to be ratified, at least 51% of the membership must vote in favor of the motion.

1. In the event that the vote of the membership is equally split for or against the motion, the President shall cast the deciding vote.
2. The President shall have no veto power.

SECTION 5: Robert's Rules of Order shall be used for all meetings.

ARTICLE XI: FINANCES

- SECTION 1:** The Treasurer of SNO shall present the budget and expenditures of the organization at each SNO meeting.
- SECTION 2:** Audits may be requested by any SNO member and may be conducted by a member of the Executive Council in conjunction with Faculty Advisor(s).

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION

- SECTION 1:** Amendments may be proposed by:
1. Any member of the Executive Council.
 2. A petition of at least 50% of the active membership.
- SECTION 2:** An amendment so proposed shall be ratified by a quorum vote of the active membership.

ARTICLE XIII: RATIFICATION

- SECTION 1:** This Constitution shall be ratified and become effective when approved by at least a 2/3 vote of active SNO members.

ARTICLE XIV: ADHERENCE POLICY

- SECTION 1:** This organization shall adhere to guidelines set forth by the National Student Nurses' Association (NSNA), California Nursing Students' Association (CNSA), and Associated Students of Riverside Community College (ASRCC).

GUIDELINES FOR SNO GUEST SPEAKER ARRANGEMENTS

- 6 weeks _____: Bring speaker suggestions to SNO meeting to discuss possible topics, relevance and interest to students.
- 5 weeks _____: Confirm speaker and topic. Notify SNO Flurry Editor of date, place, and topic of speaker, as well as a brief background of the speaker with points of relevance to students.
- 4 weeks _____: Request Program Director to order refreshments from Food Services. If volunteer refreshment contributions are to be made, a list of contributors should be received by the end of this week from the sponsoring class.
- 3 weeks _____: Give Publicity Director a release for “Tiger Talk” to go into the edition 1 to 2 weeks prior to the speaker date. Confirm by the end of this week that the information was placed.
- 2 weeks _____: Contact speaker by telephone to confirm engagement, give directions for parking and determine if the speaker needs any equipment, such as microphones or blackboards. Contact Facilities for any equipment request by the speaker, noting name of Facilities personnel taking the order:

- 1 week _____: Remind SNO reps to take the information back to their classes to encourage attendance. Confirm volunteer refreshment contributions. A visitor parking permit, along with a brief, cordial note to the speaker must be mailed by Monday of this week.
- Thurs. prior _____: Re-contact Facilities to confirm that equipment will be in place and working by 7:50 a.m. the day of the presentation. Note the name of the person confirming the order:_____

On the day of the presentation, the speaker coordinator should arrive early to ensure that the room has been set up properly, (if not, they shall set the room up), the refreshments have been delivered and any requested equipment is present and working.

*** Within one week after the presentation, a thank you note will be sent to the speaker, and if applicable and necessary, to his/her employer for allowing the speaker to share his/her time with us. A copy shall go to the SNO Secretary. A listing of Students (by semester) attending the presentation will be given to the SNO Advisor to forward to Nursing 7 for hours attended.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Big/Little Brother/Sister Program

The purpose of the Big/Little Brother/Sister Program is to provide an entering student (little brother/sister) with a connection with another student (big brother/sister) who has been through Nursing 1 and is continuing in the next semester level. The big brother/sister acts as a resource person to the new student and is available to provide assistance and guidance to the new student as they acclimate to the program.

Students are assigned a big brother/sister upon entry into the ADN program in Nursing 1 when the acceptance letter is received. Students can also be assigned at the beginning of each semester as requested by the student (usually in Nursing 2, Nursing 3, or Nursing 4). This is usually facilitated by the nursing faculty and coordinated by the ADN SNO Advisor and Class President. *Refer to attached form.*

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Big/Little Brother/Sister Program

I wish to have a Big/Little Brother/Sister assigned to me to help orient me to the Riverside City College nursing program.

NAME

VN/RN Semester

Phone #



RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

To: _____

Your Big/Little Brother/Sister assignment is:

NAME

Semester

Phone #

See Class Secretary if any problems with Big/Little Brother/Sister program.

ALLIED HEALTH COMMISSIONER

1. Elected by SNO members, the Allied Health Commissioner coordinates activities of Allied Health and SNO with the various departments of the ASRCC governments.
2. In addition, the Allied Health Commissioner assists ASRCC in the college Blood Drive each semester and coordinates volunteers from School of Nursing.

SNO FLURRY

1. SNO Flurry is the official newsletter of SNO providing information about nursing, nursing students, RCC programs, and SNO activities. It features: Dean/Associate Dean, School of Nursing and Department Chair News, News From The President, The Dean's Corner, The ADN Program News, The VN Program News, and the SNO Calendar for the Month.
2. All articles are informational and written in a positive, professional manner. Articles focus on nursing students, nursing program, and nursing professional issues.
3. The editor is a member of SNO and is elected by the SNO membership. The SNO Flurry is published several times each semester.
4. Deadline for articles is the Friday before the last full week of the month. SNO FLURRY is proofed by the SNO Advisor before printing.
5. Copying of SNO FLURRY is coordinated by the SNO Advisor.

STUDENT WELCOME

1. Student Welcome, sponsored by SNO and faculty, is held to welcome new nursing students and to introduce them to fellow nursing students, faculty, and administration.
2. Student Welcome is usually held the fourth week of each semester on Monday at 8:45 AM in the Bradshaw Center.
3. A Student Welcome Sub-Committee of SNO coordinates activities: facility request with microphone, invitations, program, nametags, and food and beverages. ASRCC provides some funding for the Student Welcome SNO comprising the remainder.
4. Program includes welcomes by the Dean/Associate Dean/Department Chairs of School of Nursing; Vice-President, Academic Affairs; and SNO President. Class officers are introduced.

SERVICE HOURS

1. Service hours are voluntary; however, a certain level of participation is expected from all students as part of professional role development.
2. Participation in SNO, college and community activities is awarded service hours by ASRCC.

3. Students can receive service hours for coordinating health fairs, disaster drills, and other important special functions.
4. Participation is coordinated by the SNO Vice President.
5. Students are required to submit service hour records monthly on the identified ASRCC form to the SNO President or to Student Services. Student Advisor signature is required. Students are required to keep copies of service hour records in the event that they become lost.
6. Service Hour Awards are given by ASRCC for 50, 100 and 200 hours of service.

NURSING STUDENT PARTICIPATION IN NURSING FACULTY MEETINGS/COMMITTEES

Nursing students are encouraged to participate in and to have active input in nursing curriculum, program evaluation, program review, and facility evaluation by the following:

1. Student representatives are invited to attend Standing Nursing Committee Meetings; Curriculum and Learning Resources.
2. Student officers and representatives from SNO and class officers attend Deans' Council Meetings two times per year.
3. Student representatives are invited to attend the semiannual Joint Student/Faculty/Clinical Agency Meetings.
4. Students provide input to BRN/NLN Self-Study Committees.
5. Any nursing student may submit an agenda item for a nursing faculty or committee meeting. This agenda item is to be given in writing to the Dean/Associate Dean one (1) week before the scheduled meeting. Agenda items must not be related to an individual academic or clinical performance problem.
6. Students complete course and facility evaluation forms at the end of each semester.
7. Students participate in faculty evaluations when scheduled each semester.
8. Student participation on committees will be recognized by means of a certificate awarded at the end of each academic year.

ROLES OF CLASS OFFICERS

1. The role of the class officers is the development of a cohesive group to foster completion of course objectives by all students.
2. During Semesters 1 and 2, Class Officers function in a supportive role involving class members in SNO and other college activities. Fund raising activities for the Pinning Ceremony are carried out as voted upon.

3. Class officers are responsible for attending Dean's Council and Joint Faculty/Clinical Agency/Student meetings held once each semester.
4. During semesters 3 and 4 (ADN program) and semester 2 (VN program), class officers assist with planning the Pinning Ceremony. Guidelines for planning the Pinning Ceremony are available from the Pinning Advisor. The Pinning Ceremony reflects the professional image of nursing and the nursing program to the Community.
5. Class Officers are elected each semester by the respective class by the end of the first week of classes (exception: Nursing 1 and entering vocational nursing students by the third week). Elections require supervision by a faculty member. Class Officers are re-elected each semester.
6. Class officers can be impeached by a petition of 2/3 members of the respective class.
7. President
 - a. Presides over class meetings.
 - b. Role model.
 1. Welcomes new students. Oversees Big/Little Brother/Sister Program.
 2. Coordinates activities for the benefit of all nursing students.
 3. Is fair, impartial, and courteous. Carries out decisions of class. Carries out class elections with a faculty member present.
 4. Carries out the groups' decisions. Submits semester updates to SNO FLURRY by Friday of the last full week of the month.
 - c. Implements the Pinning Ceremony Guidelines.
 - d. Work toward involvements of class in SNO and college/community activities.
8. Vice President
 - a. Presides over class meetings in absence of the President.
 - b. Acts as Parliamentarian.
 - c. Notifies class officers of specially called meetings.
 - d. Oversees fund raising activities. Assures compliance with ASRCC guidelines. Coordinates activities with advisor.
 - e. Assists the Treasurer in collection of dues and the keeping of financial accounts each semester.
9. Secretary
 - a. Keeps minutes of all officer and class meetings.
 - b. Compiles and distributes to class, a phone and address list of class members (voluntary).

- c. Writes any letters or other communications required by the class. Puts in writing any announcements and places in students mailboxes.
 - d. Coordinates Big/Little Brother/Sister Program for entering students with higher semester. Introductions are made at Student Welcome.
 - e. Types all ballots and distributes to students. Counting of ballots will be done in presence of a nursing faculty member.
10. Treasurer
- a. Collects semester level dues and issues receipt for payment. Receipt book is passed on from semester to semester Treasurer, and must be maintained accurately.
 - b. Deposits monies (dues, fundraisers) in the class's Trust Account using the attached form for deposit. Maintains records of deposits and withdrawals.
 - c. Obtains end-of-semester account report from College Bank and reviews with class Vice-President to ensure accurate accounting of funds every semester.
 - d. Receives purchase orders and approved bills from all those who are reimbursed out of the class account. Receipts must be provided for reimbursement.
 - e. Completes the requisition for withdrawal of funds in accordance with account guidelines (including required signatures).
 - f. Works with Vice President on fundraisers or with the appointed Chairperson.
11. SNO Representatives
- a. Liaison between nursing students and the SNO Executive Council.
 - b. Keeps class aware of SNO activities and encourages their participation.
 - c. Works with Class Officers to identify speakers for the semester presentation hosted by the individual class in accordance with SNO Guidelines for Speaker/Presentations.
 - d. Attends Deans' Council and Joint Student/Faculty/Clinical Agency Meetings each semester.

NOTE: Each class must have at least one alternate representative. Alternates take the place of the regular representative upon their absence.

TRUST FUND ACCOUNTS

- 1. Individual class accounts are maintained in the College Bank in accordance with ASRCC guidelines.
- 2. Only class presidents and/or treasurers may withdraw funds from accounts. All class presidents and treasurers maintain signature cards on record at the College Bank. Requisitions for withdrawals must be co-signed by the Faculty Advisor. Purchase Orders or receipts for services provided must accompany requisitions.
- 3. Funds are generally available three working days following receipt of requisitions. Special provisions to have checks mailed to homes or businesses can be made at the College Bank.

**ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE
Fund Raising Activity Form**

PART 1 AUTHORIZATION	<i>[to be completed prior to event and pink copy left with Student Activities]</i>
<p>Club/Organization: _____</p> <p>Type of Activity: _____</p> <p>Date(s) of Activity: _____</p> <p>Description of item(s) to be sold: _____</p> <p>_____</p>	
Club/Organization Advisor _____	Student Activities _____

PART 2 RECEIPTS	<i>[to be completed promptly upon conclusion of fund raising activity & returned to Auxiliary Business Services (ABS) Cashier Office with deposit]</i>																				
<p>Funds to be deposited at (ABS) Cashier Office:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Total Cash:</td> <td style="width:10%;">+ \$</td> <td style="width:45%;">_____</td> <td style="width:30%;"></td> </tr> <tr> <td>Total Checks:</td> <td>+</td> <td>_____</td> <td></td> </tr> <tr> <td>Total Cash & Checks:</td> <td>=</td> <td>_____</td> <td></td> </tr> <tr> <td>Change Fund: <small>(cash box amount)</small></td> <td>-</td> <td>_____</td> <td><small>(to be deposited back into trust or budget account)</small></td> </tr> <tr> <td>Amount Raised: <small>(from fund raiser)</small></td> <td>=</td> <td>_____</td> <td><small>(to be deposited back into trust or budget account)</small></td> </tr> </table>		Total Cash:	+ \$	_____		Total Checks:	+	_____		Total Cash & Checks:	=	_____		Change Fund: <small>(cash box amount)</small>	-	_____	<small>(to be deposited back into trust or budget account)</small>	Amount Raised: <small>(from fund raiser)</small>	=	_____	<small>(to be deposited back into trust or budget account)</small>
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Club/Organization Treasurer _____	Club/Organization Advisor or President _____																				

Distribution: White - ABS copy with deposit; Yellow - Club/Org. copy; Pink - Student Activities (ABS) copy

117214, 10/00

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

Guidelines for Planning a Pinning Ceremony

**All class decisions must be approved by the Pinning Ceremony
Advisors prior to implementation.**

Each ADN and VN class participates in planning the RCC School of Nursing Pinning Ceremony held at the completion of the program. It is a proud and joyous occasion steeped in tradition that symbolizes entrance into the profession of nursing. Family, friends, faculty, college administrators, the College Board of Trustees, clinical agency representatives, and interested individuals from the community are invited to be present to witness this achievement.

The Pinning Ceremony is a formal event honoring the extensive foundation of knowledge and skill acquired and celebrating the accomplishments of the graduates in completing the rigorous nursing program. Additionally, it symbolizes each graduate's commitment to uphold the ideals promulgated by our founder, Florence Nightingale. Usual standards of nursing education and of the profession guide the manner in which the Pinning Ceremony is conducted.

The college provides the venue for the Pinning Ceremony, Landis Auditorium. Thus the conduct of the Pinning Ceremony represents not only the RCC School of Nursing and the nursing profession as a whole, but also the college. Courteous and respectful behavior by all participants and guests in the Pinning Ceremony will preserve the esteem of nurses and institutions of higher education.

A reception following the Pinning Ceremony is held in the Bradshaw Student Center or other site on campus (Promenade, etc.), depending upon student preference and availability. Reception food is limited to coffee, punch, soda, and/or water; cake or cookies.

Each class is offered the opportunity to plan the Pinning Ceremony within the confines of the prescribed budget. If the class votes to plan a ceremony costing more than the allotted ASRCC Pinning Ceremony budget, the class members must provide the extra funds, not to exceed allowances set in the addendum. All bills must be paid before the Pinning Ceremony date. The nursing pins, pictures, and lamps/candles are generally an individual cost. The following are guidelines for semester planning and participation.

At the first faculty meeting of the fall semester, ADN faculty who will be participating in the fall and spring Pinning Ceremonies will be identified.

A. Guidelines for Semester Planning and Participation

1. Nursing 1 and Fall Semester VN Program
 - a. Participate in SNO activities.
 - b. Assist Nursing 4 graduates with the Pinning Ceremony.
2. Nursing 2 and Fall Semester VN Program
 - a. Same as above.
 - b. Same as above.
 - c. Begin to formulate class dues and/or fundraising activities to meet anticipated budget costs (see Addendum A). Students who are financially unable to pay dues may choose to participate in fundraising activities

3. Nursing 3 and Winter Intersession VN Program
 - a. Same as above.
 - b. Same as above.
 - c. Continue class dues and/or fundraising.
 - d. Middle to end of semester/intersession:
 - (1) Request copies of comprehensive guidelines for planning a Pinning Ceremony from Pinning Advisor(s).
 - (2) Develop overall plan for Pinning Ceremony in collaboration with Pinning Advisor(s).
 - (3) Committee formulation.
 - (4) Begin preliminary planning.
 - e. After final exam:
 - (1) Order pins
 - (2) Set-up picture date
4. Nursing 4 and Spring Semester VN Program
 - a. After the first exam, begin implementing plans. Follow time schedules specified in packet.
 - b. Committees and/or entire class must meet at least monthly at a time convenient for the Pinning Advisor(s).

B. The Pinning Ceremony Advisor(s) is/are available to guide students. This Advisor reviews all procedures and should be invited to all class meetings.

C. Planning by Faculty:

1. Dates and time for the Pinning Ceremony and rehearsal:

The dates and times for the Pinning Ceremony, Pinning Ceremony rehearsal, and decorating are determined by the nursing faculty prior to the start of each academic year. Scheduled activities of the College are reviewed to make sure there is no conflict.

Requests for Landis Auditorium and Bradshaw Student Center or other reception site are completed and filed by the Instructional Department Specialist. The Pinning Ceremony Advisor confirms that the requests have been submitted.

The time and date of the rehearsal will be announced by faculty. Classes often preview the slide show at the beginning of the rehearsal.

The ceremony is to be completed in one hour. Slide presentation (optional) will begin 15 minutes prior to the start of the ceremony (3:45 p.m.).

2. Set-up

A floor plan for Landis Auditorium and Bradshaw Student Center or other reception site completed by the students, in conjunction with the Pinning Advisor, must be submitted at the time the facility request is submitted. (See Time Table)

Landis: Supply podium (with RCC emblem), microphone, enough chairs for all class members, risers for chairs, 8 foot table, chair on which mistress of ceremonies sits. Request reasonable room so students can walk between chairs on risers and steps for back two rows.

D. Student choice by majority vote: **must be approved by Pinning Ceremony Advisor(s).**

1. Colors for decorations
2. Decorations
3. Class theme
4. Attire: By vote, the class will select one of the following options:

For females, the following guidelines will apply:

- a. Professional, white nursing uniform dress or pantsuit (without embellishments) or RCC uniform. No colored scrubs, street clothes, capri/crop pants, or jeans are allowed. No low cut, suggestive, or sheer blouses are permitted. Skirt length must not be shorter than knee level. Appropriate undergarments will be worn and will not be visible through the uniform. No cardigans/sweaters, jackets, or white T-shirts are allowed.
- b. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.
- c. White, professional nursing shoes are to be worn. No tennis shoes, dress shoes, open toes, or high heels are permitted.
- d. White or tan hosiery must be worn. Bare legs are not appropriate.
- e. Nursing caps are to be secured with white bobby pins. Wearing of nursing caps is optional/individual choice.

For males, the following guidelines will apply:

- f. Professional, white, male nursing uniform or RCC uniform with professional, white nursing shoes.
- g. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.

5. Music for professional and recessional
6. Invitation: a selection of prior invitations will be provided
7. Programs: a selection of prior programs will be provided

E. Student Appearance and Professional Behavior

Graduates arrive on time one hour prior to ceremony and generally assemble in LS 201AB. No student arriving late will participate. Students will wear the attire voted on by the class (see above). **Only students who are professionally attired will be allowed to participate.** Jewelry guidelines are consistent with RCC uniform guidelines. In keeping with the professional nature of the Pinning Ceremony, no high heels, short skirts, jeans, or chewing gum. Students will be required to sign a form of compliance.

F. Candles/Lamps

Each graduate will purchase a battery-operated candle **or lamp from a vendor of class choice.**

Suggestion: www.advancweb.com - click on: Healthcare Shop, Shop by Occasion, Graduation, Ceramic Graduation Lamp (product 3607).

G. Rehearsal

All students participating in the Pinning Ceremony are expected to attend the rehearsal.

H. Expenditures/Class Funds:

1. All class monies are maintained in the College Bank. The class treasurer coordinates the Pinning Ceremony budget; all transfers of funds and reimbursements must be signed by the class president or treasurer, the Pinning Ceremony Advisor, and the School of Nursing Dean/Director. A receipt must be submitted with each requisition. Requisitions must be submitted within 15 days of the Pinning Ceremony. Reimbursements may take a minimum of three days.
2. In order to ensure reimbursement, purchase orders and receipts must be submitted prior to the day of the Pinning Ceremony.
3. The following are provided by the College: Use of Landis Auditorium and reception site. A small portion of the ASRCC budget may be allotted for the Pinning Ceremony and this amount varies each year.
4. Landis Auditorium decorations, refreshments and other expenses must be itemized with receipts. Programs and invitations may be purchased from RCC's Graphics Department or private company.
5. Individual student generally pays for: school pin, apparel selected by class, pictures, extra invitations, and lamp/candle, if applicable.
6. If the class decides to assess class dues, the following policies will apply.
 - a. Advanced placement or repeating students will start paying dues the semester in which they start the program.
 - b. A student who drops or fails forfeits his/her dues.
7. Students will be given an opportunity to vote on how they would like their remaining class funds to be disbursed after graduation. Students will vote on the following options (majority vote will prevail in the decision):

_____ Nursing Endowed Scholarship Fund (will provide a scholarship for the Man and Woman of Distinction from the VN and ADN Programs).

- _____ ADN or VN Emergency Fund (used for short-term loans that are repaid by a student prior to the end of the semester)
- _____ Student Nurses Organization
- _____ Students in the graduating class
- _____ Other

8. The Pinning Ceremony Advisors, in collaboration with the class president, will be responsible for obtaining the signatures of the class president/treasurer, Pinning Advisor, and Dean/Director on the ASRCC Requisition form prior to the Pinning Ceremony.
 - a. The Pinning Advisors will not disburse left over class funds until 90 days after the date of the Pinning Ceremony.
 - b. After 90 days, the Pinning Advisors will submit the signed ASRCC Requisition form to the college bank so that the funds can be disbursed according to the directions voted by the graduating class.

I. RCC School of Nursing Pins:

1. Coordinated by class president, who contacts the pin company and coordinates orders. (See Time Table)
2. Pins sent to the faculty Pinning Ceremony Advisor(s).
 - a. Ensures that pins are ordered early enough so that the order will arrive at least one month prior to the Pinning Ceremony. Obtains shipping date in writing from pin company.
 - b. Arranges with the faculty Pinning Ceremony Advisor(s) to meet with students while each checks his/her pin for conformity with the order. ALL PINS ARE RETURNED TO FACULTY PINNING CEREMONY ADVISOR(S). Possession of a nursing program pin signifies attainment of program learning objectives and pins are therefore awarded only upon program completion. If the program is not completed, an unused pin may be returned by the advisor for partial refund to the student.
3. The student recipient of the “incentive pin” will be determined by the faculty.

J. RCC Services:

Students must agree to RCC requirements related to deadlines, the number of proofs permitted, Pinning Advisor and Dean/Director signatures, and keeping mutually established appointments.

K. Pictures:

1. Students have individual pictures taken in professional white uniform. Pictures can be used for NCLEX application, composite picture, and personal distribution.
2. Pictures must be completed early in the semester in order to meet the NCLEX application deadline. (See Time Line)
3. Pictures are arranged by the picture committee. A photographer needs to be selected who will give group rates and who will give a free framed composite picture to the class

to hang in the School of Nursing office. A CD of the graduates' pictures is provided by the photographer for use in creating the slide show.

4. Recommend formal pictures be taken during the Intersession prior to Nursing 4. Nursing 3 Pinning Advisor will remind class president to coordinate plans.

L. Prior to the Ceremony:

Graduates will congregate in LS 201AB or other designated room to obtain their pin and walk as a group to the auditorium. Each graduate will be reviewed to ensure compliance with professional attire.

M. Committees:

1. Committees are utilized to complete the preparations for the ceremony and to give all students the opportunity and responsibility to share in Pinning Ceremony plans. Class officers coordinate the committees for the event.
2. Each committee has 6 - 10 members and selects a chairperson.
3. Committees include:
 - a. Pinning Ceremony Committee
 - b. Picture/Video Committee
 - c. Invitations Committee
 - d. Program Committee
 - e. Reception Committee
 - f. Hostesses/Hosts Committee

N. Pinning Ceremony Committee Functions:

1. Pinning Ceremony Committee:
 - a. Comprised of class officers and the chairpersons of the committees.
 - b. Chaired by the class president.
 - c. Coordinates all committees and activities. Meets at least monthly with Pinning Ceremony Advisor(s).
 - d. Approves all financial requests; works within budget.
 - e. Meets with the IMC Coordinator early in the semester to clarify requests for audiovisual materials and services. Submits official request form.
 - f. Submits and confirms diagram of floor plan for Landis Auditorium and reception area to Facilities.
 - g. Coordinates the selection of a theme voted for by the class, which can be used to organize the ceremony and reception.

- h. Develops the program for the Pinning Ceremony utilizing school guidelines.
 - i. Confirms the Program Assistant Chair as Master/Mistress of Ceremonies.
 - j. Confirms the N4/VN class president(s) as class speaker(s). Suggested content: challenge or thank you. Speeches will be expressed in a professional manner. Speech must be limited to **two** minutes **each**. (See Time Table) Speech must be submitted to Pinning Ceremony Advisor at least two weeks in advance for final approval. No reference to religion is permitted.
 - k. Full-time nursing faculty members to present pins, read names, hand out flowers, lead students in the nursing pledge, lighting the Lamp of Learning, and reading goal statements will be assigned by the program on a rotating basis. A list of the faculty participants will be provided to the students at the beginning of the semester. Students vote on the role each faculty will perform.
 - l. Participation by Administration:
 - 1) Welcome: College President and Chancellor
 - 2) Scrolls: Vice President, Academic Affairs
 - 3) Congratulatory remarks: Dean and Associate Dean, School of Nursing
 - 4) Presentation of the Class: Associate Vice Chancellor, Occupational Education
 - m. An invitation to each participant will be written by students, with a request for an RSVP.
 - n. Arranges for slide show, processional, and recessional music at the ceremony. Coordinates with Dorie (title) **one month in advance under Advisor's direction**. Keeps all mutually established appointments with Landis Auditorium staff.
 - o. Ensures that all students, faculty speakers, and presenters attend rehearsal. Sends written invitation to rehearsal to faculty participants. Administrators need not attend.
 - p. Arranges to purchase flowers without thorns for presentation to students during the Pinning Presentation Ceremony. This is optional.
2. Graduation Picture Committee:
- a. Surveys studios for price quotes. Surveys class to determine which studio students prefer for pictures.
 - b. Arranges group pricing schedule. Coordinates any fees with the Pinning Ceremony Advisors/class treasurers.
 - c. Arranges dates and times students may go for sitting.
 - d. Arranges to leave nurse's cap and pin at the picture site for student use. Obtains pin and nurse's cap from advisor(s). Cap is optional for the picture.
 - e. Plans class photo layout. Most studios will provide a composite picture for the School of Nursing at no cost. When the picture is received, the committee frames it and forwards it to the School of Nursing secretary for placement in the hall graduate photo gallery.

- f. **If class decides to have a slide show prior to the ceremony, arranges to obtain slides. Pictures for slide show will be limited to one professional picture per student. As many group pictures of professional nature as can be accommodated in a total timeframe of 15 minutes for the slide show may be placed at the end of the student pictures. Pictures must be approved by Pinning Advisor prior to use in the slide show.** Orders LCD projector and laptop from IMC. Confirms screen can be lowered from top stage, Landis Auditorium. Sends thank-you notes to Landis personnel.
3. Pinning Ceremony Invitations Committee:
 - a. Surveys class to identify if a verse or a class theme is wanted for invitations/program.
 - b. Selects one or two invitations for the class to vote on for adoption. Past invitations are on file in the School of Nursing office. Invitations for Pinning Ceremony should not be confused as graduation announcements.
 - c. After invitation format has been approved by class, chooses color, type of paper and envelopes, as well as style of printing. Considers note on invitation apprising guests that slide show will take place 10-15 minutes at the beginning of the ceremony.
 - d. Coordinates with Program Committee for unity in style.
 - e. Works within budgetary constraints. Arranges for printer and pricing. Arrangements can be made to utilize RCC's Graphics Department or private company. Use of RCC services requires Pinning Ceremony Advisor approval in writing and agreement to meet established deadlines.
 - f. Submits rough draft for approval to the Pinning Ceremony Advisor and two faculty members for proofing
 - g. After approval, orders invitations: each class member generally receives 20 invitations. One-hundred and twenty-five invitations are needed to be sent to college administrators and key personnel, faculty, clinical agencies, and department chairs. See secretary for current list of names. Invitations are sent to all full-time nursing faculty, as well as all adjunct faculty with whom the students have had clinicals. An invitation is posted by the adjunct faculty mailboxes inviting all to attend.
 - h. Submits bills and receipts to the Pinning Ceremony Advisor(s)/class treasurer for payment before end of semester.
 - i. Sets timeframe to ensure that invitations are ready for distribution one month in advance.
 - j. Obtains list of official guests from Pinning Ceremony Advisor. Sends invitations to college administrators and key personnel, faculty, and clinical agencies. The invitations must be sent four weeks in advance to official guests.
 - k. Gives the Pinning Ceremony Advisor an invitation to place in the folder of samples.

4. Pinning Ceremony Program Committee
 - a. Once the program is developed through the Pinning Ceremony Committee, surveys class to determine special program style. Works within budgetary constraints. (See Time Line)
 - b. Nurse's pledge is printed on the back of program.
 - c. Reviews samples and selects a program for the students to vote on for adoption.
 - d. After program format has been approved by class, chooses color, paper and print. Coordinates program with invitations committee.
 - e. Arranges for printer and pricing.
 - f. Submits the "final" draft to the Pinning Ceremony Advisor for Assistant Department Chair and Dean/Director approval.
 - g. After approval, orders programs. Determines the number of guests each class member expects. Orders that number plus 125 more for official guests. Assures that programs are printed at least one month in advance. (See Time Line)
 - h. Submits bill/receipts to Pinning Ceremony Committee for payment before end of semester.
 - i. Ensures that programs are folded and available at rehearsal. Give to greeters/ushers.
 - j. Purchases one long tapered white wax candle to be placed in "Lamp of Learning" (available in Dean's office) and lit during the Pinning Ceremony.
 - k. Prepares a "scroll" using a white plain paper or "The Nursing Pin," rolling it, tying it with a ribbon, and placing it in a basket. Assures the placement of the basket during rehearsal in Landis Auditorium.
 - l. Completes the set up of Landis Auditorium. Prepares the pinning table including tablecloths. Ropes off area for faculty/guest seating.
 - m. The process for distributing the pin will be determined by the Pinning Committee faculty, in collaboration with the students.
 - n. All students participating in the Pinning Ceremony will submit a short, one-sentence goal statement to be read during the time he/she is pinned. Faculty will review, edit and approve all statements.
5. Pinning Ceremony Reception Committee:
 - a. Surveys the class and plans the reception that is held after the pinning. (See Time Line) Identify one student to serve as liaison to Cafeteria Manager.
 - b. Arranges for decorations - tables, stage, etc.
 - c. Arranges for music, if desired, at the reception.
 - d. Arranges for refreshments as previously specified.
 - e. Gets estimates and arranges for cakes or cookies.

- f. Provides serving dishes, cups, plates, napkins, forks, as necessary.
- g. Works with Host/Hostess Committee.
- h. Submits bills and receipts for the reception to the Pinning Ceremony Committee for payment before end of day.

NOTE: The RCC Cafeteria may have refreshments and necessary items available such as punch bowls, coffee urns, table cloths. Check with Food Services secretary for current prices and availability. Request staff attendant.

6. Pinning Hostesses/Hosts Committee:

- a. Selects 6 to 8 individuals to distribute programs and greet guests at the Pinning Ceremony. In addition, they collect the candles and equipment following the ceremony and return them to the School of Nursing office. These individuals are asked to be available 90 minutes prior to the ceremony.
- b. Arranges at least 10 - 12 individuals to be servers (ladle punch, refill cookie plates, cut cakes, serve coffee) at the reception. Meets with helpers at least two times prior to the day of Pinning Ceremony to coordinate activities.

NOTE: Have underclassmen responsible for care of any problems that may arise during the reception and care of floral arrangements afterwards.

- c. Coordinates parking with Campus Security & Police.
- d. Sends thank you notes to all underclassmen who provided assistance at the Pinning Ceremony.
- e. Obtains commitment from 4-6 volunteers to stay until the end of the reception to assist in the clean-up.
- f. Asks 4-6 volunteers to report to the stage directly after the ceremony to assist in returning School of Nursing property (pinning board, easel, baskets, table skirt, candles, etc.) to the office.
- g. During the Pinning Ceremony, arranges for a volunteer to stand at each stairway onto the stage to assist students and speakers and to prevent members of the audience from going up on stage during the ceremony.
- h. Arranges for a volunteer to sit in LS 201AB after the ceremony to provide security and allow graduates to obtain their possessions.
- i. Student Volunteers: Nursing 1, reception help; Nursing 2, Take down Landis decorations; Nursing 3, Greeters/Programs.

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

I, _____, agree to the following guidelines as a participant in the professional RCC School of Nursing Pinning Ceremony. Only students who are professionally attired will be allowed to participate. I understand that any infraction of the following guidelines will prevent me from participating in the Pinning Ceremony.

For females, the following guidelines will apply:

1. Professional, white, nursing uniform dress or pantsuit (without embellishments) or RCC uniform. No colored scrubs, street clothes, capri/crop pants, or jeans are allowed. No low cut, suggestive, or sheer blouses are permitted. Skirt length must not be shorter than knee level. Appropriate undergarments will be worn and will not be visible through the uniform. No cardigans/sweaters, jackets, or white T-shirts are allowed.
2. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.
3. White, professional nursing shoes are to be worn. No tennis shoes, dress shoes, open toes, or high heels are permitted.
4. White or tan hosiery must be worn. Bare legs are not appropriate.
5. Nursing caps are to be secured with white bobby pins. Wearing of nursing caps is optional/individual choice.

For males, the following guidelines will apply:

1. Professional, white, male nursing uniform or RCC uniform with professional, white nursing shoes
2. Jewelry is restricted to what is worn in the clinical setting. Tattoos will be covered.
3. Males will be shaved and/or have neatly trimmed facial hair.

Student Signature _____

Printed Name _____

Date _____

III. STUDENT HEALTH POLICIES

STUDENT HEALTH SERVICES

The college maintains a health program for all students to promote health, prevent disease, and to provide care for acute illnesses. The student is to assume responsibility for maintaining good health practices.

Student health services are available when school is in session. Any illness or injury occurring when school is not in session is the responsibility of the students.

If hospitalization, diagnostic tests, medication or referrals are required, any expense incurred will be the responsibility of the student. Students are encouraged to maintain private medical insurance.

Injuries which occur in class or clinical are to be reported immediately to the instructor. All accidents/incidents require completion of written reports by the student and instructor are required by the health care facility and R.C.C.

PHYSICAL AND MENTAL HEALTH

Students are required to have a complete health examination prior to starting School of Nursing. Requirements are in accord with hospital policy, which ensures that students are in good health and free of communicable disease when caring for patients. Annual testing to ensure freedom from TB is required. If the P.P.D. skin test converts from negative to positive during enrollment in the program, immediate medical follow-up is required. All students are required to have evidence of rubella, rubeola, varicella and polio immunization or titer levels as proof of immunity. Hepatitis B immunization is required. (SEE INSTRUCTIONS TO NURSING STUDENTS REGARDING PHYSICAL EXAMINATIONS AND IMMUNIZATIONS and THIRD SEMESTER PHYSICAL EXAMINATION REQUIREMENTS.) **IF AT ANYTIME THE STUDENT IS IN THE PROGRAM TAKING MEDICALLY PRESCRIBED MEDICATION THAT MAY AFFECT STUDENT PERFORMANCE, THE STUDENT IS REQUIRED TO INFORM THE CLINICAL INSTRUCTOR PRIOR TO PROVIDING PATIENT CARE.**

A student must be in optimal physical and mental condition in the clinical area to ensure the safe and effective care of clients. If a student's physical condition or behavior is symptomatic of substance abuse/emotional/mental illness, the policy for Alcoholism, Drug Abuse, and Emotional Illness will be followed.

STUDENT HEALTH AND PHYSICAL EXAMINATION

Students are expected to perform health teaching and should, therefore, maintain optimal personal health.

Students are required to complete a physical examination consistent with the policies of the teaching hospitals or agencies to which they are assigned for clinical experience. The examination must demonstrate that the student is physically fit and free from and/or immunized for communicable diseases, in order for the student to be assigned in the clinical agencies.

Students are required to submit to the instructor a physician's release for unrestricted activities essential to nursing practice for continued participation in clinical.

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

POLICY CONCERNING PREGNANCY FOR NURSING STUDENTS

Nursing students who become pregnant must have medical approval to continue in the nursing program. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. In each case of pregnancy, the student will be required to inform the Lead Instructor and the clinical instructor of her pregnancy and to file the “Physician’s Clearance During Pregnancy” form with the Nursing Health Coordinator. The student is required to notify the Semester Lead Instructor for any change in her pregnancy status which may necessitate withdrawal from the program. Following delivery, written approval from the physician for unrestricted activity in clinical nursing practice must be submitted prior to return to class.

My signature below certifies my understanding and agreement to adhere to the pregnancy requirements and to accept full responsibility for any risks to myself and fetus associated with any class or clinical assignment.

Printed Name _____

Signature _____

Date _____

Reviewed: 5/05

Revised: 6/98; 1/02; 6/07; 1/09; 8/09

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PHYSICIAN'S CLEARANCE DURING PREGNANCY

To: _____ Date _____

_____, a nursing student at Riverside City College, is under my care during her pregnancy. Her expected date of delivery is _____. This student has my approval to participate in all functional activities essential to nursing practice without any limitation until _____ (date).

Physician's Signature _____

(Print Name) _____

Address _____

Phone () _____

8/18/96
Revised: 8/96; 11/12/96; 3/97; 8/98; 1/02; 1/07; 8/09

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

POLICY: PHYSICAL ACTIVITY RESTRICTION

The student is required to report to the faculty any change in health status (examples: broken bone, skin lesions, chest pain, contagious disease, pregnancy, injury, back injury, surgery). The student is required to submit a statement to the semester lead teacher from the healthcare provider stating that he/she may participate in unrestricted functional activities essential to nursing practice. This statement must be on file prior to student having client contact.

Restricted physical activities may prohibit participation in clinical/hospital experience and may delay progress in the nursing program until the restriction is discontinued and unrestricted activities essential to nursing practice may be resumed.

This policy is necessary to assure client and student safety.

11/87; 4/97; 6/97; 6/98

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PHYSICIAN'S CLEARANCE

I certify that _____ has my approval to return to
RCC's School of Nursing as of _____ (date). The student is able to participate in
unrestricted functional activities essential to clinical nursing practice.

Date _____

Physician's Signature _____

(Print Name) _____

Address _____

Phone () _____

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

ADA COMPLIANCE STATEMENT

In compliance with the 1990 Americans with Disabilities Act (ADA), the School of Nursing does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or (3) being regarded as having such an impairment.

For the purposes of nursing program compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the program.

The nursing faculty endorses the recommendations of the Southern Council on Collegiate Education for Nursing (SCCEN) and adopts the “Core Performance Standards” for use by the program (see over). Each standard has an example of an activity that nursing students are required to perform to successfully complete the program. Each standard is reflected in the course objectives.

Admission to the program is not based on the core performance standards. Rather, the standards are used to assist each student in determining whether accommodations or modifications are necessary. The standards provide objective measures upon which students and faculty base informed decisions regarding whether students are “qualified” to meet requirements. Every applicant and student receives a copy of the standards.

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete nursing program course work, the student is encouraged to contact the staff in Disabled Student Services in Administration #121 on the Riverside Campus or call 222-8060 (City Campus), 372-7070 (Norco), 485-6138 (Moreno Valley) or 222-8062 (TDD). Disabled Student Services staff will review concerns and determine with the student and nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Statement of Awareness*

I have read the above ADA Compliance Statement and have received a copy of the Core Performance Standards which identify the essential eligibility requirements for participation in the nursing program.

Signature

Date

* Read, sign and return one copy. Keep the second copy for your record.

RIVERSIDE CITY COLLEGE
School of Nursing

Functional Abilities Essential For Nursing Practice
Essential Eligibility Requirements for Participation in the Nursing Program

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in the nursing program.

CATEGORY

DESCRIPTION

EXAMPLES OF NECESSARY ACTIVITIES
(not all inclusive)

Gross Motor Skills

Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

Fine motor skills sufficient to perform manual psychomotor skills.

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

Physical stamina sufficient to perform client care activities for entire length of work role.

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movement (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES</u> (not all inclusive)
Physical Strength	Physical strength sufficient to perform full range of required client care activities.	Physical Strength Push and pull 25 pounds (e.g., position clients) Support 25 pounds of weight (e.g., ambulate client) Lift 25 pounds (e.g., pick up a child, transfer client) Move light objects weighing up to 10 pounds (e.g., IV poles) Move heavy objects weighing from 11 to 50 pounds Defend self against combative client Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)
Mobility	Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.	Mobility Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.	Hearing Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES</u> (not all inclusive)
Visual	Visual ability sufficient for accurate observation and performance of nursing care.	<p>See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)</p> <p>See objects up to 20 feet away (e.g., client in a room)</p> <p>See objects more than 20 feet away (e.g., client at end of hall)</p> <p>Use peripheral vision</p> <p>Distinguish color (e.g., color codes on supplies, charts, bed)</p> <p>Distinguish color intensity (e.g., flushed skin, skin paleness)</p>
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	<p>Feel vibrations (e.g., palpate pulses)</p> <p>Detect temperature (e.g., skin, solutions)</p> <p>Feel differences in surface characteristics (e.g., skin turgor, rashes)</p> <p>Feel differences in sizes, shapes (e.g., palpate vein, identify body and marks)</p> <p>Detect environmental temperature (e.g., check for drafts)</p>
Smell	Olfactory ability sufficient to detect significant environmental and client odors.	<p>Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)</p> <p>Detect smoke</p> <p>Detect gases or noxious smells</p>
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.	<p>Read and understand written documents (e.g., policies, protocols)</p>

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES</u> (not all inclusive)
Arithmetic	<p>Arithmetic ability sufficient to do computations at a minimum of an eighth–grade level. It includes the following three concepts:</p> <p>Counting: the act of enumerating or determining the number of items in a group.</p> <p>Measuring: the act or process of ascertaining the extent, dimensions or quantity of something.</p> <p>Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.</p>	<p>Arithmetic competence</p> <p>Read and understand columns of writing (flow sheet, charts)</p> <p>Read digital displays</p> <p>Read graphic printouts (e.g., EKG)</p> <p>Calibrate equipment</p> <p>Convert numbers to and/or from the Metric System</p> <p>Read graphs (e.g., vital sign sheets)</p> <p>Tell time</p> <p>Measure time (e.g., count duration of contractions, etc.)</p> <p>Count rates (e.g., drips/minute, pulse)</p> <p>Use measuring tools (e.g., thermometer)</p> <p>Read measurement marks (e.g., measurement tapes, scales, etc.)</p> <p>Add, subtract, multiply, and/or divide whole numbers</p> <p>Compute fractions (e.g., medication dosages)</p> <p>Use a calculator</p> <p>Write numbers in records</p>
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.	<p>Emotional Stability</p> <p>Establish therapeutic boundaries</p> <p>Provide client with emotional support</p> <p>Adapt to changing environment/stress</p> <p>Deal with the unexpected (e.g., client going bad, crisis)</p> <p>Focus attention on task</p> <p>Monitor own emotions</p> <p>Perform multiple responsibilities concurrently</p> <p>Handle strong emotions (e.g., grief)</p>
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.	<p>Analytical Thinking</p> <p>Transfer knowledge from one situation to another</p> <p>Process information</p> <p>Evaluate outcomes</p> <p>Problem solve</p> <p>Prioritize tasks</p> <p>Use long term memory</p> <p>Use short term memory</p>

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES</u> (not all inclusive)
Critical Thinking Skills	Critical thinking ability sufficient to exercise sound nursing judgment.	Critical Thinking Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.	Interpersonal Skills Negotiate interpersonal conflict Respect differences in clients Establish rapport with clients Establish rapport with co-workers
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.	Communication Skills Teach (e.g., client/family about health care) Explain procedures Give oral reports (e.g., report on client's condition to others) Interact with others (e.g., health care workers) Speak on the telephone Influence people Direct activities of others Convey information through writing (e.g., progress notes)

If you believe that you cannot meet one or more of these standards without accommodations or modifications, you are encouraged to contact the staff in Disabled Student Services in Administration 121 on the Riverside Campus or call 222-8060 (City Campus), 371-7070 (Norco), 485-6138 (Moreno Valley) or 222-8063 (TDD). Disabled Student Services staff are available to review concerns and determine with you and the nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Validation Study: Functional Abilities Essential for Nursing Practice. National Council of State Boards of Nursing, Inc. 1996.
*Adopted from the Southern Council on Collegiate Education for Nursing (SCCEN), 1993

93, 8/97, 1/98, 6/99

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

INCOMPLETE HEPATITIS B IMMUNIZATION SERIES

I, _____, the undersigned, hereby affirm that I have been informed of the OSHA requirement that all personnel who will be treating patients must have the Hepatitis B immunization series. I am a student nurse who will be participating in clinical rotations at various hospitals in the Riverside City College, and I will be treating patients. I acknowledge that I have been advised of this requirement, however, my Hepatitis B series is incomplete at this time. I, hereby, release from responsibility, Riverside City College and its clinical health care facilities/hospitals, employees and agents from any and all claims, or causes of action arising out of this decision.

Signature

Date

Witness

Date