

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 1-6)

WEEK 1		WEEK 2		WEEK 3	
Theory Content	Required Curriculum Content Hrs.	Theory Content	Required Curriculum Content Hrs.	Theory Content	Required Curriculum Content Hrs.
Introduction Anatomical Terms Cells Osmosis Tissues Skin	A/P 9	Skeleton, Muscles Nervous System Study Techniques Learning and Listening	A/P N50F N50F N50F 1.5	Circulation Heart Anatomy and Physiology Arteries, Veins Written and Oral Reports	A/P N50C N50C N50F N50NP 1 4 1
Introduction Orientation to College and VN Program	N50F 6	Professional Behavior	N50F 1	Healthcare Facilities The Nursing Team Nursing Process	N50F N50NP 1

CLINICAL: NONE	CLINICAL: NONE	CLINICAL: NONE
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LEGEND

A/P Anatomy and Physiology 10 (Survey of Human Anatomy and Physiology)

Nursing 50

N50C Communication

N50F Nursing Fundamentals

N50PE Patient Education

N50NP Nursing Process

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 1-6)

WEEK 4		WEEK 5		WEEK 6	
Theory Content	Required Curriculum Content	Theory Content	Required Curriculum Content	Theory Content	Required Curriculum Content
	Hrs.		Hrs.		Hrs.
Lymphatics Blood Respiration Digestion	A/P 9	Urinary System Reproduction	A/P 9	Endocrine System Final Exam	A/P 9
Your Client	N50F 6	Ethical and Legal Responsibilities Communication	N50F 3 N50C 3	Concepts of Patient Education	N50PE 1 N50F 5
CLINICAL: NONE		CLINICAL: NONE		CLINICAL: NONE	

LEGEND

A/P Anatomy and Physiology 10 (Survey of Human Anatomy and Physiology)

Nursing 50

N50C

N50F

N50PE

N50NP

Communication
Nursing Fundamentals
Patient Education
Nursing Process

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 7				WEEK 8			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED	HOURS
N51	Introduction Current Nutritional Concerns	NT	1.75	N51	Nutritional Assessment: Culture/Lifestyle	NT	1.75
N51	Introduction Health/Illness Concepts	FUN	1.75	N51	Stress/Body Defenses	FUN	1.75
N52	Introduction Patient Environment: Safety Medical Asepsis Communication	FUN FUN CD COM	1 1 1 1	N52	Body Mechanics, ROM Complications of Immobility	FUN RN	2 2
N60	Nurse-Client Relationship	PSY	1.5	N60	Principles of Communication	PSY	1.5
Psych. 9	Overview of Life Span Research Methods	G/D	3.5	Psych. 9	Theories of Development	G/D	3.5
SKILLS LAB				SKILLS LAB			
Safety				Hrs.			
AIDS, Standard Precautions Professional Expectations				8			
				Medical Asepsis and Handwashing Equivalencies, Dosage Calculation			
				3			
CLINICAL				CLINICAL			
Fundamentals (Clinical placement in SNF or acute care)				Hrs.			
				11			

KEY

A/P Anatomy and Physiology
 FUN Nursing Fundamentals
 G/D Growth and Development
 M/S Medical-Surgical Nursing
 PSY Psychology
 NT Nutrition

COM Communication
 NP Nursing Process
 PE Patient Education
 CD Communicable Diseases
 RN Rehabilitation Nursing
 LD Leadership

SUP Supervision
 MAT Maternity
 PHA Pharmacology
 PED Pediatric Nursing
 GER Gerontological Nursing

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 9				WEEK 10			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	Food Management/Safety	NT	1.75	N51	Function of Food Daily Nutritional Needs	NT	1.75
N51	Wound Healing	FUN	1.75	N51	Immunity Autoimmunity	FUN	1.75
N52	Bedmaking, Hygiene	FUN CD	3 1	N52	Vital Signs	FUN	4
N60	Therapeutic Communication Blocks to Communication	COM	1.5	N60	Loss and Grief	PSY COM	0.5 1
Psych. 9	Defense Mechanisms and Other Coping Mechanisms	G/D	3.5	Psych. 9	Prenatal Development	G/D	3.5

SKILLS LAB	Hrs.	SKILLS LAB	Hrs.
Body Mechanics 8		Assessment Vital Signs	8

CLINICAL	Hrs.	CLINICAL	Hrs.
Fundamentals	11	Fundamentals	11

KEY

A/P	Anatomy and Physiology	COM	Communication	SUP	Supervision
FUN	Nursing Fundamentals	NP	Nursing Process	MAT	Maternity
G/D	Growth and Development	PE	Patient Education	PHA	Pharmacology
M/S	Medical-Surgical Nursing	CD	Communicable Diseases	PED	Pediatric Nursing
PSY	Psychology	RN	Rehabilitation Nursing	GER	Gerontological Nursing
NT	Nutrition	LD	Leadership		

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 11				WEEK 12			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED	HOURS
N51	Digestion and Absorption Energy Metabolism	NT	1.75	N51	Carbohydrates, Fats	NT	1.75
N51	Allergic Responses	FUN	1.75	N51	Infectious Processes	FUN	1.75
N52	Feeding, I & O Parenteral Therapy	FUN NT PHA	2 2 4	N52	Elimination	FUN GER CD	2 1 1
N60	Overview of Nursing Process	NP	1.5	N60	Assessment	NP	1.5
Psych. 9	The Newborn's World	G/D	3.5	Psych. 9	Fundamentals of Physical Growth Cognition/Knowing: Language	NUT G/D	2 1.5
SKILLS LAB				SKILLS LAB			
Hrs.				Hrs.			
Bedmaking, Meeting Hygiene Needs				Feeding and Intake Elimination			
4				8			
CLINICAL				CLINICAL			
Hrs.				Hrs.			
Fundamentals				Fundamentals			
11				11			

KEY
A/P
FUN
G/D
M/S
PSY
NT

Anatomy and Physiology
Nursing Fundamentals
Growth and Development
Medical-Surgical Nursing
Psychology
Nutrition

COM
NP
PE
CD
RN
LD
Communication
Nursing Process
Patient Education
Communicable Diseases
Rehabilitation Nursing
Leadership

SUP
MAT
PHA
PED
GER
Supervision
Maternity
Pharmacology
Pediatric Nursing
Gerontological Nursing

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 13				WEEK 14			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	Proteins, Vitamins	NT	1.75	N51	Nutrition in Healthcare Hospital Diets	NT	1.75
N51	Infectious Processes	FUN CD	0.75 1	N51	Shock	FUN	1.75
N52	Assessment Documentation	FUN GER NP	2 1 1	N52	Nursing Care of the Older Adult	GER	4
N60	Analysis	NP	1.5	N60	Planning	NP	1.5
Psych. 9	Personality: Person Social Interaction	G/D	3.5	Psych. 9	Family Nutrition	N/T	3.5

SKILLS LAB	Hrs.	SKILLS LAB	Hrs.
Observation and Documentation Assessment (continued)	8	Assisting with the Physical Exam Using the Medical Record to Develop the Plan of Care	8

CLINICAL	Hrs.	CLINICAL	Hrs.
Fundamentals	11	Fundamentals	11

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**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 15				WEEK 16			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	Nutrition in Healthcare Hospital Diets	NT	1.75	N51	Fluids/Electrolytes	NT	1.75
N51	Shock (cont.)	FUN	1.75	N51	Resp/Circ Disturbances	FUN	1.75
N52	Introduction to Pharmacology Administration of Oral and Topical Medications	PHA	8	N52	Administration of Parenteral Medications	PHA	4
N60	Implementation	NP	1.5	N60	Evaluation Quality Assurance	NP	1.5
Psych. 9	Cognition: Thinking and Reasoning	G/D	3.5	Psych. 9	School Age Adolescence	G/D	3.5

SKILLS LAB	Hrs.	SKILLS LAB	Hrs.
Applying the Nursing Process to Care for the Older Adult Client	4	Introduction to Administration of Medications Administration of Oral Medications	8

CLINICAL	Hrs.	CLINICAL	Hrs.
Fundamentals	11	Fundamentals	11

KEY	CLINICAL	SKILLS LAB	CLINICAL
A/P	Anatomy and Physiology	COM	Communication
FUN	Nursing Fundamentals	NP	Nursing Process
G/D	Growth and Development	PE	Patient Education
M/S	Medical-Surgical Nursing	CD	Communicable Diseases
PSY	Psychology	RN	Rehabilitation Nursing
NT	Nutrition	LD	Leadership
		SUP	Supervision
		MAT	Maternity
		PHA	Pharmacology
		PED	Pediatric Nursing
		GER	Gerontological Nursing

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 17				WEEK 18			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	F/E Balance	FUN	1.75	N51	F/E Imbalance	FUN	1.75
N51	Urinary Disturbances	FUN	1.75	N51	Abnormal Cell Growth	FUN	1.75
N52	Specimens/Lab Tests	FUN PE	3 1	N52	Bandages, Binders Restraints Surgical Asepsis	FUN PHA FUN	1 1 2
N60	Dynamics of Self-Growth Self-Assessment: Personal Growth	PSY NP	1 0.5	N60	Final Exam	NP PSY COM	0.5 0.5 0.5
Psych. 9	Intellectual/Moral Development	G/D	3.5	Psych. 9	Early and Middle Adulthood	G/D	3.5

SKILLS LAB	Hrs.	SKILLS LAB	Hrs.
Administration of Parenteral Medications Transmission-Based Precautions	8	Specimens/Lab Tests Bandages, Binders, Restraints	8

CLINICAL	Hrs.	CLINICAL	Hrs.
Fundamentals	11	Fundamentals Begin Medication Administration	11

KEY	CLINICAL	SKILLS LAB	CLINICAL
A/P	Anatomy and Physiology	COM	Communication
FUN	Nursing Fundamentals	NP	Nursing Process
G/D	Growth and Development	PE	Patient Education
M/S	Medical-Surgical Nursing	CD	Communicable Diseases
PSY	Psychology	RN	Rehabilitation Nursing
NT	Nutrition	LD	Leadership
		SUP	Supervision
		MAT	Maternity
		PHA	Pharmacology
		PED	Pediatric Nursing
		GER	Gerontological Nursing

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 19			WEEK 20				
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	Acid/Base Balance	FUN	1.75	N51	Lifecycle and Nutrition	NT	1.75
N51	Abnormal Cell Growth (cont.)	FUN	1.75	N51	Genetic Concepts	FUN	1.75
N52	Irrigation of Body Cavities	FUN PHA CD	2 1 1	N52	Application of Heat and Cold Admission and Discharge	FUN PE	3 1
Psych. 9	Later Adulthood	GER	3.5	Psych. 9	Death and Dying End of Life	G/D	3.5

SKILLS LAB	Hrs.	SKILLS LAB	Hrs.
Surgical Asepsis 8		Irrigation of Body Cavities Heat and Cold	8

CLINICAL	Hrs.	CLINICAL	Hrs.
Fundamentals	11	Fundamentals	11

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PSY Psychology
NT Nutrition

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GER Gerontological Nursing

COM Communication
NP Nursing Process
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RN Rehabilitation Nursing
LD Leadership

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 7-22)**

WEEK 21				WEEK 22			
COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS	COURSE	THEORY	REQUIRED CURRICULUM CONTENT	HOURS
N51	Lifecycle and Nutrition (cont.)	NT	1.75	N51	Final Exam	NT	1
N51	Hereditary Processes	FUN	1.75	N51	Final Exam	FUN	0.5
N52	Assisting with the Physical Exam	FUN	4	N52	Final Exam	FUN	4
Psych. 9	Community Issues	G/D	3.5	Psych. 9	Final Exam	G/D NUT GER	0.5 0.5 0.5
SKILLS LAB				SKILLS LAB			
Admission and Discharge Using Assessment Skills to Assist with the PE				Fundamentals Agency Reports			
Hrs. 8				Hrs. 8			
CLINICAL				CLINICAL			
Fundamentals				Fundamentals			
Hrs. 11				Hrs. 11			

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 FUN Nursing Fundamentals
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 MAT Maternity
 PHA Pharmacology
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**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 23-28)**

WEEK 23		WEEK 24		WEEK 25	
Course	Theory Content Hrs.	Course	Theory Content Hrs.	Course	Theory Content Hrs.
N61P	Introduction to Nursing Care of the Child 4	N61P	Preventive Pediatrics Unique Aspects of Pediatrics 3	N61P/PE	Disorders and Care of the Infant 3/1
N61M	Introduction to Nursing Care of the Pre, Ante, and Postpartal Woman and Newborn 4	N61N	Nutritional Influence on Child Health and Illness 1	N61N	Nutritional Deficiencies 1
		N61M/Ph/PE	Reproduction Prenatal Care 5/1/1	N61M/Ph	Prenatal Care (Cont.) Labor and Delivery 5/1
CLINICAL		CLINICAL		CLINICAL	
Maternity Nursing		Maternity Nursing		Maternity Nursing	
25		22		22	

KEY

Nursing 61
 N61N Nutrition
 N61P Pediatric Nursing
 N61 Ph Pharmacology
 N61M Maternity Nursing
 N61CD Communicable Diseases
 N61PE Patient Education

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 23-28)

WEEK 26		WEEK 27		WEEK 28	
Course	Theory Content	Course	Theory Content	Course	Theory Content
N61P/Ph	Toddler	N61P/Ph/CD	Preschooler	N61P/Ph/ N/CD and Adolescent	School Age Child
N61M/N	Labor and Delivery	3/2/1			2/2/1/1
(Cont.)	Postnatal Care	N61M	Postnatal Care	N61M/Ph/NH	High Risk Infant
		(Cont.)	Neonatal Period		3/1/1

CLINICAL	Hrs.	CLINICAL	Hrs.	CLINICAL	Hrs.
Pediatric Nursing	22	Pediatric Nursing	22	Pediatric Nursing	22

KEY

Nursing 61
 N61N Nutrition
 N61P Pediatric Nursing
 N61Ph Pharmacology
 N61M Maternity Nursing
 N61CD Communicable Diseases
 N61PE Patient Education

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 29-44)

WEEK 32		WEEK 33		WEEK 34	
Course	Theory Content	Hrs.	Course	Theory Content	Hrs.
N62M/S/P/PE	Pain Management Upper GI Disorders	5.5/2/0.5	N62M/S/P/PE/R	Diabetes Mellitus Intestinal and Rectal Disorders	3.5/2/0.5/2
N63P	Legislation Concerning Mental Illness	2.25	N63P	Symptoms of Mental Dysfunction	2.25
			N62M/S/N/P	Diabetes Mellitus (Cont.) Disorders of the Liver, Gallbladder, Pancreas	6/1/1
			N63C/P	Principles of Mental Health Nursing	2/0.25
CLINICAL		Hrs.	CLINICAL		Hrs.
Medical-Surgical Mental Health		17 5	Medical-Surgical Mental Health		17 5

KEY

Nursing 62	Nursing 63
N62N	N63N
N62P	N63PH
N62M/S	N63P
N62CD	N63C
N62PE	N63PE
N62R	
Nutrition	Nutrition
Pharmacology	Pharmacology
Medical-Surgical Nursing	Psychology
Communicable Diseases	Communication
Patient Education	Patient Education
Rehabilitation Nursing	

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 29-44)**

WEEK 35		WEEK 36		WEEK 37	
Course	Theory Content	Hrs.	Course	Theory Content	Hrs.
N62M/S/N/ P/CD	Thyroid and Parathyroid Gland Disorders GI Cancer, Ostomies	5/1/1/1	N62M/S/P	Adrenal Gland Disorders Female Reproductive System Disorders	7/1
N63P	Treatment of	2.25	N63PH/P	Chemotherapy for Mental Dysfunction	2/0.25
	Illness	Mental			
				Pituitary Gland Disorders Breast Disease	6/1/1/1
				Abnormal Behavior Patterns: Overview, DSM-III R	2.25
CLINICAL		Hrs.	CLINICAL		Hrs.
Medical-Surgical Mental Health		17 5	Medical-Surgical Mental Health		17 5

KEY

Nursing 62
N62N Nutrition
N62P Pharmacology
N62M/S Medical-Surgical Nursing
N62CD Communicable Diseases
N62PE Patient Education
N62R Rehabilitation Nursing

Nursing 63
N63N Nutrition
N63PH Pharmacology
N63P Psychology
N63C Communication
N63PE Patient Education

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 29-44)

WEEK 38		WEEK 39		WEEK 40	
Course	Theory Content	Hrs.	Course	Theory Content	Hrs.
N62M/S/P	Male Reproductive System Disorders Integumentary System	7/1	N62M/S/N/ P/R Disorders	Urinary System P/R Disorders	5/1/1/1
N63P	Withdrawal	2.25	N63P	Depression Bipolar Disorder	2.25
N62M/S/	Urinary System N/P Disorders (cont.)	6/1/1	N63P	Anxiety Responses Attention Deficit Disorder	2.25

CLINICAL		CLINICAL		CLINICAL	
Course	Hrs.	Course	Hrs.	Course	Hrs.
Medical-Surgical Mental Health 5	17	Medical-Surgical Mental Health 5	16	Medical-Surgical Mental Health 5	17

KEY

Nursing 62	Nursing 63
N62N Nutrition	N63N Nutrition
N62P Pharmacology	N63PH Pharmacology
N62M/S Medical-Surgical Nursing	N63P Psychology
N62CD Communicable Diseases	N63C Communication
N62PE Patient Education	N63PE Patient Education
N62R Rehabilitation Nursing	

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 29-44)

WEEK 41 Theory		WEEK 42 Theory		WEEK 43 Theory	
Course	Content	Hrs.	Course	Content	Hrs.
N62M/S/P	Renal Failure	7/1	N62M/S/	Orthopedic P/R Conditions	5/1/2
N63P/N	Personality Disorders Eating Disorders	1.25/1		Introduction to Respiratory System Disorders	
			N63P/PE	Substance Abuse	1.25/1
			N63P	Suspiciousness	2.25

CLINICAL		CLINICAL		CLINICAL	
Course	Content	Hrs.	Course	Content	Hrs.
N62M/S/P	Medical-Surgical	17	N62M/S/	Medical-Surgical	17
N63P/N	Mental Health	5	N63P/PE	Mental Health	5

KEY

24-5- Nursing 62

N62N Nutrition
 N62P Pharmacology
 N62M/S Medical-Surgical Nursing
 N62CD Communicable Diseases
 N62PE Patient Education
 N62R Rehabilitation Nursing

Nursing 63

N63N Nutrition
 N63PH Pharmacology
 N63P Psychology
 N63C Communication
 N63PE Patient Education

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 29-44)**

WEEK 44		
Course	Theory Content	Hrs.
N62M/S/ N63P	Connective Tissue P/R Disorders Chest Surgery Organic Causes of Mental Dysfunction Mental Retardation	4/2/2 2.25

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CLINICAL	Hrs.
Medical-Surgical	17
Mental Health	5

KEY

Nursing 62
N62N Nutrition
N62P Pharmacology
N62M/S Medical-Surgical Nursing
N62CD Communicable Diseases
N62PE Patient Education
N62R Rehabilitation Nursing

Nursing 63
N63N Nutrition
N63PH Pharmacology
N63P Psychology
N63C Communication
N63PE Patient Education

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 45-52)**

WEEK 45		WEEK 46		WEEK 47	
Course	Theory Content	Hrs.	Course	Theory Content	Hrs.
N71M/S/ P/CD	Allergic Disorders Upper Respiratory Tract Disorders Blood and Lymph Disorders	10/1/1	N71M/S/ N/P	Lower Respiratory Tract Disorders Respiratory Insufficiency and Failure Peripheral Vascular and Circulatory Conditions	10/1/1
			N70P	Dynamics of Group Process	3
			N70M/S	Patterns of Nursing Care Delivery	1
			N71M/S/ N/P	Acutely Ill Client Coronary Artery Disease Assessment/ Diagnosis of Nervous System Disorders	6/1/1

CLINICAL	Hrs.	CLINICAL	Hrs.	CLINICAL	Hrs.
Medical-Surgical	26	Medical-Surgical	26	Medical-Surgical	26

KEY

- Nursing 70**
 N70P Psychology
 N70M/S Medical-Surgical Nursing
 N70L Leadership
 N70S Supervision

- Nursing 71**
 N71/N Nutrition
 N71P Pharmacology
 N71M/S Medical-Surgical Nursing
 N71CD Communicable Diseases
 N71PE Patient Education
 N71R Rehabilitation Nursing

WEEKLY CORRELATION OF THEORY & CLINICAL (WEEKS 45-52)

WEEK 48			WEEK 49			WEEK 50		
Course	Theory Content	Hrs.	Course	Theory Content	Hrs.	Course	Theory Content	Hrs.
N70M/S	Employer and Employee Expectations	3	N70L/S	Leadership and Supervision Skills Ethical and Legal Aspects	2/2	N71M/S/	Heart: Valvular N/P Disorders, Surgery	1/1/2
N70L	Management of Groups of Clients	1	N71M/S/ N/P/R	Complications of MI Cerebrovascular Disease	4/1/1/2	N71M/S/	Head and Spinal PE/R Cord Injuries	1/1/2
N71M/S/	Hypertension, MI N/P/PE	4/1/1/1						
N71M/S/	Infectious and CD Degenerative Nervous System Disorders	4/1						

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CLINICAL	Hrs.	CLINICAL	Hrs.	CLINICAL	Hrs.
Medical-Surgical	26	Medical-Surgical	26	Medical-Surgical	26

KEY

Nursing 70
 N70P Psychology
 N70M/S Medical-Surgical Nursing
 N70L Leadership
 N70S Supervision

Nursing 71
 N71/N Nutrition
 N71P Pharmacology
 N71M/S Medical-Surgical Nursing
 N71CD Communicable Diseases
 N71PE Patient Education
 N71R Rehabilitation Nursing

**WEEKLY CORRELATION OF THEORY & CLINICAL
(WEEKS 45-52)**

WEEK 51		WEEK 52	
Course	Theory Content	Course	Theory Content
N71M/S/P	Dying Client CHF, PE Visual and Hearing Impairment	N70M/S	Career Opportunities and Responsibilities
	Hrs. 11/1		Hrs. 6

CLINICAL	Hrs.	CLINICAL	Hrs.
Medical-Surgical	26	Medical-Surgical	7

- KEY**
- | | |
|---|--|
| Nursing 70
N70P Psychology
N70M/S Medical-Surgical Nursing
N70L Leadership
N70S Supervision | Nursing 71
N71/N Nutrition
N71P Pharmacology
N71M/S Medical-Surgical Nursing
N71CD Communicable Diseases
N71PE Patient Education
N71R Rehabilitation Nursing |
|---|--|

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

TERMINAL OBJECTIVES (LEARNING OUTCOMES): VOCATIONAL NURSING PROGRAM

Based on the nature of man, the stages of his life cycle and respecting his individual differences, the graduate of the Riverside City College Vocational Nursing Program will be a:

I. Provider of Care

Under the direction of the registered professional nurse, apply critical thinking as the basis for using the nursing process to assist clients with common, well defined health illness needs.

- A. Assess clients and communicate information that contributes to the nursing data base.
- B. Applying knowledge of Maslow's hierarchy of human needs and Erikson's stages of growth and development, participate in the development of the plan of care using established nursing diagnoses for clients with common, well defined health illness needs.
- C. Using fundamental biopsychosocial principles, perform basic therapeutic and preventive nursing measures.
 - 1. Use basic therapeutic communication techniques which promote positive relationships with clients, families, and multidisciplinary healthcare team members.
 - 2. Perform basic health teaching during routine care as directed by the professional nurse to clients with common, well defined health illness needs.
 - 3. Organize nursing care measures to give appropriate care to individual and/or multiple clients by prioritizing client(s) needs and implementing interventions.
 - 4. Collaborate with healthcare team members to deliver holistic nursing care.
- D. Participate in evaluating the nursing care given and in modifying the plan of care as appropriate.
- E. Using collaboration, provide leadership and supervision to unlicensed assistive personnel to whom tasks have been delegated.
- F. Serve as an advocate for client rights, while ensuring client confidentiality at all times.
- G. Demonstrate competence with current technologies.

II. Member Within the Discipline of Nursing

Function as a member of the healthcare team by:

- A. Evaluate and demonstrate accountability for own performance according to ethical-legal standards and role of the vocational nurse in the healthcare delivery system.
- B. Seek assistance as necessary to ensure that appropriate nursing standards are maintained.
- C. Assess own knowledge and skills level to determine need for on-going study and participate in continuing nursing education in a changing health field.
- D. Within professional boundaries, demonstrate caring behaviors toward peers and other members of the multidisciplinary healthcare team.
- E. Acknowledge the responsibility of nurses to contribute to the profession of nursing through participation on committees and in organizations.

10/61; Revised: 8/67; 4/77; 10/81; 4/82; 12/8/82; 6/8/87; 5/90; 10/90;
11/90; 11/91; 5/92; 8/97; 9/97; 1/00; 6/00; 7/00; 12/03; 8/07

STANDARDS AND EXPECTATIONS

1. Students are expected to attend each class session. The attendance policy of the Vocational Nursing Program will be followed.
2. If a student misses a VN Program class, it is his/her responsibility to obtain the lecture notes, assignment, and handouts. Assignments and handouts may be obtained from the instructor in the office.

Students are required to make an appointment with the instructor after each absence to obtain makeup assignments.
3. Students are expected to be to class on time. Attendance will be taken promptly on the hour. Anyone who does not sign the attendance sheet or who does not answer roll call will be marked absent unless the student informs the instructor after class that he/she was present and why he/she was late. An excessive record of tardiness may be cause for being dropped.
4. The student is invited to make an appointment with the instructor to discuss any questions or problems related to this nursing course or to the VN Program. Students may also see the instructor for “drop-in” conferences.

Any student with low grades in Nursing 51 is encouraged to make an appointment with the instructor to identify problem areas and to discuss ways in which to improve. The instructor may initiate a conference with a student to discuss problems with grades or other nursing course issues.
5. Test grades will be posted on WebCT. Please feel free to ask the instructor to explain your grade. Test reviews will be scheduled.
6. All quizzes/exams/tests, written work, and make-up work must be completed in order to receive a passing grade in a VN Program course.
7. The VN Program policies for make-up of tests and missed objectives will be followed.
8. The student is encouraged to attend test reviews. Students are encouraged to use the “Objective Exam Analysis Worksheet” to assess their test taking skills.
9. Tests (including Par SCORE answer sheets and computer printouts) are considered secured items. They are NEVER to be removed from the classroom. They are to be returned to the instructor.
10. Final course grades will be posted on WebAdvisor.

DO NOT CALL THE SECRETARY OR INSTRUCTOR(S) FOR GRADES.
11. No books or notes will be permitted in the room during the final exam. Purses and bags will be closed and under the seat.
12. Grading of Tests, Written Assignments, and Nursing Care Plans

The standard of the Nursing Programs is to return grades within ten working days of the due date. This standard also applies to providing a response to requests made by students.

While every effort is made to provide responses sooner, students should be aware that circumstances may necessitate using the entire ten days.

13. Channels of Communication

The success of our students and the quality of their experiences in the nursing program are of the utmost importance to nursing faculty. We take very seriously our commitments to you regarding fair and equitable treatment, interesting and pertinent theory classes, and clinical assignments which prepare students for the administration of competent nursing care.

Should you ever have a concern related to your education, we hope you will tell us about it so that we can continue to improve. In so doing, you are expected to follow the appropriate channels of communication. This means that you would first discuss the matter with the involved faculty member and work toward mutually agreeable resolution of the problem. If this first step does not produce a satisfactory outcome, the program chairperson is consulted next, followed by the Dean/Director of School of Nursing. Use the organizational chart (located in the Student Handbook) to determine further resources for problem resolution.

14. Written Assignments

- a. Material must be summarized in student's own words. Verbatim copying will receive no credit.
- b. If a journal article is being summarized, a copy of the article must be submitted with the report.
- c. Points will be deducted for spelling, grammatical, and APA format errors.
- d. All reports must be typed or word processed.
- e. Each report will have a title page that is prepared according to APA format.
- f. Late papers will not be accepted for a grade.

15. Calculators will be provided for use during exams.

16. A missed quiz/test/exam will be made up according to the VN Program policy.

17. No audible electronic devices (telephone, pager etc.) are allowed in class.

18. No eating or drinking in the classroom, with the exception of water.

19. No hats or earphones are to be worn during exams.

GENERAL POLICIES

1. Tests, exams, and quizzes will be discarded three weeks after distribution of grades. If you wish to review your test, please see the instructor in her office during those three weeks.
2. Final course grades will be posted on WebAdvisor.

DO NOT CALL THE SECRETARY OR INSTRUCTOR(S) FOR GRADES.

3. Tests (including ParSCORE answer sheets and computer printouts) are considered secured items. They are **NEVER** to be removed from the School of Nursing office area. They are to be returned to the instructor. **DO NOT LEAVE IN THE MAILBOX OUTSIDE THE INSTRUCTOR'S DOOR.**
4. Written Assignments
 - a. Material must be summarized in student's own words. Verbatim copying will receive no credit.
 - b. If a journal article is being summarized, a copy of the article must be submitted with the report.
 - c. Points will be deducted for spelling and grammatical errors.
 - d. Each report should have a cover page which identifies:
 1. name of assignment
 2. student
 3. date
 4. course number
5. Calculators will be provided for dosage calculation problems on tests/exams.
6. Please follow the guidelines below regarding personal possessions in testing situations.
 - a. Textbooks, notebooks, and class notes will be placed at the front of the room.
 - b. Purses and other bags must be fastened closed and under the chair or desk.
7. All quizzes/exams/tests, written work, and make-up work must be completed in order to receive a passing grade in a VN Program course.
8. Grading of Tests, Written Assignments, and Nursing Plans of Care

The standard of the School of Nursing is to return grades within ten working days of the due date. This standard also applies to providing a response to requests made by students.

While every effort is made to provide responses sooner, students should be aware that circumstances may necessitate using the entire ten days.

9. Channel of Communication

The success of our students and the quality of their experiences in the nursing program are of the utmost importance to nursing faculty. We take very seriously our commitments to you regarding fair and equitable treatment, interesting and pertinent theory classes, and clinical assignments which prepare students for the administration of competent nursing care.

Should you ever have a concern related to your education, we hope you will tell us about it so that we can continue to improve. In so doing, you are expected to follow the appropriate channels of communication. This means that you would first discuss the matter with the involved faculty member and work toward mutually agreeable resolution of the problem. If this first step does not produce a satisfactory outcome, the program chairperson is consulted next, followed by the Director of Nursing Education Programs. Use the organizational chart (located in the Student Handbook) to determine further resources for problem resolution.

10. No audible electronic devices (phone, beeper, etc.) are permitted in the classroom or clinical area.

GENERAL RULES, REGULATIONS, AND INFORMATION

1. You are required to call the hospital unit and leave a message **PRIOR** to the beginning of the scheduled laboratory period if you will be late or absent. Obtain the name and position of the person with whom you leave the message. Failure to notify clinical facility of absence or lateness may result in a drop from the VN Program.
2. Guidelines regarding nails, hair, and jewelry must be followed in order to participate in hospital laboratory.
3. All missed quizzes and exams must be made-up. See policy for details.
4. It is recommended that students make a copy of all written materials submitted to nursing faculty.
5. The VN Program bulletin board in LS 207 should be checked daily. In compliance with BVNPT Rules and Regulations, policies are posed there. Also, other information may be communicated via a notice placed on the bulletin board or through the student's rcc.edu e-mail account.
6. Each VN student will be assigned a mailbox. Access to the mailbox is limited to the assigned student. Papers, tests, and communications may be placed in the student's mailbox.
7. Faculty offices: Each full-time faculty member has an office with a mailbox outside the door. Office hours are posted.
8. BVNPT Nursing Education Consultant for RCC: Cheryl Anderson.
9. Because of intense overcrowding at Riverside Community Hospital, we have been requested to use parking lots at the Riverside Community College campus and walk to the hospital.

Parking Lot "T" on Magnolia would be nearest, but it is small. Next closest is Parking Lot "A."
10. Calculators will be allowed for dosage calculations on any nursing quiz or examination. Math/dosage calculation competency is required. Sample dosage calculation problems will be included on each nursing quiz and examination.

NOTE: Calculators are not permitted on the Nursing Program Arithmetic Proficiency Examination. **CALCULATORS MAY NOT BE SHARED.**

11. Documentation of References (Bibliography): APA format (see textbook list for format for texts).

12. SCHOOL OF NURSING OFFICE HOURS

Unless otherwise posted the School of Nursing office hours are Monday-Friday, 8:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m. The office may be locked during the lunch hour (12:00 noon - 1:00 pm). Students needing to check their mailboxes and/or seeking instructors should do so during office hours.

13. APPOINTMENTS WITH FACULTY MEMBERS:

If students wish to make appointments to see their instructor, they should leave a note in his/her mailbox or sign up on the sheet posted outside his/her office door. Students are also invited to see full-time faculty during posted office hours.

14. AREAS OF CONCERN FOR NURSING STUDENTS

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

- a. The first group of concerns is related to physical and emotional fitness for the program. In brief this requires:
 1. A satisfactory physical condition: No medical limitations should be imposed on whatever physical activities the courses require. The record of the medical examination should indicate any physical or mental disabilities and any current or continuing therapy for the same. It should also include a statement that the student is able to engage in the course requirements with no activity limitations. A list of any prescribed medications should also be included.
 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 delaying entrance until this can be done. If in the course of the program, the student finds 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 prospective nurse. (A copy of Guidelines for Schools of Nursing adopted by the Board of Registered Nursing is included in this handbook).
- b. The second group of concerns is 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, care for families and a household, and meet the requirements of the program at the same time. Provision for adequate child care, including appropriate arrangements when illness occurs, is necessary.
 2. Transportation: Students must plan for transportation to on-campus classes and hospital laboratories. Travel to hospitals will be required two to four times a week.
 3. Schedules: Class schedules vary from semester to semester. In addition, study time and hospital visitation in preparation for nursing labs must be allowed for. Class, laboratory, study and travel time will require 30-40 hours or more per week. For example, a typical semester's schedule would include 22-40 hours of scheduled class and laboratory hours, a minimum of 12-15 hours of study and preparation time per week, plus travel time to and from your home and college or hospital. Students who require more study will, of course, require correspondingly more time.

15. 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.

16. TRANSPORTATION

Students are responsible for their own transportation to and from classes and clinical assignments. Travel to clinical agencies is required two to four times per week.

17. CPR CERTIFICATION

Each student must have a valid cardiopulmonary resuscitation card before starting the program. Current certification must be maintained for participation in clinical labs. There is no grace period.

18. 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 this insurance (to cover the student only in his/her nursing actions as a Riverside Community College student) at no cost to the student.

19. PETITIONS

It is against campus policy to circulate petitions in the classrooms. Please see the Dean of Students for the proper procedure.

20. GUIDELINES FOR PROBLEM RESOLUTION

The student experiencing a problem should:

- a. Approach the involved instructor to resolve the problem. If the student feels the problem is unresolved, then he/she should:
- b. See the Assistant Chairperson of the VN Program, who will counsel and assist the student in resolving the problem.
- c. If the student feels the problem remains unresolved, then he/she should contact the Dean, School of Nursing, who will counsel and assist the student to resolve the problem.
- d. If the problem is not resolved, contact the Dean of Instruction.
- e. If the problem is not resolved through the above process, and the student wishes to file a grievance, he/she should contact the Vice President of Academic Affairs and follow the Student Grievance Procedure (see Riverside Community College District Student Handbook and VN Program Grievance Procedure).

21. CLASSROOM POLICIES

There will be no smoking, eating or drinking in any of the classrooms. The only exception to this policy is a class demonstration/activity of the nutrition topic as related to instruction.

22. CLASS VISITORS

Visitors are not allowed in any nursing class. This includes family members (especially children) and friends. Please do not bring any guests to class, nor ask instructors/staff if this is acceptable.

23. MAILBOXES

Each student has an assigned mailbox with his/her name on it. The mailboxes are located in LS207.

Mailboxes are to be checked each day by student when on campus for messages, returned papers, announcements, etc.

Mailboxes for full-time faculty members are located outside the office door. Please ask the secretary to place written materials in the mailboxes of adjunct faculty. Student's written work and messages can be placed in their teacher's mailbox.

We ask that all students maintain the privacy and confidentiality of communications placed in student/faculty mailboxes.

24. BULLETIN BOARDS

Each class has a designated area on the large bulletin board in the lobby of LS207. Students are advised to watch their section of the board for announcements, assignments, grades, and other items of interest regarding their class. 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 ours, items of general interest, 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 LS203A is available for use by student nurse clubs and individuals or groups who have items of interest to display. Permission to use the display case can be obtained from the nursing secretary.

25. LOST AND FOUND

The College staff is not responsible for any loss of personal belongings. If articles are found, they are sent to the Lost and Found Department in the Office of College Police. (Suggestion: Student's name should be written in all textbooks. This eliminates any question regarding ownership of lost books).

26. 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:

- a. The School of Nursing's telephone number is 222-8406 in case of an emergency.
- b. A schedule of your clinical rotation, including the name of the instructors, names of the agencies, and telephone numbers of the agencies.

27. FINANCIAL AID PROCEDURE

- a. At the beginning of each year, the Financial Services Office takes applications for grants, scholarships, and loans for the following year. Please contact the Financial Services Officer for specific information regarding application for funds.
- b. Small amounts of money are available on an emergency basis for school-related needs, such as purchasing textbooks.

The Riverside Community College Nursing Faculty Student Loan Fund is available for students for short term, small loans to meet a financial emergency regarding school related expenses. This loan must be paid back within a given time frame. See Nursing Education Programs secretary for details of procedure.

28. ORGANIZATIONS FOR NURSING STUDENTS

- a. Associated Students of Riverside Community College

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.

- b. RCC - SNO (Student Nurses' Organization)

SNO is the Riverside Community College District Student Nurse Organization. The purposes of SNO are as follows:

1. To establish closer relationships between the student nurses and to learn to work together as a group.
2. To foster pre-professional attitudes toward the professional organization of nursing.
3. To inform RCC students of the resources available in the Riverside community through monthly programs.
4. To participate in the recruitment of students into nursing and the Student Nurse Organization.

This is the campus association for the student nurse. As such, it is active in planning activities and is the official liaison between faculty and students and encourages the students to begin participation in a professional nursing organization upon graduation.

Each class has a SNO representative. Representatives attend local and state nursing meetings and gather information from other schools of nursing to share with colleagues.

29. THE STUDENT BILL OF RIGHTS

- a. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- b. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom with responsibility.
- c. This institution has a duty to develop policies and procedures which provide and safeguard the student's freedom to learn.

- d. Under no circumstances should a student be barred from admission to this institution on the basis of race, creed, sex, or marital status.
- e. 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.
- f. 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.
- g. 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.
- h. The student should have the right to have a responsible voice in the determination of his/her curriculum.
- i. 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.
- j. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- k. Students should be allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their educational endeavors.
- l. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.
- m. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life.
- n. Disciplinary proceedings should be instituted only for violations 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.
- o. 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.
- p. Students have the right to belong or refuse to belong to any organization of their choice.
- q. 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.
- r. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

**SCHOOL OF NURSING
VOCATIONAL NURSING PROGRAM TEXTBOOK LIST**

NURSING 50 (Nursing 60 and 70)

Angrimson and Rowe. (2009-2010). *Nursing 50 study guide*. Riverside Community College District.

Board of Vocational Nursing and Psychiatric Technicians. *Vocational nursing practice act with rules and regulations*. Available at the BVNPT Website: <http://www.bvnpt.ca.gov>

Kurzen. (2009). *Contemporary practical/vocational nursing* (6th edition). Philadelphia: J. B. Lippincott Company.
ISBN 0-7817-8269-4

Supplemental:

Nugent and Vitale. (2008). *Test success: Test taking techniques for beginning nursing students* (5th edition). Philadelphia: F.A. Davis Company. ISBN 9780803618947

Sides. (1998). *Nurses guide to successful test-taking* (3rd edition). Philadelphia: J. B. Lippincott Company. ISBN 0-7817-9202-9

NURSING 51 (Nursing 62 and 71)

Rowe. (2009). *Nursing 51 study guide*. Riverside Community College District.

Nix. (2008). *Williams's basic nutrition and diet therapy* (13th edition). St. Louis: Mosby, Inc.
ISBN 9780323051996

Timby and Smith. (2007). *Introductory medical-surgical nursing* (9th edition). Philadelphia: J. B. Lippincott Company.
ISBN 0-7817-8032-2

Supplemental

Pathophysiology made incredibly easy. (2008). Philadelphia: Lippincott, Williams & Wilkins (4th edition). ISBN 0-7-8177912

NURSING 52 (Nursing 62 and 71)

Clayton, Bruce D. and Yvonne N. Stock. (2007). *Basic pharmacology for nurses* (Text/Student Learning Guide package) (14th edition). St. Louis: Mosby, Inc. ISBN 0-323-03559-0

Rowe and Reimer. (2009). *Nursing 52 lab manual*. Riverside Community College District.

Rowe, Phyllis. (2009). *Nursing 52 study guide*. Riverside Community College District.

Skills Supply Bag. Information in office or distributed at Acceptance Day.

Taylor, Lillis, LeMone. (2007). *Fundamentals of nursing* (6th edition). Philadelphia: J.B. Lippincott Company.
ISBN 0-7817-8157-4

Timby and Smith. (2007). *Introductory medical-surgical nursing* (9th edition). Philadelphia: J. B. Lippincott Company.
ISBN 0-7817-8032-2

VN student handbook. (2009-2010). Riverside Community College District. (Located on School of Nursing Web site)

*It is suggested that each student purchase a review book. Some texts have Web site review resources. Select from the following:

*Beare, Patricia. (2006). *Davis's NCLEX-PN review* (3rd edition). Philadelphia: F.A. Davis Company. ISBN 0-8036-1459-4

*Eyles. (2008). *Mosby's comprehensive review of practical nursing* (15th edition). St. Louis: Mosby, Inc.
ISBN: 0323-047076

*Hogan and McKinney. (2008). *Comprehensive Review for NCLEX-PN*. Upper Saddle River, NJ: Pearson Prentice Hall.
ISBN 0131196057

*Miller. (2005). *Delmar's NCLEX-PN review tests*. Clifton Park, NY: Delmar. ISBN 1401833810

*Silverstri. (2006). *Saunders comprehensive review for NCLEX-PN* (3rd edition). Philadelphia: W. B. Saunders Company.
ISBN 141-6000526

*Silvestri. (2007). *Saunders Q & A review for NCLEX-PN* (3rd edition). Philadelphia: W.B. Saunders Company.
ISBN 141-6029125

*Silverstri. (2010). *Comprehensive review for the NCLEX-PN* (4th edition). ISBN 978-1-4160-4730-8

*Smith, Sandra F. (2009). *Review NCLEX-PN*. ISBN 9780763756000

*Timby. (2009). *Lippincott's review for NCLEX-PN* (8th edition). Philadelphia: J. B. Lippincott Company. ISBN 9780781798815

**A medical dictionary is required. Several choices are offered:

***Mosby's dictionary of medicine, nursing, and health professions* (8th edition). (2009). St. Louis: Mosby, Inc. ISBN 0-323-04937-5

***Taber's cyclopedic medical dictionary* (21th edition). (2009). Philadelphia: The F. A. Davis Company. ISBN 9780803615595

Supplemental:

Curren. (2006). *Dimensional analysis for meds* (3rd edition). New York: Thomson Delmar Learning. ISBN 1-4018-7801-6

deCastillo and Werner-McCullough. (2007). *Calculating drug dosages*. Philadelphia: F.A. Davis Company. ISBN 0-8036-1532-9

Deglin. (2007). *Davis's drug guide* (10th edition). Philadelphia: F.A. Davis Company. ISBN 0-8036-1454-3

Lippincott's nursing drug guide. (2008). Philadelphia: J.B. Lippincott Company. ISBN 1-58255-661-X

Myers. (2007). *LPN notes*. Philadelphia: F.A. Davis Company. ISBN 0-8036-1767-4

Nasrawi and Allender. (1999). *Quick and easy dosage calculations using dimensional analysis*. Philadelphia: W.B. Saunders Company. ISBN 0-7216-7133-0

Nettina. (2006). *Lippincott's pocket manual of nursing practice* (3rd edition). Philadelphia: J. B. Lippincott Company. ISBN 1-5-8255631-4

Nettina. (2009). *The Lippincott manual of nursing practice* (9th edition). Philadelphia: J. B. Lippincott Company. ISBN 0-7817-9833-7

Olsen, et al. (2008). *Medical Dosage Calculation*. Pearson. ISBN0-13-23-8470-1

Prentice-Hall nurse's drug guide. (2009). Upper Saddle River, NJ: Prentice-Hall. ISBN 0135034299

Spratto, Woods. (2008). *2008 PDR nurse's drug handbook*. Clifton Park, NY: Delmar. ISBN 978-1-4283-0531-1 (free PDA upload)

Timby. (2007). *Study guide to accompany introductory medical - surgical nursing* (9th edition). J. B. Lippincott Company. ISBN 0-7817-7271-0

NURSING 60

Stone, Sylvia. (2009). *Nursing 60 study guide*. Riverside Community College District.

Doenges and Moorhouse. (2008). *Application of nursing process and nursing diagnosis: An interactive text for diagnostic reasoning* (5th edition). Philadelphia: F.A. Davis Company. ISBN 0-8-0361909

Taylor, Lillis, LeMone. (2007). *Fundamentals of nursing* (6th edition). Philadelphia: J.B. Lippincott Company. ISBN 0-7817-8157-4

Supplemental

Doenges, Moorhouse and Geissler. (2006). *Nursing care plans: Guidelines for individualizing client care across the lifespan* (7th edition). Philadelphia: F.A. Davis Company. ISBN 0-8036-1294-X

Gulanick. (2007). *Nursing care plans: Nursing diagnoses and interventions* (6th edition). St. Louis: Mosby, Inc. ISBN 0-3230-39545

Taylor, Lillis, LeMone. (2007). *Study guide: Fundamentals of nursing* (6th edition). Philadelphia: J.B. Lippincott Company. ISBN 0-7817-6407-6

NURSING 61

Doenges, Moorhouse and Murr. (2008). *Nursing Diagnosis Manual: Planning, Individualizing and Documenting Client Care* (2nd edition). Philadelphia: F.A. Davis Company. ISBN 13:978-0-8036-1859-6

Klossner and Hatfield. (2006). *Introductory maternity and pediatric nursing*. Philadelphia: Lippincott William & Wilkins. ISBN 0-7817-3690-0

Indermuehle, Denise. (2009). *Nursing 61 study guide*. Riverside Community College District.

Supplemental

Leifer and Hartson. (2004). *Growth and development across the lifespan: A health promotion focus*. Philadelphia: W.B. Saunders. ISBN 0-7216-9879-4

NURSING 62

Rowe. (2010). *Nursing 62 lab packet*. Riverside Community College District.

Rowe. (2010). *Nursing 62 study guide*. Riverside Community College District.

Timby and Smith. (2007). *Introductory medical-surgical nursing* (9th edition). Philadelphia: J. B. Lippincott Company.
ISBN 0-7817-8032-2

Supplemental

Daniels. (2009). *Delmar's guide to laboratory and diagnostic tests*. Clifton Park, NY: Delmar.
ISBN 9781418020675

Fischbach, Frances. (2006). *Nurse's quick reference to common laboratory and diagnostic tests* (4th edition). Philadelphia: J.B. Lippincott Company. ISBN 0-7817-4181-5

Pagana. (2006). *Mosby's manual of diagnostic and laboratory tests* (3rd edition). St. Louis: Mosby, Inc. ISBN 0-323-03903-0

NURSING 63

Clayton, Bruce D. and Yvonne N. Stock. (2007). *Basic pharmacology for nurses* (Text/Student Learning Guide package) (14th edition). St. Louis: Mosby, Inc. ISBN 0-323-03559-0

Eby and Brown. (2009). *Mental health nursing care* (2nd edition). Upper Saddle River, NJ: Pearson Prentice Hall.
ISBN 0-13-613692-3

Rowe. (2010). *Nursing 63 laboratory manual*. Riverside Community College District.

Rowe. (2010). *Nursing 63 study guide*. Riverside Community College District.

Supplemental

Townsend, M. (2009). *Nursing diagnoses in psychiatric nursing* (7th edition). Philadelphia: F. A. Davis Company.
ISBN 0-8036-1834-4

NURSING 71

Rowe, Tutor, and VantHul. (2010). *Nursing 71 lab packet*. Riverside Community College District.

Rowe, Tutor, and VantHul. (2010). *Nursing 71 study guide*. Riverside Community College District.

Please Note: All Study Guides and Lab Manuals must be obtained from the School of Nursing Web site (user name: nursingstudents, password: actonel) prior to the first day of class.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING
CREDIT GRANTING POLICY: VOCATIONAL NURSING PROGRAM

The Rules and Regulations, Board of Vocational Nurse and Psychiatric Technician Examiners, Section 2535, require that an accredited school give credit for previous education and experience in the field of nursing completed within five (5) years prior to admission.

TRANSFER CREDIT

1. The following applicants qualify for transfer credit:
 - a. Accredited Vocational Nurse or Practical Nursing Courses: Credit shall be given for nursing education and clinical experience satisfactorily completed in an accredited vocational nursing program in California or in a practical nursing program given in another state which is accredited by the official accrediting agency in that state.
 - b. Accredited Registered Nursing Courses: Credit shall be given for nursing education and clinical experience satisfactorily completed in an accredited registered nursing program in California or in a registered nursing program given in another state which is accredited by the official accrediting agency in that state.
 - c. Accredited Psychiatric Technician Courses: Credit shall be given for nursing education and clinical experience satisfactorily completed in an accredited psychiatric technician program in California.
 - d. Armed Services Nursing Courses: Credit shall be given for nursing education and supervised clinical experience satisfactorily completed in a basic or advanced course in nursing offered by any branch of the Armed Forces.
 - e. Certified Nurse Assistant Courses: A maximum of 150 hours credit may be granted for a precertification training course for nurse assistants approved by the State Department of Health Services as per RCC VN Program testing procedure. Credit shall be granted only at the beginning of Nursing 52 in lieu of beginning fundamental nursing skills.
2. Equivalent courses from an accredited educational institution:
 - a. Give credit for Anatomy and Physiology 10 and RCCD Vocational Nursing courses on the basis of satisfactory completion (minimum "C" grade) of previous course(s) considered equivalent.
 - b. Partial credit may be granted for relevant content.
3. Credit for previous nursing education shall be considered when the student has met the following:
 - a. Admission to Vocational Nursing Program.
 - b. Submission to the Nursing Program of official transcript(s) or other documentation of course(s) for which credit is sought. Deadline is August 1.
 - c. Filing an Application for Credit for Previous Nursing Education. The form is available in the VN Student Handbook and filed with the VN Department Chairperson. Deadline is August 1.

Note: Students must enroll in/attend all courses for which credit is sought until officially notified that credit has been granted.

CHALLENGE CREDIT

1. Applicants with relevant knowledge and/or skills acquired in a non-traditional setting, including non-certified nursing assistants, are qualified for challenge credit.
2. Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.
3. Subsequent to the requesting challenge or competency-based credit, students in the Vocational Nursing Program are required to follow the procedure for obtaining challenge credit as outlined in the Riverside Community College Catalog under the heading, "Petition for Credit by Examination." This is quoted below.

"Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course.

- a. To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 ("C"). The option for credit by examination may not be available for all course offerings, contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.
 - b. Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco campuses and pay enrollment fees including out of state and/or out of country tuition where applicable.
 - c. A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.
 - d. After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.
 - e. Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.
 - f. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
 - g. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree."
4. Deadline for submission of application: One month prior to the scheduled examination.
 5. Applicants should obtain a course outline, hand-out materials, laboratory manual and/or Study Guide (if applicable) and review audiovisual materials related to the course as soon as possible. A counseling appointment to clarify questions regarding the challenge procedure should be scheduled with the Vocational Nursing Program Department Chairperson.

Evaluation of the applicant's knowledge and/or skills will be made according to the competency based objectives for that course. Written and/or performance examinations may be used.

Credit is granted if the applicant meets minimum requirements equivalent to those required of students completing the course.

APPLICATION FOR CREDIT FOR PREVIOUS NURSING EDUCATION

NAME _____

STUDENT NUMBER _____

DATE _____

ADDRESS _____

A. Place a check mark in the space provided if you have:

_____ Been admitted to the Vocational Nursing Program.

_____ Submitted to the Nursing Program official transcript(s) or other documentation of courses for which credit is sought.

NOTE: The above two requirements should be met before completing the rest of this form.

B. For which course(s) required for the VN Program are you requesting credit? Please also indicate the course(s) which you consider equivalent.

VN PROGRAM COURSE	EQUIVALENT COURSE	SCHOOL AND DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. File this completed form with the Nursing Program prior to the first day of classes. You will be notified as soon as possible regarding this request.

D. Please feel free to contact the Nursing Program if you have any questions.

NOTE: Student must enroll in/attend all courses for which credit is sought until he/she is officially notified that credit has been granted.

Revised 8/92

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

GRIEVANCE POLICY FOR VOCATIONAL NURSING PROGRAM

The Grievance Policy of the Vocational Nursing Program is in conformity with the grievance policies of Riverside Community College District and the Board of Vocational Nurse and Psychiatric Technician Examiners.

- A. In accordance with the “Academic Appeals by Students” (grievance) policy of Riverside Community College District, RCC Catalog:

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 6080 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter and to recommend action. Upon receipt of the committee’s recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on student’s rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.

- B. In accordance with the “Policies on Prohibition of Discrimination and Sexual Harassment” of Riverside Community College District, RCCD Catalog:

1. **Nondiscrimination**

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others’: disability, sex/gender, nationality, race or ethnicity, age (40+), religion, sexual orientation, marital status, Vietnam Veteran status or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 or the Penal Code.

2. **Prohibition of Harassment and Retaliation**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

C. **Filing a Complaint**

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative Procedures BP/AP3410, BP/AP3430, and AP3435 for the complete District procedure.

D. **Grievance Procedure**

For further information on policies and grievance procedures relating to discrimination or sexual harassment, contact the District Title IX Officer, Section 504/ADA Coordinator; District Director, Diversity, Equity and Compliance, Riverside Community College District, 3845 Market Street, Riverside, CA 92501, (951) 222-8039. For further information, see the Riverside City College Catalog.

E. After students have utilized the above procedure, they have the right to contact the Board regarding concerns about the program.

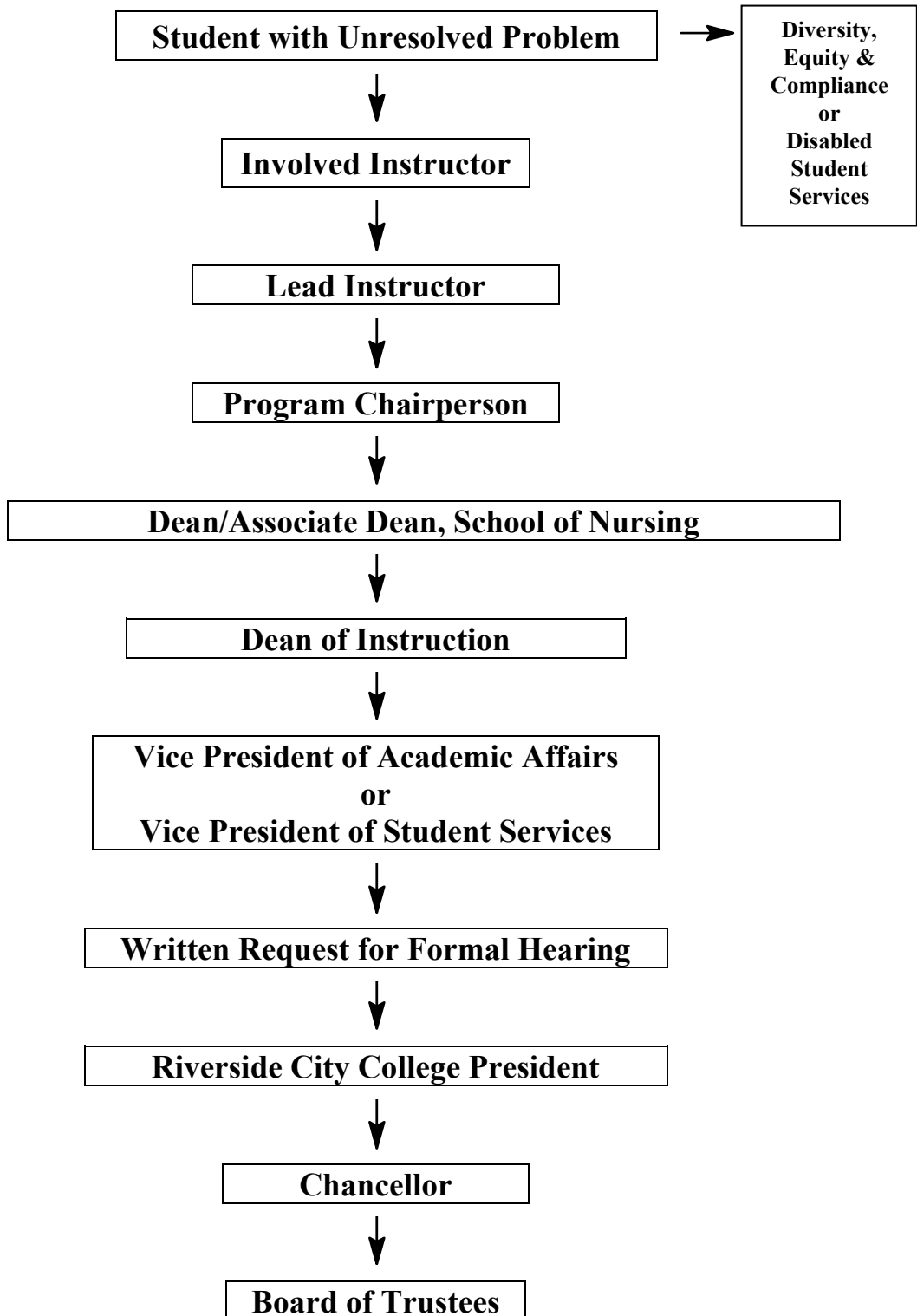
3/80; 9/81; 11/82; 7/88; 9/88; 10/89;
7/92; 8/92; 9/92, 10/92, 11/95; 12/95
3/08; 8/08; 9/08; 9/09

GUIDELINES FOR RESOLUTION OF PROBLEM RELATED TO SCHOOL OF NURSING

The nursing student experiencing a problem related to the nursing program should:

1. Approach the involved instructor to resolve the problem. The involved instructor may refer the student to college support services or involve level faculty. The student could also go directly to the Office of Affirmative Action, Diversity and Equity, or Disabled Student Services if she/he has a problem in either of those areas.
2. If the student feels the problem is still unresolved, then he/she should, see the Assistant Chairperson of the ADN or VN Program, who will counsel and assist the student in resolving the problem and make appropriate referrals.
3. If the student feels the problem remains unresolved, then he/she should contact the District Dean/Associate District Dean, School of Nursing, who will counsel and assist the student to resolve the problem.
4. If the problem is still not resolved, the student may contact the Associate Vice President of Occupational Education or the Dean of Instruction for an appointment to discuss the problem.
5. If the problem remains unresolved, the student may contact either the Vice President of Academic Affairs for an academic (course) issue or the Vice President of Student Services for a non-academic issue.
6. If the problem is not resolved through the above process, the student may file a written request for a formal hearing, as specified in the Student Grievance Procedure discussed in the RCC Student Handbook. (See Diagram: Problem Resolution)

**Riverside City College
School of Nursing
GUIDELINES FOR PROBLEM RESOLUTION***



*This procedure is congruent with college policy as stated in the Riverside Community College District Student Handbook.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ATTENDANCE POLICY FOR LICENSED VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program is a concentrated course of study. In order to facilitate academic success, safe clinical performance, and meet program objectives, students are expected to demonstrate responsible attendance patterns.

The Attendance Policy of the Vocational Nursing Program is in conformity with the Attendance Policy of Riverside Community College District and the Board of Vocational Nurse and Psychiatric Technician Examiners Rules and Regulations.

- A. In accordance with the Attendance Policy of Riverside Community College District, as stated in the RCCD Catalog:

“All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Work missed for unavoidable cause may be made up with the instructor’s approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.”
- B. In accordance with the Rules and Regulations, Board of Vocational Nurse and Psychiatric Technician Examiners, section 2530(g):

“Each school shall have an attendance policy, approved by the Board. The policy shall include methods used for make-up work. The policy shall establish acceptable criteria for attendance to insure that students achieve the performance objectives of the program.”
- C. A student who is absent misses planned theoretical content and/or laboratory learning experiences related to the objectives of the course. Therefore, any student who is absent from theory or clinical classes will be assigned make-up work based on objectives not met because of the absence. It may not be possible to provide these experiences a second time within the available time frame of the rotation.
- D. In accordance with the objectives of the Vocational Nursing Program, a student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the health team.

Vocational Nursing Program Policy on Attendance

- A. Students are required to make an appointment with the faculty following each absence at which time the effect of the absences on progress in the course and makeup work will be discussed. An individualized plan of correction will be developed, taking into consideration types of absences and reasons for them, student’s previous achievements in the program, and specific objectives the student has not met. It is the student’s responsibility to schedule the appointment and obtain assignments, lecture notes, and hand-out materials.
- B. Students who will be absent from or late to hospital duty are required to give advance notification. Each faculty member will give specific instructions for notifying the hospital.

C. Excessive Absence - Excessive absence is defined as absence which results in failure to meet identified course objectives and may result in a failing grade for the course.

D. Makeup Work

1. Theory: The student will be expected to complete all course objectives/assignments. Makeup assignments will be directed to the course objectives missed and may include case studies, independent study, written examinations, attending seminars or workshops, auto-tutorial lab, and reports.
2. Practicum: The opportunity to achieve unmet clinical objectives will be provided on an on-going basis for the student and the assignment will be directed to the unmet clinical objectives.

Revised 9/92, 10/92, 8/99, 9/03; 9/08; 8/09

ABSENCE MAKE-UP WORK TO MEET DAILY OBJECTIVES

All students absent from theory or clinical classes must complete an assignment prescribed by the instructor to meet the daily learning objectives for the missed class.

It is the responsibility of the student who has been absent from any VN class or laboratory to obtain the make-up assignment. The assignment will be written by the instructor on the Student Nurse Absence Form.

Obtain the make-up assignment from the instructor who taught the missed class/laboratory. The assignment may be placed in the student's mailbox.

Clinical make-up assignments may include, but are not limited to, the following activities:

1. Volunteer work (Red Cross, American Heart Association, American Cancer Society).
2. Time in the Instructional Media Center
3. Performance evaluation in the skills laboratory.
4. Preparation of a Nursing Plan of Care with documentation of references used.
5. Post-conference presentation of the Nursing Plans of Care.
6. Individualized assignment in clinical area.

The make-up work must be completed and submitted to the proper instructor by the due date. An incomplete assignment will be returned to the student by the instructor for completion.

Upon satisfactory completion of the make-up work, the instructor signs and dates the bottom portion of the Student Nurse Absence Form. One copy is given to the student and one copy is placed in the student's permanent file for BVNPTE access.

The BVNPT requires that make-up work be completed for all absences in order to:

7. Document attainment of missed objectives.
8. Establish eligibility for graduates to take the NCLEX-PN.

Failure to complete the make-up assignment by the due date signifies lack of achievement of the missed clinical objectives, which could result in unsafe clinical performance. Thus, the student may be excluded from the clinical area until the make-up assignment is completed, resulting in further missed objectives.

The student's record of attendance constitutes one measure of accountability and professional behavior. As such, it is considered when writing job references.

NOTE: Make-up assignments are designed to provide the opportunity for the student to complete theory and clinical objectives and to conform with Title V requirements regarding college credit courses. Thus, to meet individual needs, the student may spend more time completing the assignment than the actual time missed from theory/laboratory.

RIVERSIDE CITY COLLEGE

SCHOOL of NURSING

***VOCATIONAL NURSING PROGRAM ABSENCE FORM**

STUDENT NAME _____

DATE _____ THEORY HOURS _____

NURSING _____ CLINICAL HOURS _____

INSTRUCTOR _____

MAKE-UP ASSIGNMENT TO MEET DAILY OBJECTIVES

The following objectives were missed due to your absence.

These objectives will be met by the following assignment. (Please **submit** assigned work in a folder with this form attached.): NurseWeek with test, CAIs, softwarefornurses.com, Simlab appointment, Learning Lab activities, etc. Written work must be in APA format.

Due Date _____

NURSING INSTRUCTOR SIGNATURE

DOCUMENTATION OF COMPLETION

Date Completed _____

Nursing Instructor _____

COPY TO BE PLACED IN STUDENT PERMANENT FILE

* Calif. Board of Vocational Nursing and Psychiatric Technicians: Rules and Regulations.

2530. General Requirements:

(b) Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required. Acceptable methods for make-up include:

(1) Theory: case studies, independent study, written examinations, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.

(2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

RIVERSIDE CITY COLLEGE
VOCATIONAL NURSING PROGRAM

FORMAT FOR ACADEMIC PAPERS

Many professional groups, including nursing, use the American Psychological Association (APA) guidelines for publication of manuscripts. The RCCD Vocational Nursing Program faculty has adopted selected portions of the APA format as the style guide for all academic papers. While there are other formats for writing papers, the nursing faculty selected the APA format because it is the standard required in most baccalaureate and higher degree programs in nursing. Please complete written assignments according to the guidelines identified below.

Title Page: Each line is centered and the six lines collectively are centered both horizontally and vertically. Small and large case letters used. Double space between each line. Sample follows.

Short Title 1
Title of Paper: Subtitle (if applicable)
Name of Nursing Student
Riverside City College
Nursing (Course #)
Phyllis L. Rowe, DNP, RN, ANP
Date of Submission

Second Page:

1. Copy title of paper and paste it in the center of the first line of the second page.
2. Press “Enter” and change cursor to left flush. Tab over and start the introductory paragraph.
3. Introduction (No heading that identifies the paragraph as introduction. The introduction is the first paragraph in the paper.)
 - a. Provides sufficient background of topic and previews major points.
 - b. Purpose: identifies what will be studied, discussed, examined.
 - c. Statement about why the issue is important adds strength to the paper.

Remainder of Paper:

1. Body (Major headings are centered.) Subheadings are left flush, italicized.
 - a. Delivers what is described in the Introduction.
 - b. Ideas flow in logical sequence.
 - c. Transition sentences bridge topics.
 - d. Major points are organized using headings and supported with references.
2. Summary/Conclusion (No heading, last paragraph in the paper)
 - a. Flows logically from the body of the paper.
 - b. Summarizes major points.
 - c. Leaves the reader with a final thought.
 - d. Leads strength and power.

Font: Times New Roman or Courier.

Size: Word Processing, 12 point. Typewriter, pica or elite.

Double Space: All text, including quotes.

Margins: One inch, all four sides.

Justification: Left is flush, except the first word in a paragraph, which is indented. Right is ragged. Do not divide words (hyphenate) at the end of the line.

Punctuation: Single space after periods, commas, colons, and semicolons.

General:

1. Do not use: bold, italics within the text, bullets, contractions (don't, we're, I'll), colloquial expressions (use “distribute” instead of “hand out”), slang, jargon.

2. Avoid flowery adjectives and biased language (gender, age, disabilities, etc.).
3. Use correct spelling, punctuation, grammar.
4. Do not use the editorial “we.” Use instead: nurses, humans.
5. Be sure to watch for subject/verb agreement. For example: One of the desserts was served.
6. Common goofs to avoid:
 - a. Its (possession) v. it’s (contraction for “it is”).
 - b. Your (possession) v. you’re (contraction for “you are”).
 - c. Than (comparison) v. then (time).

Date of Submission (on title page): Write out the month. EXAMPLE: June 24, 2008

Quotes:

1. Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Nugent and Vitale (2008) state the following about the nursing process: Problem solving is a process that provides a framework for identifying solutions to complex problems. It is a step-by-step process that uses a systematic approach. One might say that problem solving is a blueprint that can be followed to identify and solve problems. (p. 63)

2. If the quote contains less than 40 words, use quotation marks and an in-text parenthetical reference. Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (“ ”).

“During assessment, data must be accurately collected, verified, and communicated”
(Nugent and Vitale, 2007, p. 63).

Paragraphs: Indent the first word five spaces or one tab.

1. Contain only one topic.
2. Minimum two (2) sentences.
3. Avoid lengthy paragraphs. Paragraphs should be no longer than one-half page, double spaced.
4. If starting a new paragraph, must have at least two typed lines at bottom of page. Otherwise, start new page.
5. A heading should not be by itself at the bottom of the page.

Page Numbers: One (1) inch from right edge, between top edge and first line of text. Title page is page

#1. Include page number with header.

Header: The header identifies each page of the paper with a shortened version of the title. Position the header in the upper right corner, five spaces to the left of the page number.

Table of Contents: Not used. Use headings to organize paper.

Major Headings:

1. Center.
2. Letters upper and lower case.
3. No lone headings at the bottom of the page.

Subheadings:

1. Left flush.
2. Letters upper and lower case.
3. Italics.

Reference List:

1. Title of page: References. Center this title. Use upper and lower case letters. No underline.
2. Use scholarly (professional) journals only.
3. Alphabetize by author name.
4. Double space.
5. First line left flush. Subsequent lines one tab over or use hanging indent format.
6. Examples: see attached chart.
7. Suggest using Noodletools to create citation.

Risk of Plagiarism: Avoid charges of plagiarism. Give proper credit.

**Credit to: Patricia Bufalino, Associate Professor
Mary Lange, Instructor**