

# VOCATIONAL NURSE

## DESCRIPTION

The VOCATIONAL NURSE program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Licensed Vocational Nurse (DOT code: 079.347-014) in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes four consecutive quarters of 13 weeks (day program) or 21 weeks (evening program). The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy & physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.



\*Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census.

## CAREER OUTCOMES

This program prepares students for an industry related entry-level vocational Nurse position which requires a license. Upon successful completion of all state tests and protocols, students will qualify to become licensed vocational nurses. Please see <https://www.bvnpt.ca.gov> for Licensure Eligibility Requirements.

**Classification of Instruction (CIP) CIP# CODE:** 51.3901 Licensed Practical/Vocational Nurse

**Administrative Standard Occupational Classification (SOC):** 29-2061

Charge Nurse, Clinic Licensed Practical Nurse (Clinic LPN), Clinic Nurse, Home Health Licensed Practical Nurse (Home Health LPN), Licensed Vocational Nurse (LVN), Office Nurse, Pediatric LPN (Pediatric Licensed Practical Nurse), Private Duty Nurse, Radiation Oncology Nurse, Triage LPN (Triage Licensed Practical Nurse)

## DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture, lab and clinical. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Clinical hours are simulated exercises that prepare the students to assist patients upon completion of their program. During orientation, a schedule and syllabus will be provided for the current term.

*\*Nursing Programs are calculated by Clock Hours – ALL HOURS MUST BE COMPLETED TO GRADUATE*

|                                                                                                                                                                                                                                                                          |                                                                                              |                          |                              |                            |                                                                                                    |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|------------------------------|----------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------|
| <ul style="list-style-type: none"> <li>• Total Instructional Hours 1586</li> <li>• Weeks of Classes               <ul style="list-style-type: none"> <li>• Days: 52 weeks</li> <li>• Evening: 84 Weeks</li> </ul> </li> <li>• Method of Delivery: Residential</li> </ul> |                                                                                              | THEORY<br>CLOCK<br>HOURS | LABORATORY<br>CLOCK<br>HOURS | CLINICAL<br>CLOCK<br>HOURS | MINIMUM<br>WORK OUTSIDE OF<br>CLASSROOM<br>(estimated and not<br>included in total<br>Total Hours) | TOTAL<br>INSTRUCTIONAL<br>CLOCK<br>HOURS |
| <ul style="list-style-type: none"> <li>• Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census. A basic schedule information page is available from the Nursing Department.</li> </ul>                         |                                                                                              |                          |                              |                            |                                                                                                    |                                          |
| Module Number & Title                                                                                                                                                                                                                                                    |                                                                                              | Hours                    | Hours                        | Hours                      | Hours                                                                                              | Hours                                    |
| VN-1701                                                                                                                                                                                                                                                                  | Term 1 – Fundamentals of Nursing/Skills/Clinical                                             | 186                      | 155                          | 43                         | 52                                                                                                 | 384                                      |
| VN-1702                                                                                                                                                                                                                                                                  | Term 2 – Medical / Surgical                                                                  | 173                      | 48                           | 168                        | 52                                                                                                 | 389                                      |
| VN-1703                                                                                                                                                                                                                                                                  | Term 3 – Medical / Surgical                                                                  | 144                      | 48                           | 228                        | 52                                                                                                 | 420                                      |
| VN-1704                                                                                                                                                                                                                                                                  | Term 4 – Medical / Surgical 3, Maternal / Child Health, Leadership, Capstone/Skills/Clinical | 129                      | 56                           | 208                        | 52                                                                                                 | 393                                      |
| <b>Totals</b>                                                                                                                                                                                                                                                            |                                                                                              | <b>632</b>               | <b>307</b>                   | <b>647</b>                 | <b>208</b>                                                                                         | <b>1586</b>                              |

*Teacher/Student Ratio: Clinical 1:10 -- Theory: As approved by the BVNPT*

## LICENSURE PREPARATION

NCLEX preparation begins at the start of the program with emphasis on passing the NCLEX-PN exam as the core goal for each student. Summit College recommends of all students to spend quality time each week reviewing and practicing NCLEX questions. This foundational approach will strengthen your understanding of the Nursing Profession.

### NCLEX BOARD TESTING

This process is to provide the Vocational Nurse (VN) Students at Summit College with information related to testing and licensure before and after graduation. Please note in certain instances the State of California may delay the processing time for licensure testing and the awarding of a license following successful passing of the NCLEX test. The current average time between passing the NCLEX-PN and receiving a license may take upwards of 2 to 3 months. Furthermore, in order to be employed as an VN individuals must have their license recognized on the BVNPT web-site.

### LICENSURE FEE

Upon receiving a passing score on the NCLEX Exam, the results will be communicated to the Graduate by the BVNPT. Once the Graduate receives the

“PASS” letter the graduate is to provide this to the NCLEX department to arrange payment of the licensure fee on behalf of the graduate providing all post-graduation procedures were followed.

## REQUIRED CLINICAL BACKGROUND CHECK

Hospitals and clinical sites maybe required that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. The college will conduct a limited background check on all students in accordance with its clinical facility contracts. The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations maybe denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program.

**IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY.**

## INSTRUCTIONAL MATERIALS/EQUIPMENT

The Vocational Nurse program is delivered in a format that provides students with didactic and clinical skills experience. This includes a space available for theory classroom that is equipped with audio and visual aides to support a dynamic lecture. In the skills labs, where clinical skills are practiced, it is set up to simulate multiple health care settings including long-term care, hospital, neonatal and pediatric rooms. The equipment below is a sample of the items that will be utilized in the program.

|                                           |                           |                                      |                      |
|-------------------------------------------|---------------------------|--------------------------------------|----------------------|
| Catheters                                 | Catheter trays            | Beds/Scales                          | Glucometers          |
| Medical Carts                             | Naso Jejunal Feeding Tube | Stethoscopes                         | Blood Pressure Cuffs |
| CPR Equipment                             | Gastronomy Tubes          | Wheelchairs/ Walkers                 | Skeletons            |
| Sphygmomanometers                         | Thermometers              | Venipuncture & IV Equipment          |                      |
| Hospital Room Set Up (Beds & Side Tables) |                           | Mannequins (Obstetric and Pediatric) |                      |

## UNIFORM/EQUIPMENT/CONSUMABLES

Students will be measured for uniforms and orders will be placed during the first three weeks of Term 1 and will receive them prior to the start of clinical rotations. All other items included in the Uniform Package will also be issued to students prior to starting clinical rotations. After the Uniform Package has been issued, students must follow the schools dress code for nursing. The ONLY exception to this policy would be certain designated events that may require another type of dress. Any exceptions must be approved by the Director of Nursing.

## BOOK

## ISBN NUMBER

ATI Virtual Online Access/Books, Books (CANVAS Access) Cengage Unlimited Textbook/MindTap Access, Elsevier Evolve Online Access

|                                                                         |                   |
|-------------------------------------------------------------------------|-------------------|
| BLS Health Care Provider - Student Manual                               | 978-1-61669-768-6 |
| Learning Strategies: Your Guide to Classroom and Test-taking Success    | 978-1-93310-799-8 |
| Review Module Content Mastery Series, Fundamentals for Nursing          | 978-1-56533-253-9 |
| Review Module Content Mastery Series, Nursing Leadership and Management | 978-1-56533-254-6 |
| Review Module Content Mastery Series, Nutrition for Nursing             | 978-1-56533-257-7 |
| Review Module Content Mastery Series, PN Adult Medical Surgical Nursing | 978-1-56533-260-7 |
| Review Module Content Mastery Series, PN Maternal Newborn Nursing       | 978-1-56533-261-4 |
| Review Module Content Mastery Series, PN Pediatric Nursing              | 978-1-56533-263-8 |
| Review Module Content Mastery Series, PN Pharmacology for Nursing       | 978-1-56533-264-5 |
| The Comprehensive NCLEX -PN Review                                      | 978-1-56533-276-8 |
| Nurse's Drug Handbook                                                   | 978-1-28430-458-9 |
| Body Structures and Functions                                           | 978-0-35719-60-6  |
| Medical Terminology for Health Professions                              | 978-0-35771-060-9 |
| Foundations and Adult Health Nursing                                    | 9780323812054     |

## REQUIRED ITEM NOT INCLUDED IN PROGRAM COST

- All nursing students are required to provide the following additional items that are not included in the uniform package: including uniform shoes, wristwatch with sweep second hand and Black ink ballpoint pen (required prior to clinical rotations)
- Physical Examination- approximate cost \$85 - \$150

# ADMISSIONS

## APPLICANTS

Students must meet all entrance requirements

Applicants for the Vocational Nurse program must be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and pass the entrance exam. Students may enroll at any time; for the next scheduled class. VN starts are scheduled throughout the year. Dates are posted on our Website. Students must be able to start their training on the first day of classes.

## ELIGIBILITY FOR ADMISSION

To be eligible for admission to the VOCATIONAL NURSE Program, an applicant must meet the following requirements:

- Be of compulsory age
- Pass a required entrance exam and multicriteria (see testing requirements and test scores)
- Provide documented evidence of a high school diploma, GED or equivalent
- Receive final approval from the Director of Nursing to enter the program.
- Pre-requisite course
- Transfer credit eligibility-if applicable (see Transfer Credit Policy in the Student Catalog)

New students must begin instruction in Term I and complete the objectives of each sequential Term unless granted Challenge Credit or Transfer Credit.

All applicants are evaluated as VN program candidates through a comprehensive, multicriteria admissions process. Factors considered include, but are not limited to, attitude and professionalism, prior experience or training, reliable transportation and available support services, level of commitment, entrance examination scores, and other indicators of a student's ability to succeed in the program.

The decision of the Director of Nursing is final and there is no appeal process. Upon approval accepted Candidates will then be required to complete

applicable documentation and financial packaging. Upon completion of the financial packaging. The Candidate will complete a Nursing Department Interview application for purposes of enrolling. If the Director of Nursing approves the Candidate for enrollment, the Candidate will be allowed to enroll in the program as an enrolled/alternate candidate.

Enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the candidacy list until clinical rotations start and will be required to attend the mandatory Pre-requisite course.

## ENTRANCE EXAM REQUIREMENTS

Nursing applicants must take an entrance exam to register for courses and pass the exam with the following minimum score as stated for each program:

| Program          | Minimum Score |
|------------------|---------------|
| VOCATIONAL NURSE | 18            |

## RETESTING NOTE

*Nursing student applicants may attempt taking the exam no more than twice per day with a maximum of four (4) attempts every 6 months. If a student has been enrolled previously at Summit and met the minimum entrance score, they will not be required to take the exam a second time.*

## PHYSICAL EXAMINATION REQUIREMENT

All VOCATIONAL NURSE students will be provided with a Physical Examination worksheet by the Nursing Department explaining the physical exam requirements that must be completed by week 7 (Days) or week 10 (Evening) prior to beginning clinicals.

All students accepted as VOCATIONAL NURSE enrolled candidates must provide a mandatory physician's release and lab test series as evidence of good health. The physical examination and lab tests are not included in the total program cost. The physical examination must include the following elements:

- History and Physical Clearance
- Height & Weight
- Blood Pressure, Pulse and Respiration

The physician's release evidence of good health must be verified by Physician's office stamp. Falsification of such information will result in denial of admission to the program. If the applicant is

pregnant or becomes pregnant, a full medical release signed by the physician with no clinical restrictions will be required.

The physical examination, lab tests and vaccination records **MUST** be turned in at the Nursing Office for review **PRIOR to the start of clinicals.**

## CLINICAL REQUIRED LAB TESTS

Must be completed by week 7 (Day program) or week 10 (Evening program) prior to beginning clinicals.

| Vaccination                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tuberculosis (TB)</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| One of the following is required:                  | <ul style="list-style-type: none"> <li>• 2- step -- TB skin test (administered 1-2 weeks apart) completed upon entrance into the program</li> <li>• QuantiFERON Gold blood test (lab report required) completed within the past 6 months</li> <li>• If positive results, provide a clear chest x-ray. The renewal date will be set for 1 year.</li> </ul>                                                                 |
| Upon renewal, one of the following is required:    | <ul style="list-style-type: none"> <li>• Negative 1-step skin test</li> <li>• QuantiFERON Gold or T-Spot Blood test</li> <li>• If positive results, provide clear chest x-ray.</li> </ul>                                                                                                                                                                                                                                 |
| <b>Hepatitis B</b>                                 | <ul style="list-style-type: none"> <li>• a positive antibody titer (lab report required).</li> </ul> <p><i>If series is in process, submit where you are in the series and new alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to repeat series-B</i></p>                                                                                |
| <b>Measles (Rubeola)</b>                           | <ul style="list-style-type: none"> <li>• Documentation of 2 vaccinations</li> </ul> <p><i>If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.</i></p>                                                                                                            |
| <b>Mumps</b>                                       | <p>One of the following is required</p> <ul style="list-style-type: none"> <li>• Documentation of 2 vaccinations</li> <li>• positive antibody titer (lab report required) for Mumps</li> </ul> <p><i>If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.</i></p> |
| <b>Tetanus, Diphtheria &amp; Pertussis (Tdap).</b> | <p>Submit documentation of a Tdap booster within the past 7 years. The renewal date will be set for 10 years from the administered date of the booster</p>                                                                                                                                                                                                                                                                |

| Vaccination                       | Description                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rubella</b>                    |                                                                                                                                                                                                                                                                                                                                                                                               |
| One of the following is required: | <ul style="list-style-type: none"> <li>• Documentation of 2 vaccinations</li> <li>• Proof of positive antibody titer (lab report required) for Rubella</li> </ul> <p><i>*If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.</i></p> |
| <b>Varicella (Chicken Pox)</b>    |                                                                                                                                                                                                                                                                                                                                                                                               |
| One of the following is required: | <ul style="list-style-type: none"> <li>• One vaccination</li> <li>• Documentation of having had the disease</li> </ul>                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• A positive antibody titer (lab report required)</li> </ul> <p><i>If the titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.</i></p> |                                                                                                                                                                                                                                                                                                                                 |
| <b>Influenza (Flu)</b>                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Provide documentation of influenza vaccination received before or during the current flu season (October 1 – March 31)</li> </ul>                                                                                                                                                      |
| <b>COVID-19-Vaccination</b>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Submit Documentation of your COVID-19-vaccination(s)</li> </ul> <p><i>*If your series is in process, submit your first vaccine and a new alert will be created for you to provide your second vaccination, if applicable. Documentation must include the vaccine manufacturer.</i></p> |
| <b>Physical Examination</b>                                                                                                                                                                                             | Provide your physical exam form completed and signed by a medical professional (MD, DO, PA or NP only)                                                                                                                                                                                                                          |
| <b>Drug Test</b>                                                                                                                                                                                                        | <p>A 10-panel drug screen upon admission into the program</p> <p>Please Note: Positive results will be rejected and student must see school administrator (Director of Nursing) for further review</p>                                                                                                                          |

The Nursing Department will provide each prospective student or Enrolled/Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.

## DRUG TESTING

All nursing students are advised that clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and "Drug Free" policies.

## CHALLENGE CREDIT

For Vocational Nurse applicants, a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorated basis for credits granted to students receiving Challenge Credit.

## TRANSFER CREDIT FOR VOCATIONAL NURSE

(BPPE §71810(b)(7) – (BVNPT Article 5 Section 2535).

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

- (1) Approved vocational or practical nursing courses
- (2) Approved registered nursing courses.
- (3) Approved psychiatric technician courses.
- (4) Armed services nursing courses.
- (5) Certified nurse assistant courses.
- (6) Other courses the school determines are equivalent to courses in the program.

- (b) Competency based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Summit College Vocational Nurse Program.

## ENROLLED CANDIDACY

### PRE-REQUISITE

Enrolled Candidacy is conducted on an ongoing basis. During this pre-requisite to start, the student will participate in an academic course inclusive of medical math, medical terminology, and overview of anatomy, physiology and ethics.

All enrolled VOCATIONAL NURSE candidates will be allowed to attend the theory classes until clinical rotations begin. This period will be used to determine which Enrolled Candidates will be awarded regular student status for the class. To qualify for progression, Enrolled Candidates are ranked using a Rubric according to academic standing, professional attitude as well as attendance record during this period.

In the event that two or more enrolled VOCATIONAL NURSE candidates are tied in academic standing (GPA) for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the

Director of Nursing will make final determination by a random drawing.

All Enrolled Candidates should note that this is a CRITICAL period of instruction that will determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the class by the Nursing Department. Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide aid in increasing their academic standing during the Fundamentals unit.

Note to prospective students: It is important to know that the Admissions Committee will typically review many applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and/or achieve Enrolled Candidate status.

The college will attempt to make reasonable accommodations where possible in compliance with ADA standards.

## PROGRAM OR TRACK TRANSFER

A student may make a schedule change from VOCATIONAL NURSE Days to VOCATIONAL NURSE Evening only once. A schedule change from Evening to Days will not be allowed. All changes must be approved by the Director of Nursing.

## ADDING / DROPPING / WITHDRAWING

Withdrawal from a Term will result in termination from the program and all Financial Aid will cease. A Term of instruction must be completed with a passing grade in theory and a "pass" grade in clinical according to the grading policies.

## REPEATING A COURSE

Student may be allowed to repeat terms of instruction with approval from the Director of Nursing at no cost to the student. When a Nursing term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing. Students repeating will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed and repeating students will be assigned a seat only on a “space available” basis. Nursing students may be required to repeat the term on warning status depending upon the circumstances surrounding the cause of the initial term failure or withdrawal. The grade for the repeat will become the official grade. Students repeating a term must complete the program within the maximum allowable time frame, which is 1.5 times the program length to be considered as maintaining satisfactory academic progress and remain eligible for financial aid.

## CAMPUS FACILITIES/FACULTY

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are equipped with furniture, equipment and supplies appropriate for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus.

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current. They know what employers are looking for and are encouraged to convey this information to students.

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets annually.

## TUTORING PROGRAM

Summit College’s Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Students are invited to request tutoring.

Vocational Nurse students who receive a failing grade on any examination may be required to attend mandatory tutorial sessions. Students must request tutorial assistance through the Term Instructor or Nursing Department.

## INSTRUCTOR REFERRAL

An instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase understanding and competency of clinical skills.

A form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor.

The learning activities available in the Skills Lab are listed on the Form. The instructor may specifically list other objectives in order to meet the student's needs.

Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

## **DRESS CODE**

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an unexcused absence.

Students will be counseled regarding dress code that appears inappropriate or in direct violation of the policy. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence.

The following guidelines will be required:

### **PROFESSIONAL APPEARANCE**

#### **TERM 1 DRESS CODE POLICY (PRE-UNIFORM PHASE)**

The following policy applies to Term 1 students who have not yet received their official scrub uniform. During this introductory phase, all students are expected to maintain a professional appearance that reflects the standards of the nursing profession and the expectations of Summit College.

General Guidelines:

1. Clothing must be clean, neat, and modest, appropriate for a professional classroom and lab setting.
2. No hooded sweatshirts, crop tops, tank tops, low-cut shirts, or midriff-baring clothing are permitted.
3. Leggings, yoga pants, and ripped jeans are not acceptable unless worn with a professional-length tunic or long top that reaches mid-thigh.
4. Shorts, skirts, or dresses must extend at least to the knee.
5. Closed-toe shoes are required at all times for safety purposes—no sandals, slides, or open-toed footwear.
6. Outerwear (jackets or sweaters) must be professional in appearance, free of logos, hoods, or distracting designs.
7. Jewelry should be minimal and non-distracting. Large hoops, dangling earrings, and facial piercings are not permitted in skills or lab settings.
8. Hair must be clean, neatly groomed, and pulled back away from the face during lab activities. Hair color must be of natural tone (no bright or neon colors).
9. Scrub Caps can be worn but must be white, black or galaxy blue.
10. Fingernails must be clean, short, and free of acrylics, gel, or bright polish.
11. Makeup and fragrances should be conservative and not overpowering.

#### ***Professional Standards:***

- Students must present themselves in a manner that demonstrates respect for patients, peers, and faculty.
- Clothing with offensive, political, or inappropriate graphics or language is prohibited.
- Any student whose attire is deemed unprofessional or unsafe will be sent home to change and may receive a notice of deficiency for noncompliance.

***Transition to Uniform:***

Once students receive their official Summit College scrub uniform, the VN Program Uniform Policy will apply in full.

The following policies apply to all courses in the nursing program (uniform information is given to all incoming students):

1. The nursing program uniform consists of a designated scrub tunic and pants (in the campus prescribed color and style). Uniforms must be worn on campus and at clinical rotations. Uniforms must be clean, pressed, and fit well for a professional appearance. Turtleneck shirts are not allowed under the uniform, unless to comply with “no visible tattoos” policy.
2. SCC ID badges must be worn at all times. Some clinical facilities may issue student ID badges specific to their institution. A student will be dismissed if not wearing their ID badge.
3. Shine-able non-patterned shoes (all white) with closed heel and toes are to be worn with the uniform. Must be non-skid. No Canvas shoes. White socks only.
4. A scrub jacket (same color as the tunic) may be worn over the uniform for warmth. *NO HOODIES*
5. An undershirt (white) may be used under the designated program scrubs.
6. Scrub Caps can be worn but must be white, black or galaxy blue.
7. Everyone’s hair must be:
  - Off the collar, pulled back/up in a groomed bun, or tucked neatly in a hair style that assures no loose hairs
  - Appear clean, neatly groomed, trimmed and arranged, i.e., in a neatly groomed bun, secured so that hair does not fall forward when the head/neck is flexed or when the student leans forward in the performance of task/client care
  - Clips of any kind, including decorative clips, are not permitted.
  - Claw clips are not permitted.
  - Hair must be kept neat, clean, and professional in appearance at all times; disheveled or unkempt hairstyles are not allowed, i.e. ‘messy bun’
  - Bobby pins must match the individual’s natural hair color.
  - Large hair ties may not be used unless they are not visible.
  - Headbands of any type are not allowed.
  - No spiked hair.
  - Natural hair color (can be dyed, but must be a natural hair color), i.e. brunette dyed blonde
  - Facial hair should be neatly trimmed or freshly shaven (must be able to clear a seal on an N95)
  - Head coverings should not be worn in the clinical setting, except for the purpose of religious observance. In such cases, for reasons of infection control, a freshly laundered head covering must be worn each clinical day, with the ends of the covering securely fastened so they do not dangle over the patient.
8. Jewelry, if any is worn, is limited to:
  - Watch with a second hand or digital watch with a second timer capacity
  - Wedding band without stones
  - One pair post-type earring per ear lobe, no other piercing allowed (e.g., facial, tongue, etc.)

- Ear gauges less than 10mm in size must be removed. If gauges are larger than 10mm, they must be covered with flesh-colored plugs or concealed using a bandage to ensure a professional and uniform appearance.
- No visible necklaces. Only “Medical Alert” bracelets are allowed
- No hoop earrings of any size.
- No bracelets, anklets, necklaces, chains, chokers, etc., are allowed.

***Students may be asked to remove jewelry, if it is deemed inappropriate for aseptic purposes by a faculty member.***

9. No scented deodorants, colognes, perfumes, after-shave products, or fabric softeners.
10. Make-up should be applied in moderation, in an amount and color to complement professional dress.
11. No false lashes of any kind or length.
12. Fingernails must be:
  - Natural, clean and short-limited to finger-tip.
  - Clear nail polish ONLY. Must have no chips or cracks. Colored Nail polish is not allowed.
  - No acrylic, acrylic overlays, gels or any artificial nails are allowed
12. No body art or tattoos are to be visible while on campus or in the clinical area. A white long-sleeve shirt may be worn under scrub tunic if necessary to cover tattoos/body art. If tattoos are located in an area that cannot be covered (e.g., fingers), no covering is required. Please consult the Director of Nursing for clarification if you are unsure.
13. Undergarments are not to be visible when in uniform.
14. Smoking/vaping is not allowed in the campus building or in healthcare facilities. Smokers must adhere to all smoking/vaping restrictions and should observe regular, effective mouth hygiene to eliminate strong smoking odors.
15. Chewing gum is not allowed anywhere on campus or in the clinical settings.

**General required clinical equipment:**

- A black ink pen, a watch with a second hand or digital watch, and a stethoscope are part of the SCC uniform.
- Bandage scissors and a pocket calculator may be required in certain rotations.
- Clinical facilities may require attire different from the stated uniform policy. In those instances, students will be given a copy of the facility’s dress code policy prior to the start of the rotation.

**Any student unwilling to comply with the dress code will be sent home and receive an absence. All Attendance Policies apply.**

**Any questions or concerns about the professional dress standards should be discussed with a faculty member or the Program Director.**

## STUDENT UNIFORM DRESS GUIDELINES

Students will be measured for their uniforms within the first three weeks of Term 1 and receive their uniforms prior to the start of clinical rotation.

Upon issue of approved school uniform, the following rules must be followed: (The ONLY exception to this policy would be certain designated events that may require another type of dress). Any exceptions must be approved by the Director of Nursing.

While on campus, students are required to wear the Summit College Official Scrub Uniform supplied by the school. Picture ID badge worn just below left clavicle.

Any student unwilling to comply with the dress code will be sent home and receive an absence which will need to be made-up. All VN attendance policies will be applied.

Student will be counseled regarding dress that appears inappropriate or in direct violation of the dress code. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence and will need to make up the time. All VN attendance policies will be applied.

At the start of clinical rotations, the student must wear the school uniform at clinical sites and while attending classes on campus. This uniform and supplies are included in the cost of the program.

**Any student unwilling to comply with the dress code will be sent home and receive an absence.**

**Dress:** Official Summit College uniform. No hoodies or crewnecks allowed. The uniform should be laundered and free of wrinkles each time it is worn. Shorts, ripped jeans, and crop tops are NOT allowed.

**Shoes:** Nurses' duty shoes or non-canvas all white or black tennis shoes. Black or white above the ankle socks only. Clean shoes and laces. No open back shoes or open toed shoes. No Clogs, Uggs, Crocs, sandals, flip-flops, garden shoes, slippers or high heels are allowed.

**Hair:** Clean, dry hair and well-groomed with professional natural colors, all hair touching the shoulders must be secured off the shoulders and bangs below the eyebrow must be secured to head. Clinical – Hair must not be allowed to fall onto a patient. Hair color must be maintained in naturally occurring shades. Hairstyles must be subdued and acceptable in a regular business or medical office environment (e.g. "Mohawk" or "Spiked" styles are examples of hairstyles that are NOT acceptable). See VN Dress Code above.

### **CLINICAL DRESS CODE**

Surgical scrub pants and scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn at clinical site at all times. The uniform should be laundered and free of wrinkles each time it is worn. Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed. The student is to be dressed in full uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

## **ATTENDANCE**

Summit College provides accelerated learning programs and strongly encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary on program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the VOCATIONAL NURSE program:

- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the VOCATIONAL NURSE department the day they are absent. ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Absences must be reported to the instructor on the same day of the absence. Students are expected to be accountable for their actions.

\*The student is responsible for making all arrangements with VN staff or instructor for all theory or clinical make-ups.

The school may review and will require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

To return to school after a medical LOA, the student must provide the school with a full medical clearance. The student will be readmitted on a space-available basis.

ALL CLINICAL ABSENCES will require documentation by the instructor on the attendance form, the clinical evaluation, and on the Clinical contract of the clinical objectives missed.

If a student is absent for three (3) or more theory classes and/or three (3) or more clinical rotations throughout the Term the student may be subject to termination from the entire program.

All attendance issues are subject for review by the Director of Nursing or by the Department Representative.

## **TARDINESS**

### **Tardy Policy – Theory Courses**

Punctuality is a professional expectation. Students are required to be on time and fully prepared for all classes, labs, and clinicals. Arriving late disrupts learning and reflects unprofessional behavior.

A student is considered tardy if they arrive any time after the scheduled start time of any session or return more than five (5) minutes late from a break.

**Progressive Discipline for Tardiness – Theory**

- **First Tardy:** Verbal warning, written assignment, and documentation in the student's record.
- **Second Tardy:** Written advisement, written assignment, and meeting with instructor; documentation in the student's record.
- **Third Tardy:** Written probation, written assignment, and meeting with the Instructor and Director of Nursing; documentation in the student's record.
- **Continued Tardiness:** May result in further disciplinary action, up to and including dismissal from the program.

*Students missing the first day of theory or clinical will be dropped from the program.*

**Clinical, Skills Lab, and Simulation Tardy Policy**

Students must arrive on time and be ready to participate. Tardiness and early departure are considered unprofessional and unsafe in clinical education.

**Tardy Definition**

- Arriving up to 15 minutes late = Tardy
- Arriving 16 or more minutes late = Absence
- Progressive Discipline – Clinical, Skills Lab, and Simulation

If up to 15 minutes late (Tardy):

- **First Tardy:** Verbal warning, written assignment, make-up for missed time, and documentation in student's record.
- **Second Tardy:** Written advisement, written assignment, make-up for missed time and meeting with instructor; documentation in student's record.
- **Third Tardy:** Written probation, written assignment, make-up for missed time and meeting with instructor and Director of Nursing; documentation in record.
- **Continued Tardiness:** May result in further disciplinary action, up to and including dismissal from the program.

*The missed time must be made up minute-for-minute. Continued tardiness may result in dismissal.*

If 16+ minutes late (Absence):

- Considered an absence.
- The student will be dismissed from the clinical/lab for that day.
- Written advisement, written assignment, make-up for missed time and documentation in student's record will occur.
- The missed time must be made up minute-for-minute before progressing.
- A second absence may result in course termination.

*Students missing the first day of theory or clinical will be dropped from the course.*

## EARLY DEPARTURES

Students are required to attend all scheduled hours of class, lab, and clinical sessions. Leaving early is considered unprofessional conduct and will be recorded as an absence for attendance purposes. However, the time the student was present before leaving will still be credited toward total program hours, and only the missed portion will need to be made up. Missed time will be calculated and rounded to the nearest quarter-hour (15-minute) increment to maintain consistency with program hour tracking and BVNPT reporting requirements.

Examples:

- If a student leaves a clinical session 45 minutes early, the 45 minutes will be recorded as 0.75 hours of missed time to be made up. The remaining hours attended will still count toward the student's total program hours.
- If a student completes 2 hours and 3 minutes of a scheduled session, the attendance will be rounded to the nearest quarter-hour and recorded as 2.00 hours of completed time.

### **Rounding of Attendance Time**

The time a student is present before leaving will still be credited toward total program hours, and only the missed portion must be made up. To ensure accuracy and consistency in attendance documentation, all missed or completed time will be calculated and rounded to the nearest quarter-hour (15-minute) increment in accordance with BVNPT reporting requirements.

**Note:** The rounding method described above must be applied consistently across all attendance records, clinical logs, and course documentation to ensure accuracy and compliance with BVNPT audit standards.

Students must notify their lead theory or clinical instructor in advance if an early departure is unavoidable. Failure to provide prior notice will result in a written advisement or deficiency notice, and the missed time will count toward the allowable absence limits.

Repeated early departures, late arrivals, or unnotified absences demonstrate a lack of professionalism and may result in Attendance Probation or dismissal from the program.

## MAKE-UP

### **MAKE-UP TIME AND ASSIGNMENTS**

Vocational Nurse students will be expected to make up all work necessary to meet program/course objectives. Students are responsible for missed theory material. Make-up for missed classroom objectives will be at the discretion of the instructor and approved by the Director of Nursing. Clinical make-up must be done within 14 calendar days of the absence within the same term. Theory make-up must be done within 7 calendar days of the absence within the same term.

### **CRITERIA FOR MAKE-UP EXAMS**

Before any make-up exam may be taken by the Vocational Nurse student they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero ("0") on the exam. The following criteria must be followed:

- a) Student must bring a written verification of illness or emergency to the instructor.
- b) Student must contact the instructor on the student's first day returning to school in order to schedule a make-up exam on the first Theory day after the absence.
- c) All make-up exams must be taken after scheduled Theory hours.
- d) Pop-quizzes cannot be made up.
- e) All students must make-up the missed exam within 7 days.
- f) All make-up exams scores are equal to the maximum passing score in term taken.

## **PHILOSOPHY OF THE NURSING PROGRAM**

The philosophy of the Vocational Nursing program at Summit College is based on the theoretical framework of Dorothea Orem. The philosophy/framework believes man is an integrated whole, functioning biologically, symbolically and socially.

Central to Orem's philosophy is that individuals are affected from time to time by limitations that do not allow them to meet their self-care needs. Loss of self-care results from health derived or health related limitations. Health is a state of wholeness or integrity of the individual, his/her parts and modes of functioning.

The health care system is rapidly changing as society's health care needs and expectations change. Societal and legislative factors are significant in the changing patterns of health care. The health care system is ultimately a response to the health care needs of the community. We believe that all persons have an equal right to health care systems that give them an opportunity to maintain their own optimum level of health. As the needs of society change, nurses have increasing responsibility for meeting these needs and should be held accountable.

We believe nursing is a human service designed to overcome human limitations in self-care action for health-related reasons. Nursing practice is directed toward helping the individual to meet his/her own and dependent others therapeutic self-care demands.

Education is a goal directed process through which behavior is changed. Learning occurs when a change of behavior, attitude, of thought patterns occurs and when change is not a product of natural maturation or development, or when the change can be manifested as the need arises. Learning is viewed as a lifelong process. Nursing education is a learning process which encourages active participation, self-awareness, and self-direction on the part of the student.

## **CONCEPTUAL FRAMEWORK**

The conceptual framework for the nursing program utilizes Orem's Self-Care Deficit Concept. The notion of "Deficit" refers to the relationship between capabilities of the individual and the need for action. The focus of nursing is on the nurse's deliberate *action* related to assisting the individual with their self-care deficit. Six central concepts guide the nurse's action: 1) *Self-care*, 2) Therapeutic self-care demand, 3) Self-care deficit, 4) Self-care agency 5) Nursing agency and 6) Nursing system.

Orem states there are three types of self-care requirements for action or therapeutic self-care demand: Universal self-care, Developmental self-care, and Health deviation self-care requisites. Universal self-care requisites are actions that need to be performed to maintain life processes. These actions are for all human beings through the stages of the life cycle and can be adjusted for age and environment: Developmental self-care requisites are actions that need to be performed in relation to genetic and constitutional deficits, human structural and functional deviations and their effects, and medical diagnostic and treatment measures prescribed or performed by physicians.

For vocational nursing, the focus is on nursing system design. This design involves selection of a nursing system and one or more methods of helping. The three types of systems are wholly compensatory, partly compensatory and supportive educative. The five methods of helping are acting for or doing for another, guidance and direction, providing physical or psychological support, providing and maintaining an environment that supports personal development and teaching.

Curriculum threads include nursing process, communication, and client teaching. Theory and clinical content are taught in a simple to complex format so that as the learner progresses in knowledge, he/she is capable of dealing with more advanced concepts. Critical thinking is emphasized throughout the curriculum. The threads of the conceptual framework are introduced and re-iterated throughout our systems approach in each of the four semesters.

Nursing care is implemented by use of the nursing process to identify the self-care deficit of each client the student is assigned to care for. The nursing process is introduced in the first semester and incorporated into each system. Clinical experience is assigned according to the current system under study.

The student is assigned and expected to provide total patient care based on the priority of client needs for self-care requirements. The student demonstrates responsibility for his/her action and for planning and organizing patient activity utilizing the nursing process.

Patient education is stressed from the beginning of the program. All nurses are health educators and must help the patient attain, regain or retain a state of optimal well-being.

## **TERMINAL OBJECTIVES**

Upon completion of Summit College Vocational Nursing Program, graduates will possess the knowledge and skills necessary to:

1. Function with accountability as defined in the statutes of The Vocational Nursing Practice Act.
2. Communicate effectively with members of the health care team through accurate and complete documentation of client status and nursing interventions.
3. Utilize the Nursing Process as an organizational framework to assist the client in meeting his or her self-care needs.
4. Perform with accuracy nursing skills within his or her scope of practice.
5. Implement client teaching within the scope of practice, to maintain or regain the client's ability for self-care.
6. Collaborate with other health care professionals to provide cost effective care that is based on client needs.

## **CLASS TIMES**

### **DAY CLASSES SCHEDULES ARE SUBJECT TO CHANGES**

*Day Program - 8:30am – 3:30 pm*

|                 |                                    |        |                             |
|-----------------|------------------------------------|--------|-----------------------------|
| <b>Theory</b>   | 8:30am – 3:30pm                    |        |                             |
|                 |                                    | Term 1 | Monday, Tuesday & Wednesday |
|                 |                                    | Term 2 | Monday, Tuesday & Wednesday |
|                 |                                    | Term 3 | Thursday & Friday           |
|                 |                                    | Term 4 | Thursday & Friday           |
| <b>Clinical</b> | 6:30am – 3:30pm or 1:00pm -10:00pm |        |                             |
|                 |                                    | Term 1 | Thursday & Friday           |
|                 |                                    | Term 2 | Thursday & Friday           |
|                 |                                    | Term 3 | Monday, Tuesday & Wednesday |
|                 |                                    | Term 4 | Monday, Tuesday & Wednesday |

### **EVENING CLASSES SCHEDULES ARE SUBJECT TO CHANGES**

*Evenings Program 4:00 -10:00 pm (May include Sat & Sun)*

|                 |                                                                |        |                                                   |
|-----------------|----------------------------------------------------------------|--------|---------------------------------------------------|
| <b>Theory</b>   | 4:00pm – 10:00pm                                               |        |                                                   |
|                 |                                                                | Term 1 | Monday & Tuesday                                  |
|                 |                                                                | Term 2 | Monday and 1 <sup>st</sup> 7 Tuesday's            |
|                 |                                                                | Term 3 | Thursday                                          |
|                 |                                                                | Term 4 | Wednesday                                         |
| <b>Clinical</b> | 4:00pm – 10:00pm, Weekends 6:30am – 3:30pm or 1:00pm – 10:00pm |        |                                                   |
|                 |                                                                | Term 1 | Saturday                                          |
|                 |                                                                | Term 2 | 8 <sup>th</sup> week Tuesday & Saturday or Sunday |
|                 |                                                                | Term 3 | Wednesday & Saturday or Sunday                    |
|                 |                                                                | Term 4 | Thursday & Saturday or Sunday                     |

## **MODULE DESCRIPTION**

All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed.

# TERM 1

## Fundamentals of Nursing/Fundamentals of Nursing Skills/Clinical

Course Number: VN1701A/1701B  
 Clock Hours: 186 Lecture /198 Lab/Clinical  
 52 Homework  
 Course Length: 384 Hours  
 Weeks: 13 Weeks Days / 21 Weeks Evenings  
 Prerequisite: Admission Criteria Met



*For students beginning after July 1, 2024*

Course Number: VN1701A/1701B

Course Length: 374 Hours

52 Homework

Clock Hours: 176 Lecture 155 Lab 43 Clinical

Weeks: 13 Weeks Days / 21 Weeks Evenings Prerequisite: NONE

Term 1 - Introduces the foundational knowledge and skills essential for safe, entry-level vocational nursing practice. Students explore the evolution of nursing science, the development of vocational nursing, and the licensed vocational nurses (LVN's) role within the healthcare team. Emphasis is placed on legal and ethical responsibilities, patient safety, and culturally responsive care.

This course introduces core nursing concepts related to human needs, including Orem's Self-Care Deficit Nursing Theory, human growth and development across the lifespan, and basic principles of nutrition. Students develop beginning competency in fundamental nursing skills, medical terminology, critical thinking, and the nursing process as applied to clinical situations involving patients of diverse backgrounds and health beliefs.

To ensure safe medication administration, students also receive introductory instruction in basic arithmetic, anatomy and physiology, and foundational pharmacology. Together, these components prepare students for the progressive development of clinical judgment and technical proficiency in subsequent terms of the Vocational Nursing Program.

## CURRICULUM OBJECTIVES

Upon completion of Medical Surgical Nursing I, (Basic Fundamentals, Gerontology, Pharmacology, Integumentary, student vocational nurses will possess the knowledge and skills necessary to:

1. Arrive at clinical at prescribed time with appropriate hygiene and uniform.
2. Participate in pre and post clinical conferences each clinical day.
3. Prepare for clinical assignments and apply principles of baseline assessment (data collection).
4. Utilize standard precautions in all client care by gloving, gowning, and masking.
5. Perform a two (2) minute hand washing for preventing the transfer of microorganisms.
6. List the steps in performing one-rescuer and two-rescuer CPR on adults.
7. Describe the steps in performing the Heimlich maneuver on conscious and unconscious individuals.
8. Respond appropriately to fire by identifying specific fire procedures in your facility.
9. Discuss the role of the nurse in disaster planning.
10. Demonstrate the technique for gowning and gloving.
11. Describe two (2) major purposes of isolation.
12. Admit, transfer, and discharge clients, residents and

- patients.
13. Apply safety reminder devices.
  14. Use appropriate body mechanics.
  15. Perform range of motion exercises.
  16. Move, and transfer individuals between bed and chair or mechanical lift.
  17. Administer bed, towel, tub, shower, and medicated baths.
  18. Perform several aspects of hygiene, including baths, backrubs, oral care, and hair care according to client's needs.
  19. Provide male and female perineal care with and without an indwelling catheter.
  20. Make an occupied and unoccupied bed.
  21. Position a bedpan.
  22. Collect urine, stool, and sputum specimens.
  23. Provide care for the body after death.
  24. Teach coughing, deep breathing and leg exercises.
  25. Apply antiembolism stockings.
  26. Apply bandage, binder and sterile dressings.
  27. Irrigate a wound
  28. Administer an enema.
  29. Perform a digital exam with removal of fecal impaction.
  30. Catheterize and discontinue a catheter for males and females.
  31. Perform routine catheter care.
  32. Perform decubitus care and clean dressing change.
  33. Perform intermittent bolus and continuous enteral feeding.
  34. Obtain temperature, pulse, respirations, and blood pressure on assigned client.
  35. Deliver a meal tray.
  36. Demonstrate ability to intubate a client with the appropriate NG or feeding tube.
  37. Observe percentage of meal eaten and document.
  38. Feed a dependent client.
  39. Demonstrate appropriate safe use of gait belt for ambulation and transfers.
  40. Measure and record intake and output.
  41. Identify the client at risk for falls.
  42. Identify age related changes in each system.
  43. Identify ways of assisting the client in maintaining independent self-care.
  44. Calculate the percent of a burn according to the Rule of Nines.
  45. State the depth of a burn according to appearance.
  46. Demonstrate safety in the preparation, delivery and administration of medications by all routes and using the 6 rights principles of medication administration
  47. Administer oxygen by various delivery methods.
  48. Perform tracheostomy care.
  49. Perform sterile and non-sterile suctioning of the trachea, lungs, nasopharynx, and oropharynx.
  50. Demonstrate a basic understanding of the Nursing Process and the development of a Nursing Care Plan.

## TERM GRADE SCALE

### Term Grade

The student must achieve a minimum passing grade of 78%. Anything below 78% is a failing grade.

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

### GRADING SCALE – TERM 1

| Grade | Range  | Points | Grade | Range | Points |
|-------|--------|--------|-------|-------|--------|
| A     | 96-100 | 4      | C     | 73-77 | 2      |
| A-    | 90-95  | 3.7    | C-    | 70-72 | 1.7    |
| B+    | 87-89  | 3.3    | D+    | 67-69 | 1.3    |
| B     | 83-86  | 3      | D     | 63-66 | 1      |
| B-    | 80-82  | 2.7    | D-    | 60-62 | 0.5    |
| C+    | 78-79  | 2.3    | F     | 0-59  | 0      |

### GRADING BREAKDOWN – TERM 1

The following is the official grading breakdown and system used For Nursing Program:

|                                  |      |
|----------------------------------|------|
| Quizzes                          | 35%  |
| Skills Check-off                 | 20%  |
| Homework                         | 15%  |
| Mid Term                         | 13%  |
| Final Exam                       | 17%  |
| Fundamentals Dosage Calculations | P/F  |
| TOTAL                            | 100% |

The student must practice within the standards of the five categories. The student must perform 1) basic nursing skills, 2) apply nursing concepts based on 3) human needs, and 4) utilize the nursing process in clinical situations. 5 ) Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

## **STANDARDS OF RATING SCALE**

### **Theory**

- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

### **Clinical: Pass or Fail**

Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of “fail”.

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

### **SKILLS LAB**

The Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

## Term 2

### Medical/Surgical 1 /Skills/Clinical

Course Number: VN1702A/1702B  
 Clock Hours: 173 Lecture /216 Lab/Clinical  
 52 Homework  
 Course Length: 389 Hours  
 Weeks: 13 Weeks Days /21 Weeks Evenings  
 Prerequisite: Term 1



*For students beginning after July 1, 2024*

Course Number: VN1702A/1702B  
 Course Length: 377 Hours 52 Homework  
 Clock Hours: 161 Lecture 48 Lab 168 Clinical  
 Weeks: 13 Weeks Days /21 Weeks Evenings Prerequisite: Term 1

Term 2 builds upon foundational nursing knowledge by introducing the vocational nursing student to common adult health conditions and corresponding nursing care. The course covers etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, appropriate nursing interventions within the LVN scope, fundamental nursing skills, safe medication administration, patient teaching, and prognosis related to disorders of the integumentary, musculoskeletal, gastrointestinal, blood and lymphatic, cardiovascular, respiratory, and gerontological systems. Introductory concepts related to surgical patients are also explored. Each body system begins with a focused review of relevant anatomy and physiology to strengthen clinical understanding and promote safe practice.

Students learn to apply the nursing process—within vocational nursing parameters—and utilize Orem's Self-Care Deficit Nursing Theory to support adult patients experiencing these health issues. Emphasis is placed on recognizing changes in patient condition, carrying out appropriate LVN-level interventions, reinforcing teaching plans, and collaborating with the healthcare team to promote optimal outcomes.

Upon completion of Term 2 Medical-Surgical Nursing II (Musculoskeletal, Respiratory, Cardiovascular, Gastrointestinal, Mental Health, and Leadership), student vocational nurses will possess the intermediate knowledge and skills necessary to progress toward functioning as safe, competent entry-level vocational nurses in a variety of healthcare settings.

## CURRICULUM OBJECTIVES

- Utilize standard precautions in all daily care.
- State the general nursing interventions for a client with a musculoskeletal deficit.
- Perform a general assessment on assigned client using the five (5) P's:
  - pulselessness
  - paresthesia (numbness or tingling sensation)
  - pallor
  - pain
  - puffiness (edema)
- Provide proper care for the client in a cast.
- Assist a client with an ambulatory device (cane, crutches, walker, or wheelchair).
- Identify the client at risk for falls.
- Perform CSM checks.
- Provide competent care for a client with a fractured hip.
- Administer medications according to the six (6) rights of medication administration.

10. Assist the client in therapeutic diet planning according to their deficit.
11. Identify the client's physiological and psychological response to change in body image.
12. Assist in developing a care plan according to your client needs.
13. Identify a client's educational needs.
14. Document according to facility policy.
15. Auscultate breath sounds.
16. Identify abnormal breathing patterns.
17. Provide care for an individual with chronic obstructive pulmonary disease (COPD).
18. Identify signs and symptoms of hypoxia.
19. Monitor individual's level of anxiety secondary to a respiratory disorder.
20. Perform an overall pulse assessment on individuals.
21. Identify major clinical manifestations of cardiovascular disease
22. Obtain an apical pulse
23. Evaluate an individual for chest pain
24. Identify individuals at risk for cardiogenic shock
25. Identify significant laboratory results.
26. Perform an evaluation of an individual at risk for heart disease.
27. Check for Homan's sign
28. Observe individuals for signs and symptoms of bleeding deficits.
29. Measure extremities for presence of edema
30. Auscultate bowel sounds.
31. Administer an enema
32. Perform appropriate nursing care for individuals with nasogastric or gastrostomy tube.
33. Provide care for individuals with a colostomy or ileostomy
34. Identify the major nursing goals for individuals with gastrointestinal system deficits
35. Evaluate and measure abdominal girth
36. Identify individuals' psychological states using therapeutic communication techniques
37. Apply mental health concepts and principles to individuals in acute care of skilled nursing facilities
38. Identify defense mechanisms
39. Identify signs of drug abuse
40. Identify the nurse at risk and utilize mandatory reporting as necessary.
41. Identify and maintain appropriate professional care boundaries.
42. Identify method of leadership utilized in current facility
43. Demonstrate the ability to function in a leadership role with the guidance of clinical instructor
44. Identify the self-care needs and limitations for an individual requiring hospice care.
45. Describe the role of the VN in the delivery of home health care.

## TERM GRADE SCALE

### Term Grade

The student must achieve a minimum passing grade of 78%. Anything below 78% is a failing grade.

### Grading Scale – Term 2

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

| Grade | Range  | Points | Grade | Range | Points |
|-------|--------|--------|-------|-------|--------|
| A     | 96-100 | 4      | C     | 73-77 | 2      |
| A-    | 90-95  | 3.7    | C-    | 70-72 | 1.7    |
| B+    | 87-89  | 3.3    | D+    | 67-69 | 1.3    |
| B     | 83-86  | 3      | D     | 63-66 | 1      |
| B-    | 80-82  | 2.7    | D-    | 60-62 | 0.5    |
| C+    | 78-79  | 2.3    | F     | 0-59  | 0      |

### Grading Breakdown – Term 2

The following is the official grading breakdown and system used for Nursing Program:

|                     |      |
|---------------------|------|
| Quizzes             | 35%  |
| Skills Check Off    | 10%  |
| Homework            | 15%  |
| Mid Term            | 13%  |
| Final Exam          | 17%  |
| ATI Content Mastery | 10%  |
| Dosage Calculations | P/F  |
| TOTAL               | 100% |

The student must practice within the standards of the five categories. The student must perform 1) basic nursing skills, 2) apply nursing concepts based on 3)

human needs, and 4) utilize the nursing process in clinical situations. 5 ) Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

### Standards of Rating Scale

#### **Theory**

- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

#### **Clinical: Pass or Fail**

- Clinical  
Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of “fail”.

The total Term grade is calculated based on both the theory and clinical areas. The theory

represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

#### **SKILLS LAB**

The Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

## Term 3

### Medical/Surgical 2 /Skills/Clinical

Course Number: VN1703A/1703B  
 Clock Hours: 144 Lecture /276 Lab/Clinical  
 52 Homework  
 Course Length: 420 Hours  
 Weeks: 13 Weeks Days /21 Weeks Evenings  
 Prerequisite: Term 1 & 2



*For students beginning after July 1, 2024*

Course Number: VN1703A/1703B  
 Course Length: 407 Hours 52 Homework  
 Clock Hours: 131Lecture 48 Lab 228 Clinical  
 Weeks: 13 Weeks Days /21 Weeks Evenings Prerequisite: Term 1 & 2

Term 3 advances the vocational nursing student's knowledge of complex adult health conditions and the corresponding nursing care required in medical-surgical environments. This course examines the etiologies, clinical manifestations, basic nursing assessments, diagnostic tests and procedures, medical management, VN-appropriate nursing interventions, technical skills, safe medication administration, patient teaching, and prognosis related to disorders affecting the urinary, endocrine, sensory, neurological, and immune systems, as well as selected mental health conditions. Each body system begins with a focused review of relevant anatomy and physiology to support clinical reasoning and safe practice.

Students learn to apply the nursing process within vocational nursing scope and integrate Orem's Self-Care Deficit Nursing Theory when caring for adult patients with these disorders. Emphasis is placed on recognizing changes in condition, reporting significant findings, implementing safe interventions, reinforcing teaching plans, and providing culturally responsive care that respects diverse backgrounds and health beliefs.

By the conclusion of Term 3, students will be prepared to transition into advanced clinical practice experiences and progress toward demonstrating readiness for entry-level vocational nursing roles across varied healthcare settings.

## CURRICULUM OBJECTIVES

Upon completion of Medical Surgical Nursing III (Urinary, Reproduction, Neurology and Neurosensory, Immune, Oncology), student vocational nurses will possess the knowledge and skills necessary to:

1. Perform urine clintest check
2. Obtain a urine specific gravity
3. Prepare and assist individuals undergoing diagnostic procedures
4. Identify significant laboratory results.
5. Provide care for individuals with urinary drainage systems
6. Perform a bladder irrigation
7. Provide nursing care for individuals with an AV shunt
8. Assist the RN with peritoneal dialysis
9. Identify individuals at risk for renal failure by monitoring vital signs and checking pertinent laboratory values.
10. Administer medications according to the six (6) rights of medication administration
11. Assist individuals with therapeutic diet planning according to their deficit
12. Identify individual's anxiety level related to a physiological and psychological changes
13. Document all information relating to the delivery of care in accordance with facility policy
14. Provide active listening for individuals related to fears in changes in sexuality
15. Assist with a pelvic examination
16. Assist individuals in the performance of breast self-examination

17. Identify normal and abnormal changes appropriate for age group
18. Provide care for males and females experiencing deficits of the reproductive system
19. Perform neurological checks
20. Identify various degrees of motor movement
21. Determine level of consciousness according to the Glasgow Coma Scale
22. Identify signs and symptoms of increased intracranial pressure
23. Provide seizure precautions
24. Monitor motor and sensory function of individuals with a CVA
25. Identify safety precautions for individuals experiencing neurological or neurosensory deficits

26. Provide care for individuals with immunological precautions, including those individuals who are
  1. HIV positive
27. Identify the common complications of AIDS
28. Identify the legal issues in AIDS confidentiality
29. Discuss clinical manifestations of benign and malignant tumors
30. Assist with preventative nursing actions before and palliative actions post chemotherapy
31. Demonstrate proper precautions when caring for individuals with an internal radiation implant
32. Maintain immune suppressed precautions
33. Identify the hospital's support services for the oncology client and family.

## TERM GRADE SCALE

### Term Grade

The student must achieve a minimum passing grade of 80%, Anything below 80% is a failing grade

### Grading Scale – Term 3

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

See yellow highlight for below 80%

| Grading Scale |        |        |       |       |        |
|---------------|--------|--------|-------|-------|--------|
| Grade         | Range  | Points | Grade | Range | Points |
| A             | 96-100 | 4.0    | C     | 73-77 | 2.0    |
| A-            | 90-95  | 3.7    | C-    | 70-72 | 1.7    |
| B+            | 87-89  | 3.3    | D+    | 67-69 | 1.3    |
| B             | 83-86  | 3.0    | D     | 63-66 | 1.0    |
| B-            | 80-82  | 2.7    | D-    | 60-62 | .5     |
| C+            | 78-79  | 2.3    | F     | 0-59  | 0      |

### Grading Breakdown – Term 3

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical

grade is based on clinical attendance and skills proficiency.

The following is the official grading breakdown and system used For Nursing Program:

|                     |      |
|---------------------|------|
| Homework            | 15%  |
| Midterm             | 13%  |
| Quizzes             | 35%  |
| Final Exam          | 17%  |
| ATI Content Mastery | 10%  |
| Skills Check offs   | 10%  |
| Dosage Calculations | P/F  |
| TOTAL               | 100% |

| Term   | Final Exam<br>Minimum Score |
|--------|-----------------------------|
| Term 3 | 80%                         |

The student must practice within the standards of the five categories. The student must perform 1) basic nursing skills, 2) apply nursing concepts based on 3) human needs, and 4) utilize the nursing process in clinical situations. 5) Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

### **Theory**

- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

### **Clinical: Pass or Fail**

- Clinical  
Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of “fail”.

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

### **SKILLS LAB**

The Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

## Term 4

### Medical/Surgical Nursing 3, Maternal/Child Health, Leadership, Capstone Maternal/Child Health/Skills/Clinical

Course Number: VN1704A/1704B  
 Clock Hours: 129 Lecture /264 Lab/Clinical  
                   52 Homework  
 Course Length: 393 Hours  
 Weeks: 13 Weeks Days /21 Weeks Evenings  
 Prerequisite: Term 1, 2 & 3



*For students beginning after July 1, 2024*

Course Number: VN1704A/1704B  
 Course Length: 372 Hours      52 Homework  
 Clock Hours: 108 Lecture      56 Lab      208 Clinical  
 Weeks: 13 Weeks Days /21 Weeks Evenings  
 Prerequisite: Term 1, 2 & 3

Term 4 introduces the vocational nursing student to maternal-newborn nursing and the transition to professional practice. Students explore the anatomy and physiology of the reproductive systems, nursing care and assessment of obstetric patients, the stages of normal pregnancy, labor, delivery, and postpartum care. Instruction includes culturally informed childbearing practices, newborn assessment, high-risk pregnancies, obstetric complications, and essential patient and family education. Students apply the nursing process—within vocational nursing parameters—and utilize Orem’s Self-Care Deficit Nursing Theory in contributing to patient care plans for obstetric patients and their families.

This term also builds foundational leadership and management competencies required for the VN role. Students learn basic principles of decision-making, problem-solving, prioritization, delegation, supervision, time management, and transcultural nursing as they relate to coordinating patient care within the vocational nursing scope. Emphasis is placed on effective communication, teamwork, and professional accountability.

Additionally, students are introduced to the Vocational Nursing Practice Act, scope of practice regulations, ethical and legal responsibilities, and the VN’s role as an advocate within the healthcare environment.

Term 4 concludes with a comprehensive capstone experience designed to strengthen clinical judgment, reinforce program outcomes, and prepare students for success on the licensure examination and entry into practice as competent, safe vocational nurses.

## CURRICULUM OBJECTIVES

Upon completion of Maternal Child, Pediatrics, Medical Surgical IV (Metacognition, Endocrine), student vocational nurses will possess the knowledge and skills necessary to:

1. Monitor uterine contractions and fetal status
2. Listen to fetal heart tones
3. Identify the three (3) stages of labor
4. Identify the mechanisms of labor in the vertex position: engagement, descent, flexion, internal rotation, extension, external rotation, resolution and expulsion
5. Observe a vaginal and a cesarean section delivery if possible
6. Apply the nursing process to assess self-care needs and limitations of the obstetrical client
7. Identify the client's educational needs based on self-care deficits
8. Observe a newborn admission and assessment procedure
9. Assist with the one (1) and five (5) minute Apgar Score Evaluation
10. Prepare and assist individuals undergoing diagnostic procedures
11. Administer medications according to the six (6) right of medication administrations
12. Identify and report the classification, action, nursing implications and common side effects of medications to clinical instructor prior to administration
13. Apply and evaluate wrists, mummy and jacket safety reminder devices
14. Evaluate the growth and development level of assigned child according to Erikson's and Piaget's Developmental theories
15. Identify potential safety hazards in a variety of settings.
16. Provide age appropriate toys to the child
17. Complete a written report on observations of an assigned child following a visit to a day care center
18. Encourage family centered care involving bathing, feeding and playing
19. Identify stages of normal separation anxiety in the child away from home
20. Calculate pediatric dosages according to Young's Rule, Clark's Rule and Freid's Rule
21. Identify nutritional needs of assigned child.
22. Demonstrate the ability to perform problem solving using techniques specific to the role of the Vocational Nurse in accordance with the Vocational Nurse Practice Act of California.
23. Demonstrate through practice the use of professional reasoning skills which will ensure advocacy of the client
23. Utilize and integrate the nursing process related to critical thinking behaviors
24. Identify ER triage and staff responsiveness to clients
25. Identify equipment unique to the emergency room and explain its function and use.
26. Perform a glucoscan exam
27. Identify different types of insulin and the classification, action, nursing implications and common side effects prior to medication administration
28. Identify the signs and symptoms of insulin reaction (hypoglycemia)
29. Identify individuals at risk for Diabetic Ketoacidosis (DKA)
30. Prepare a client teaching plan for self-administration of insulin and monitoring of blood glucose levels.

## TERM GRADE SCALE

### Term Grade

The student must achieve a minimum passing grade 80%.: Anything below 80 is a failing grade.

### Grading Scale – Term 4

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

| Grading Scale |        |        |       |       |        |
|---------------|--------|--------|-------|-------|--------|
| Grade         | Range  | Points | Grade | Range | Points |
| A             | 96-100 | 4.0    | C     | 73-77 | 2.0    |
| A-            | 90-95  | 3.7    | C-    | 70-72 | 1.7    |
| B+            | 87-89  | 3.3    | D+    | 67-69 | 1.3    |
| B             | 83-86  | 3.0    | D     | 63-66 | 1.0    |
| B-            | 80-82  | 2.7    | D-    | 60-62 | .5     |
| C+            | 78-79  | 2.3    | F     | 0-59  | 0      |

### Grading Breakdown – Term 4

The following is the official grading breakdown and system used For Nursing Program:

|                     |      |
|---------------------|------|
| Homework            | 15%  |
| Midterm             | 13%  |
| Final Exam          | 17%  |
| Quizzes             | 35%  |
| ATI Exams           | 10%  |
| Skills Check-Offs   | 10%  |
| Dosage Calculations | P/T  |
| TOTAL               | 100% |

Students must achieve a 70% on ATI Comprehensive Predictor (Exit Exam). Students will be given an opportunity for a second attempt within 7 days.

The student must practice within the standards of the five categories. The student must perform 1) basic nursing skills, 2) apply nursing concepts based on 3) human needs, and 4) utilize the nursing process in clinical situations. 5 ) Critical thinking skills are crucial in developing the ability to integrate

nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span. , psychosocial, safety, nutrition and growth and development across the life span.

### Theory

- Class presentation
- Comprehensive Final Exam

- Comprehensive Pharm Exam
- Quizzes

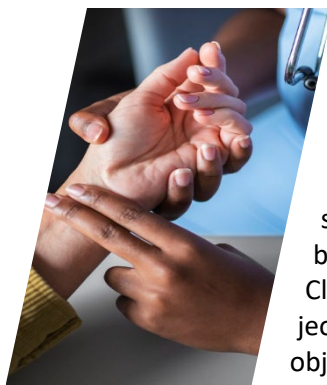
### Clinical: Pass or Fail

- Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories.

### SKILLS LAB

The Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.



# CLINICAL

## CLINICAL PERFORMANCE RATING SCALE

Vocational Nurse students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on a Clinical Warning.

Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical pass is based on satisfactory achievement of all clinical objectives.

### Performance Rating Scale- Clinical

The clinical evaluation has six categories:

- Knowledge Base
- Implementation of Nursing Care
- Communication and Documentation
- Professional Growth and Development
- Interpersonal Relations
- Professionalism

### Clinical Rating Scale

#### **Clinical: Pass or Fail**

Clinical Performance /Attendance/participation

### **CLINICAL GUIDELINES**

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start their duties will be considered absent.

Failure to pass either the theory or clinical portion of the term will denote a term final grade of “fail”.

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.



## **SPECIALTY EXAM & REMEDIATION**

Students will partake in a Specialty Exam at the end of each term. Students will have an opportunity of remediation each exam. In order to be cleared to take the examination a second time, one or all of the following will be required: mandatory tutoring, adaptive quizzing exercises, focused review, hand-written templates and study hour minimums.

### **REMEDIATION MIDTERM**

Remediation has been established to assist the student in improving theoretical knowledge while compensating for a failed examination. The student in any term will be provided with one (1) remedial opportunity after the midterm and will be required to complete the remediation within fourteen (14) Days. Remediation consists of self-study, tutorial, and testing and will be offered to students when the cumulative GPA is below the term minimum. Students who do not remediate and/or retest below the minimum score, may be placed on Academic Warning and will be required to continue tutoring and remediation support. Students who pass the retest midterm examination will have completed their academic contract.

### **REMEDIAL LAB**

A Vocational Nurse Remedial Lab has been established for your benefit to assist in improving your test-taking abilities and increase your theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. All tests will focus on a specific area of study.

Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test-taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail.

Regardless, attending Remediation may ultimately enable you to study more effectively and achieve higher test scores, which will result in better grades. Please schedule some time to work with your instructors.

### **REMEDIATION SCORING EFFECTS ON FINAL GRADE**

If the student has completed the remediation process in the midterm or specialty exam process and does not achieve a passing score greater than the original the higher of the two scores will be used when calculating final grade totals.

## **REQUIREMENTS FOR COMPLETION**

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. All courses within this program must be completed in order for the student to be eligible for a Diploma.

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program. Each of the four required Terms is made up of multiple Modules/or courses of instruction. All Modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed in the VN Program section. §71810(b)(8)

- Meet attendance requirement of 100%.
- Fulfill all financial obligations,
- Must meet with the Career Services Department and provide a current resume

Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements

|                           |         |     |
|---------------------------|---------|-----|
| Passing Grade Percentage: | Term 1: | 78% |
|                           | Term 2: | 78% |
|                           | Term 3: | 80% |
|                           | Term 4: | 80% |

The program requires concurrent clinical make-up times for absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame may be dropped from the program.

As VOCATIONAL NURSE each student will participate in the specialty testing competency at the end of each Term. Students must complete specialty testing prior to entering the next term, or participate in a make-up test date within 7 days of entering the next sequential term.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Students will be directed to the nursing department for remediation.

## **PRE-GRADUATION APPLICATION**

The following process will take place for the student as preparation steps to sit for the NCLEX-PN Exam.

Term II and III

- Introduction to the NCLEX Department to briefly outline the process and requirements for application submission and participation for the NCLEX-PN exam.

Term IV

- Exit Paperwork is conducted 4-6 weeks prior to graduation.
- Students will review and sign NCLEX Contracts for NCLEX preparation.
- Students will complete application and live scan forms with the NCLEX coordinators.
- Live Scan is completed by a DOJ representative with a copy given to the NCLEX coordinator.

- Students will return the application paperwork known as “Breeze” with Username and Password to the NCLEX Coordinator for final processing.

## **POST-GRADUATION TESTING**

Post-Graduation and RNP (Record of Nursing Program) submission requirements, application and testing procedures as follows:

- Upon meeting graduation requirements, the RNP is signed by the Director of Nursing and submitted based on all BVNPT requirements being fulfilled.
- Following submittal of the Nursing application, a LIVE scan will be submitted to the BVNPT.
- All registrations must be processed via the Pearson Vue website or through the Pearson Vue call center.
- The Authorization to Test (ATT) will be created using the information provided when the student is registered.
- After the profile is complete the student will receive the Approval to Test (ATT) code. The code will be valid for 180 days (6 months) from the date issued by the testing service.
- The Test registration will be completed by the graduate and NCLEX Coordinator in selecting an appropriate test date. When the date is selected the Coordinator will confirm the reservation.

\*If requirements are not met after the application is submitted the Exam date will be rescheduled.

*Note: (Summit College policy is subject to change based on NCSBN/BVNPT/Pearson Vue data).*



# LICENSURE PROCEDURE

Below are the required steps and expected timelines for obtaining your Vocational Nursing license after graduation. Please read carefully so you are aware of what to expect during this process.



## 1. Submission of Records

- The Director of Nursing (DON) will submit your Record of Nursing to the Board of Vocational Nursing & Psychiatric Technicians (BVNPT).
- Processing Time: The Board may take 4–6 weeks to review and process your file.
- Student Action: During this time, you must continue diligently preparing for the NCLEX-PN. Complete your studies and achieve your **Virtual ATI Greenlight prior to testing**.

## 2. Board Approval

- Once processed, the Board approves your eligibility to test.

## 3. Pearson VUE Registration

- Register with Pearson VUE once you receive approval.
- Processing Time: Up to a week
- Student Action: You will then select your test date, time, and location.

## 4. Taking the NCLEX-PN

- Arrive prepared and complete your scheduled NCLEX-PN examination.

## 5. Licensure Issuance

- Upon successfully passing the NCLEX-PN, your license will be purchased and released by the Board.
- Only after this step will your Breeze and Pearson VUE account credentials be made available.
- At this time, we strongly recommend you change your account passwords, as you will need these accounts to maintain your license thereafter.

## Key Reminders:

- Continue studying consistently until your test date.
- Check your email regularly for Summit College communications.
- Maintain confidentiality of your login credentials.

We are proud of the effort you've put into reaching this point and look forward to celebrating your success as licensed vocational nurses!