

LOS ANGELES COUNTY
COLLEGE OF NURSING AND ALLIED HEALTH



School of Nursing
FACULTY HANDBOOK OVERVIEW



"There's No Education Like It In The World"

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

SCHOOL OF NURSING

POLICY & PROCEDURES OVERVIEW

<u>INTRODUCTION</u>	<u>PAGES</u>
Accuracy Statement/Foreword	1-2
Purpose	3
SON Organizational Chart	4
Educational Philosophy	5
Educational Program: Conceptual Framework	6
Program Objectives	7
Essential Function Standards Required of Nursing Students	8-9
<u>ADMINISTRATION/MANAGEMENT</u>	<u>POLICY NUMBER</u>
Policy Development, Review, & Approval Process	100
Faculty Teaching Assignment	130
<u>FACULTY/STAFF/STUDENT RIGHTS & RESPONSIBILITIES</u>	
Academic Freedom	200
Academic Honesty & Professional Conduct	201
Student Attendance for Clinical Courses	210
Test Review	220
Curriculum Plan	230
Content Expert	240
Grievance Policy	830
<u>QUALITY ASSESSMENT/PERFORMANCE IMPROVEMENT</u>	
Grading System	300
Grading for Clinical Courses	301
Drug Dosage Calculation Competency	302
Drug Dosage Calculation Competency Remediation Plan	303
Test Plan	320
Test Item Analysis	321
<u>FINANCIAL AID</u>	
FAFSA Information Verification	400
Return of Title IV Funds	800
Cash Control: Verification & Disbursement of Student Financial Aid	160

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

SCHOOL OF NURSING

POLICY & PROCEDURES OVERVIEW CONTINUED

INTRODUCTION

POLICY NUMBER

Communication

Intercommittee Communication	410
Academic Warning Notification	420
Academic Status Notification	421

Student Information/Records

Student Records – Confidentiality	430
-----------------------------------	-----

EDUCATIONAL ENVIRONMENT

Safety

Active Shooter	624
Dispute Management	621
Fire Response	622
Security	625

Test Security

Testing Procedure	630
-------------------	-----

Program Implementation

Curriculum Changes	700
Nursing Course Exemptions/Challenges	710
Transition Nursing Course	711
Pharmacology for LVN – RN Option (30 Unit) Student	712

Instructional Media

Course Syllabus	750
Textbook Approval Process	760

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

SCHOOL OF NURSING

POLICY & PROCEDURES OVERVIEW CONTINUED

<u>STUDENT POLICIES</u>	<u>POLICY NUMBER</u>
High-Risk Student Remediation	815
American with Disabilities Act-Compliance & Guidelines	801
Criminal Record Background Screening	802
Make-Up Examination	810
Academic Failure, Withdrawal & Failure	820
Student Activities	850
Nursing Student Dress Code	

Link:

<http://teams.lacusc.dhs.lacounty.gov/depts/CONAH/Policies/SitePages/Home.aspx>

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

SCHOOL OF NURSING

SCHOOL OF NURSING FORMS

Academic Warning Notice

Clinical Attendance Notification

Drug Dosage Calculation Competency Remediation Plan

Institutional Effectiveness Student Petition/Grievance Track Reporting Form

Intercommittee Communication

Incomplete Grade Report

Policy Approval

Readmission Remediation Plan

Skills Lab/Computer Lab Referral

Student Audio/Video Recording Agreement

Student Status Report

Textbook Evaluation Form

Textbook Recommendation

Work Justification

Link:

<http://teams.lacusc.dhs.lacounty.gov/depts/CONAH/Forms/SitePages/Home.aspx>

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING

RULES AND REGULATIONS OF THE FACULTY ORGANIZATION BYLAWS

Link:

<http://teams.lacusc.dhs.lacounty.gov/depts/CONAH/Policies/Bylaws/Forms/AllItems.aspx>



Los Angeles County

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- ▶ School of Nursing
- ▶ Education & Consulting Services
- ▶ Allied Health Continuing Education

1237 North Mission Road, Los Angeles, California 90033

(323) 226-4911/6511

**POLICY AND PROCEDURE MANUAL
ACCURACY STATEMENT**

The Los Angeles County College of Nursing and Allied Health has made every effort to ascertain that the information stated herein is accurate.

The College reserves the right to make changes affecting programs, policies, regulations, requirements, fees and/or any other matters.

All matters contained herein are subject to change without notice. The College assumes no responsibility for misinterpretation of the information presented.



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POLICY AND PROCEDURE MANUAL FOREWORD

The purpose of this manual is to provide a policy and procedure guide and reference source for College faculty and staff.

Faculty and staff are expected to use College, divisional, and LAC+USC Medical Center manuals and other County and Department of Health Services resources for information necessary to carry out their functions and responsibilities.

The College policy manual, which applies to all divisions of the College, provides guidance to each division in developing area specific policies and procedures. The policy manual will be revised and updated to reflect changes in practice. Each faculty and staff member contributes to this process. Policy development and revision adheres to College policy #100.

The Policy Manual is divided into sections. Many of these sections are further divided into subsections consistent with those used in the LAC+USC Medical Center Policy Manual. Within the sections and subsections, the policies are in numerical order.

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CollegePlanning:nm

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SCHOOL OF NURSING PURPOSE

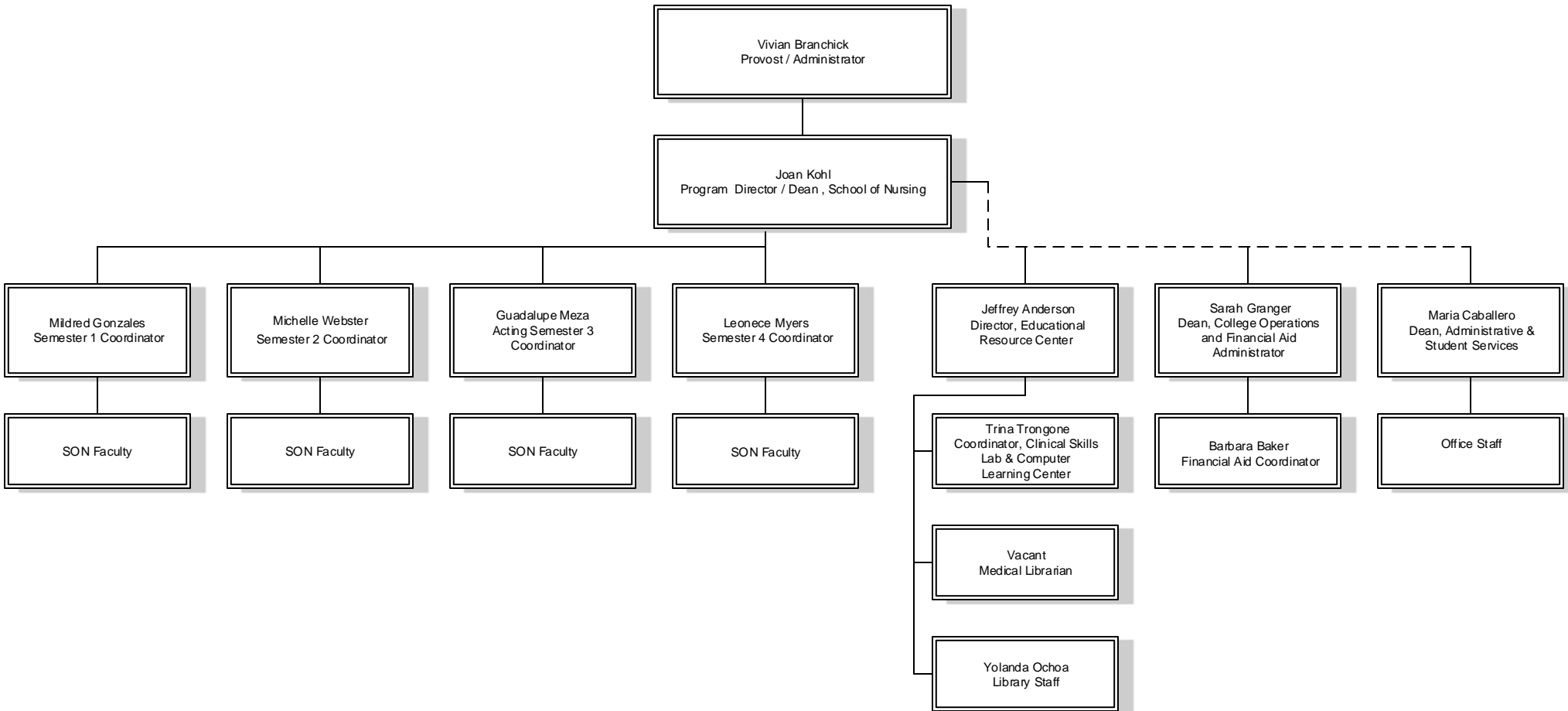
The purpose of the School of Nursing is to:

1. Graduate students who have the knowledge, skills and attitudes to gain licensure, and be employed successfully as registered nurses.
 2. Graduate students who have the knowledge and skills necessary for upper-division study.
 3. Offer a curriculum based on the needs of the community served.
 4. Maintain articulation with colleges and universities to ensure transfer for upper-division study.
 5. Provide student services and activities, which facilitate student growth and success in the academic, social and professional community.
 6. Retain qualified faculty and staff to support the achievement of quality instruction and School services.
 7. Provide learning resources in a quantity and diversity to support the School's program of learning.
 8. Provide opportunities for faculty, staff and students to participate in School governance.
-

Los Angeles County College of Nursing and Allied Health

SCHOOL OF NURSING

Organizational Chart



Vivian Branchick
Provost / Administrator

Date



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SCHOOL OF NURSING PHILOSOPHY

THE FACULTY BELIEVE:

NURSING EDUCATION is a continuous process that builds upon a theoretical base from related disciplines. Nursing education emphasizes theoretical knowledge and principles to guide and influence the practice of nursing. The goal of nursing education is to prepare students with the knowledge, skills, attitude, and sociocultural sensitivity necessary for assisting the *client to maintain health.

***CLIENT** is an individual, family, group or community with inherent worth and dignity. The client functions in a holistic, harmonious manner and is viewed as an open system with five interrelating variables that are always present and determine the nature and degree of stress experienced.

ENVIRONMENT consists of both internal and external forces that influence the system stability of the *client. System stability is dependent upon the *client's ability to adapt to environmental forces.

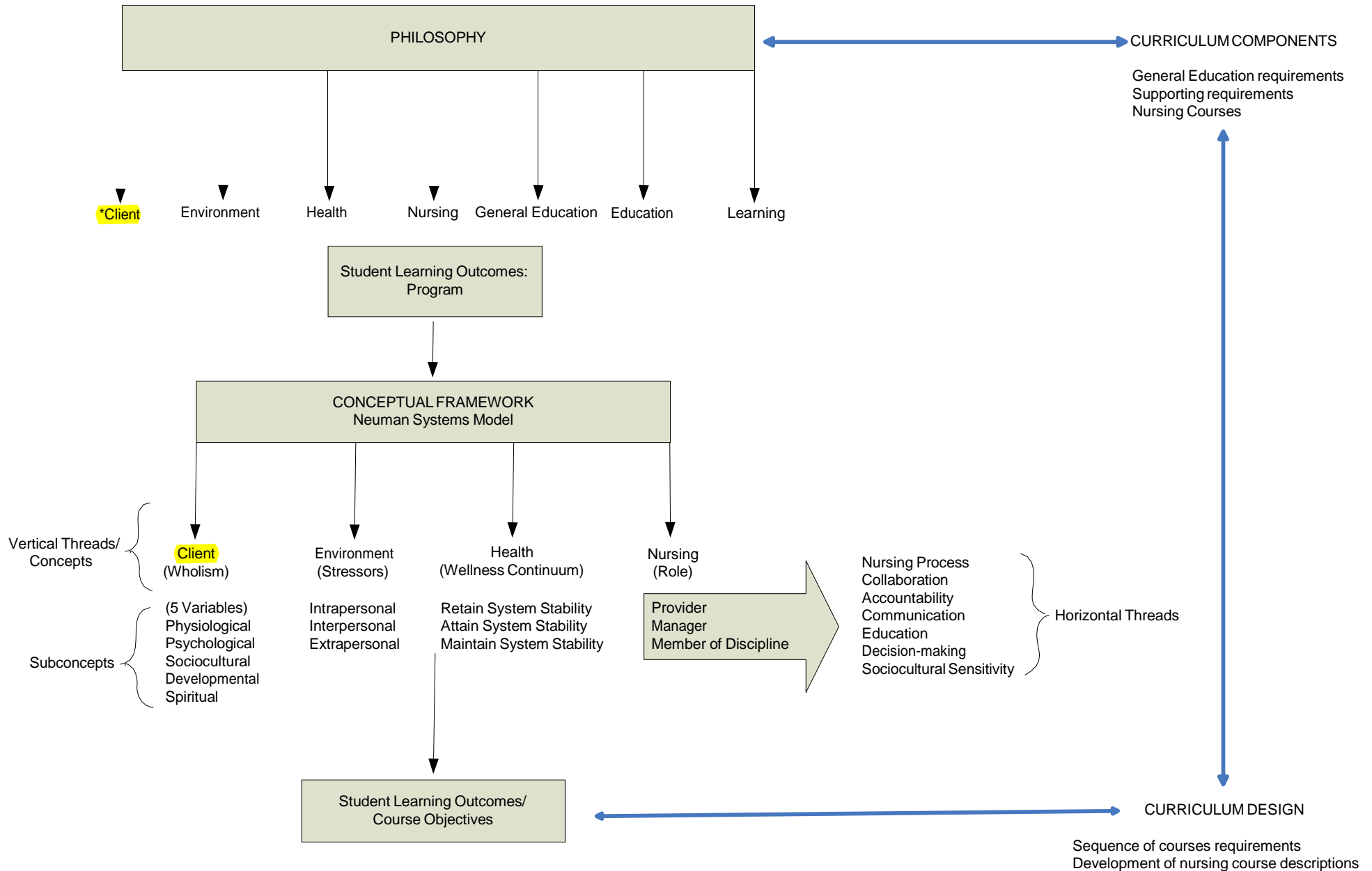
HEALTH is a dynamic and ever changing state of system stability. Health exists at various changing levels that are on a continuum from wellness to illness. The *client as a member of society has a right to participate in a health care system and be provided with opportunities for health education. To optimize health, the *client assumes an active role in meeting their own health care needs.

NURSING focuses on determining the nature of environmental forces, which may result in health problems. The goal of nursing is to facilitate optimal system stability through the integration of the nursing process and nursing role. Nursing acts as an advocate and collaborator involving the patient, family, community and other health care members. Nursing is accountable for functioning within safe, ethical and legal boundaries and for providing cost effective quality care.

*In this institution, client is used in lieu of man.



**SCHOOL OF NURSING
 Curriculum Conceptual Framework**



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SCHOOL OF NURSING

PROGRAM OBJECTIVES

Upon program completion, the student, as an entry level registered nurse provides and manages nursing care:

1. Applies the nursing process in safely caring for clients across the health-illness continuum throughout the life span in a variety of healthcare settings.
2. Communicates effectively and appropriately when interacting with individuals, families, groups, communities, colleagues, and all other healthcare disciplines to achieve optimal health outcomes.
3. Collaborates with individuals, families, groups, community, colleagues and all other health care disciplines to achieve quality outcomes in a cost effective manner.
4. Demonstrates leadership, accountability, and advocacy within legal, ethical and professional standards as a professional nurse and as a contributing member of society.
5. Formulates individualized client care plans using critical thinking skills based upon relevant scientific knowledge, and evidence based practices, and interpretation of clinical information in the provision of nursing care.
6. Educates client/family to promote preventative and restorative health measures.
7. Demonstrates awareness and respect for diverse sociocultural values and beliefs.



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ESSENTIAL FUNCTION STANDARDS REQUIRED OF NURSING STUDENTS

Students enrolled in Los Angeles County College of Nursing and Allied Health's School of Nursing are protected by the Americans with Disabilities Act (ADA). Students who may need accommodations or modifications to meet these essential functions are encouraged to contact the Dean Administrative and Student Services to maximize their success in the program.

Standard I Cognitive and Conceptual Abilities

Students must demonstrate the ability to read and understand written documents in English and solve problems involving measurements, calculations, reasoning, and analysis. Students must also be able to apply the nursing process by demonstrating the ability to gather data, develop a plan action, establish priorities and monitor treatment plans and care modalities. Students must be able to quickly read and comprehend extensive written material and apply information and engage in critical thinking in didactic and clinical settings. Comprehending three dimensional and spatial relationships is essential.

Standard II Behavioral – Social Attributes

Students are required to consistently demonstrate empathy, integrity, honesty, interpersonal skills, interest and positive motivation. Students must possess the emotional health required for full use of their intellectual abilities, the exercise of sound judgment, and the prompt completion of responsibilities required for patient care. The development of mature, culturally sensitive, and effective relationships with patients is essential. Students must possess adequate endurance and strength to function effectively under stress for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and to respond by modifying their behavior appropriately.

Standard III Communication Abilities

Students must communicate effectively and efficiently in English with patients, families and other health care providers and demonstrate clarity verbally, non-verbally and in writing. Other required abilities include speech, hearing, reading, writing, language skills and computer literacy. Students must be able to identify communication barriers and use appropriate resources to facilitate effective communication.

Standard IV Sensory Function

Students must have sufficient abilities to gather data from written reference materials, oral presentations, demonstrations, and observations of patients and their environment. Students must be able to observe a patient accurately and appreciate non-verbal communications when performing nursing assessments and interventions or administering medications.

Standard V Motor Function

Students are required to have sufficient motor function to execute movements required to provide general patient care. Students must be able to use equipment competently and respond promptly to emergencies. In addition students must have the ability to care for patients of all ages. Manual dexterity is required in clinical course work.

Students must meet the Physical requirements of the clinical sites used by the College. The clinical sites currently utilized by the College are part of the Los Angeles County Department of Health Services. The Department of Health Services require nurses working in its facilities to meet the standard of Physical Class 3.

[The definition for a Physical Class 3 – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequently lifting 10-25 pounds.]