



NURSING STUDENT HANDBOOK

Rev 5/2019

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HISTORY OF THE NURSING PROGRAM

The two year Associate Degree Program in Nursing in community colleges has been one of the most significant developments in the field of higher education. To date, it has had its widest application in California.

As in other occupational programs in community colleges, nursing programs evolved out of an acute community need. In San Francisco, the rapid closing of hospital schools of nursing alarmed the community to such an extent that in 1959 the college was approached to study the feasibility of beginning a nursing program. After a two-year period of study and planning, the first class was admitted in September, 1961.

The advantage of the Community College program over the older traditional hospital based nursing programs is that by cooperative effort of College faculty and nurse specialists, and by utilizing community resources, the curriculum offers a better educational base for student learning. This is accomplished by including general education and by integrating nursing courses with allied courses in other fields.

The Associate Degree Nursing program is unique because it is community centered and draws the majority of its applicants from the community. Our program attracts men and women of all ages, ethnic, and cultural backgrounds.

The nursing program has proven highly successful, both as to the number of applicants and to the success rate of the graduates on the State Board Examination.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

PHILOSOPHY

The Faculty of the Department of Nursing is in agreement with and committed to the Vision and Mission Statements of City College of San Francisco. The delivery of nursing care requires a holistic, compassionate and caring approach. The Department of Nursing has identified Maslow's Hierarchy of Motivational Needs as the primary theoretical framework for educating nursing students and the basis for prioritizing the physical and the psychological needs of the client.

The Nursing Department Faculty recognizes (that) integrating knowledge from general education and other related disciplines, including biological, behavioral, and social sciences will enable the nursing student to develop the qualities required of the professional nurse. Professional nursing encompasses the acquisition and application of scientific knowledge, evidence-based practice, psychomotor skills, application of safety measures, and an understanding of human behavior. Nursing is a dynamic endeavor, which is continually evolving. Critical thinking and clinical reasoning are necessary for professional nurses to assist individuals, families, and populations to cope with difficulties in daily living that are associated with actual or potential problems in the health/illness continuum.

Students are respected and treated as individuals with different cultural and ethnic backgrounds, learning styles, goals, and support systems. Unconditional positive regard and respectful acknowledgement of the vast variety of religions, cultures, ethnicities, and sexual orientation represented in faculty, staff, and students is a hallmark of the Department of Nursing. While students bring a wide variety of experience and languages to the program, all share the common goal of attaining the knowledge necessary to practice as a professional registered nurse.

The Registered Nursing Department is committed to supporting students in the successful achievement of their goals through a curriculum designed for the adult learner, which includes career ladder options. The faculty incorporates the individual learning styles of each student by offering instructional materials that address the auditory, visual, and kinesthetic learner. Learning is a dynamic process characterized by a change in behavior, insights, and perceptions whereby students acquire and apply knowledge. The faculty has the responsibility for guiding learners to experiences that will assist them in meeting the outcomes of the nursing program. Threads of cultural competency and diversity are woven throughout each course in the curriculum. In the clinical setting, students are expected to demonstrate these competencies when caring for individuals, families, and groups of patient populations.

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PHILOSOPHY OF MAN

The faculty believes that Man is viewed in his totality, as a mortal human being with a varying capacity to function in society. He is a unique individual who defines his own system of daily living that takes into account his values, motives, and life style. Each person is viewed as having the right and responsibility to direct his own health—related activities. Even when self-direction is not possible, each person has a right to quality health care consistent with his individual and/or his family's beliefs.

PHILOSOPHY OF NURSING

Nursing is perceived as deliberate action of a personal and assisting nature. The practice of nursing requires knowledge: 1) normal growth and development; 2) basic human needs; 3) coping mechanisms used by individuals; 4) actual or potential health problem; 5) the effects of age, sex, cultural, religious, and racial factors on health needs; and 6) the ways by which nursing can assist individuals to maintain health and cope with health problems. The concepts of management, accountability, life cycle, and client environment are considered relevant to nursing practice and are embodied in these six categories of essential knowledge. These concepts are threads throughout the entire educational program. Through the acquisition of scientific knowledge and nursing skills, the student learns the process(es) that assist patients to cope with difficulties of daily living related to actual and/or potential health problems.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

PURPOSE AND LEARNING OUTCOMES

The purpose of the City College of San Francisco Nursing Program is to recruit counsel, and prepare qualified people in our community to function effectively at an entry level Registered Nursing position. This purpose is attained when the student completes the curriculum and succeeds in the following learning outcomes.

The successful graduate of the Nursing Program will be able to

1. Identify as a member of the health team in rendering holistic care to patients, and provide support to patients' families;
2. Utilize the nursing process to formulate a plan of care and provide problem oriented individualized patient care;
3. Demonstrate the ability to prioritize nursing care by application of Maslow's hierarchy of needs theory;
4. Apply principles of health care ethics to guide professional conduct in the provision of care to patients, families, and the community;
5. Identify the cultural or ethnic influences on patients and formulate nursing care according to the patients' values;
6. Identify as a health advocate and participate in activities to benefit patients, families and the community at large;
7. Apply physical or technical skills that promote patients' health or welfare;
8. Provide health education to individual patients, families, and the community at large;
9. Apply the principles of effective communication in the delivery of health care to the patient and with other health care professionals;
10. Demonstrate the ability to supervise and delegate patient care based on the skill level of the care provider;
11. Assume the responsibility and accountability for one's nursing actions, self-evaluation, continuing education, and personal growth;
12. Utilize the principles of leadership in the health care setting, community, professional organizations, and legislative & regulatory areas.
13. Demonstrate competencies in basic health care informatics necessary to deliver safe and effective nursing care.
14. Exercise critical thinking skills when applying the nursing process to patient care.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

GENERAL INFORMATION

1. City College of San Francisco has created lifetime email accounts for all currently registered credit students. **All official CCSF email will be sent to this account, and not to any other email accounts.** The student is expected to monitor their email on a regular basis for notifications and important updates throughout their enrollment in the Program.
2. All students are required to adhere to the Nursing Department dress code for uniforms. Uniforms are to be worn in most clinical areas. Exception to this rule will be provided by the instructor.
3. Re-grouping of nursing students will be done each semester in accordance with clinical and theoretical needs of individual students.
4. All students must schedule an appointment at least once each semester to meet with the designated academic counselor to review courses needed to satisfy BRN & CCSF graduation requirements. Do not assume that all courses submitted for entrance to the program satisfies the graduation requirements. Reviewing your file is necessary for your scholastic security and is your sole responsibility. Students must submit all official transcripts to Admissions & Records upon entry to the Program.
5. Clinical evaluations are kept in the student's file in the Nursing Department. If a student wishes to review their clinical evaluation forms or records they must schedule an appointment with the lead faculty for the course requested or the department chair. An instructor or department chair must be present during any review of records.

CLASS & CLINICAL ATTENDANCE

All students must be enrolled in the course prior to the beginning of the semester. Any student not enrolled will not be allowed to attend class or clinical. Students are expected to attend class regularly and punctually. The instructor will give students a written statement of how many times a student can miss class without penalty, along with direction for notification regarding absence at the first class meeting. Excessive tardiness or failure to participate in the work of the class is considered equivalent to absence. If a student exceeds the allowed absence time outlined in the course syllabus, the student will be dropped from the course. If an instructor withdraws a student between the last day to drop and the last day for withdrawal a "W" will be assigned. If a student drops after the last day for student/instructor initiated withdrawal the instructor will report an "F" or "FW" for the course. Refer to College Catalog and Calendar of Instruction for specific dates.

A student who is absent from a class for any reason is responsible for the content covered during the absence and for making up any required course work.

NURSING CURRICULUM

DESCRIPTION AND SEQUENCING

COURSE NUMBER AND TITLE

1st Semester

Nursing 50 – Fundamentals of Nursing
Nursing 50A – Pharmacology in Nursing
Nursing 50L – Nursing Skills Laboratory

2nd Semester

Nursing 50B – Pharmacology in Nursing
Nursing 51 – Basic Medical-Surgical Nursing
Nursing 51L-Nursing Skills Laboratory

3rd Semester

Nursing 53 – Maternal and Newborn Care
Nursing 55 – Psychosocial Nursing

4th Semester

Nursing 54 – Nursing of Children
Nursing 56 – Advanced Medical-Surgical Nursing
Nursing 58 – Trends and Issues in Nursing

COURSE DESCRIPTIONS

FIRST SEMSTER

NURSING 50 –INTRODUCTION TO NURSING (FUNDAMENTALS)–6 Units.

3 hours lecture and 9 hours clinical experience per week

This course is an introduction to medical-surgical nursing and principles of nursing common to the care of all patients with instruction practice in a clinical area.

The student will begin to develop as a professional person and as a technical nurse by building a foundation on which to cultivate an understanding of health, knowledge of the basic principles of nursing, and an opportunity to practice basic nursing skills.

NURSING 50L – NURSING SKILLS LABORATORY– Credit/No Credit 1 Unit.

3 hours skills laboratory per week

Designed to assist the student in the development of psychomotor and cognitive skills involved in the performance of selected nursing procedures. The use of modular approach provides an opportunity for the student to work independently and/or in small groups.

NURSING 50A –PHARMACOLOGY IN NURSING– 2 Units.

2 hours lecture per week

This course focuses on the principles of drug action; drugs affecting the central and autonomic nervous system, on systems of the internal environment, infectious and neoplastic diseases, metabolic and endocrine systems. Dermatologic preparations and toxicology will also be covered. Emphasis will be made on the preparation, dosage, administration, mechanism of action, pharmacologic effects, clinical uses, adverse effects and nursing implications.

SECOND SEMESTER

NURSING 51 – BASIC MEDICAL-SURGICAL NURSING–6 Units.

3 hours lecture and 9 hours clinical experience per week

This course is designed to acquaint students with the basic principles of the causes of disease; the body's response to disease; and the diagnosis, treatment and prevention of disease. Emphasis on nursing skills essential to meeting the physical, psychological and social needs of patients in the hospital and elsewhere in the community. Health and social aspects of nursing and basic principles of diet therapy, pharmacology and pathology are studied. Students care for selected medical and surgical patients in the cooperating hospitals.

NURSING 51L—NURSING SKILLS LABORATORY- Credit/No Credit - 1 unit

3 hours skills laboratory per week

This course is to assist the student in the understanding and performance of complex skills and patient assessments required for safe practice in acute care. The method of instruction will include skills books and an interactive internet program.

NURSING 50B PHARMACOLOGY IN NURSING— 2 Units.

2 hours lecture per week

This course focuses on specific drug used in the management of cardiovascular, respiratory, gastrointestinal, urinary, reproductive, and psychiatric disorders, the autonomic nervous system and nutrition. Emphasis will be placed on nursing implications of drugs; i.e. dosages, administration, pharmacologic effects, clinical uses, and adverse effects.

THIRD SEMESTER

NURSING 53 MATERNAL AND NEWBORN CARE— 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

Principles and practices in maternal health and care of the newborn. This course covers the complete maternity cycle and the growth and development of the newborn from embryonic stage to neonatal life. Nursing experience in the cooperating hospitals augmented by observations in clinics and community agencies contributing to the welfare of mothers and children.

NURSING 55 – PSYCHOSOCIAL NURSING— 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

The study and investigation of the etiology, dynamics, nursing care and therapeutic modalities of those persons with moderate to severe emotional problems. Mental wellness is viewed in relation to patient education, growth and development. Emphasis is placed on interpersonal and problem-solving processes used in the care of all patients.

FOURTH SEMESTER

NURSING 54 – NURSING OF CHILDREN– 6 Units.

6 hours lecture and 18 hours clinical experience every week for one-half semester

The child is an individual and is a member of a family and the community. Physical, emotional and social growth and development; and the causes, treatment and prevention of childhood diseases are studied. Emphasis on the nursing skills essential to meeting the physical, psychological and social needs of the child. Nursing clinical experiences take place in elementary and middle schools, hospitals and community agencies caring for children.

NURSING 56 – ADVANCED MEDICAL-SURGICAL NURSING– 6 Units

6 hours lecture and 18 hours clinical experience every week for one-half semester

Nursing 56 builds upon previous learning. Introduction of advanced theories from biological, nutrition, pharmacology and psychosocial sciences with the integration of cultural diversity, essential to prepare the student nurse to apply the nursing process, utilizing Maslow's Hierarchy of Needs Theory to provide care for the adult patient experiencing major health alterations in the acute care setting and care of the older adult in non-acute care setting. Emphasis is on the application of leadership and management theory to clinical practice. Instruction is augmented by supervised clinical experience in cooperating hospitals and selected agencies.

NURSING 58 – TRENDS AND ISSUES IN NURSING– Credit/No Credit – 1 Unit.

1 hour lecture per week

The historical and present trends, the legal aspects of nursing, and the responsibilities of the new graduate nurse are examined.

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DRESS CODE

STUDENT NURSES

Assigned Dove uniform with CCSF patch sewn on left sleeve and pictured ID name tag.

White or flesh colored socks. If hose worn, they must be white or flesh colored.

A CCSF photo ID badge must be worn at all times in the clinical setting, skills lab and simulation lab.

Dove lab cardigan with CCSF patch on left sleeve must be worn over business casual attire (i.e. no denim, shorts, stretch or capri pants) during pre-lab. Lab cardigan may not be worn while performing direct patient care.

Shoes are to be white leather, low heel, and enclosed. No clogs, high-tops, open toed or sling shoes are allowed. Athletic shoes must be all white without any colorful emblems.

Uniforms are to be worn to, from, and in clinical areas only.

Uniforms are to be clean and free of wrinkles. Shoes and laces are to be clean.

Beards may not be any longer than one inch from the chin, and must be neatly trimmed

Fingernails should be clean and short. Only natural nail tips allowed and must be less than ¼ inch long. No nail polish.

No fragrances or aromas are to be worn.

Hair is to be clean, away from face and off the collar. Extreme hair fashions are not acceptable including trendy hair coloring. No ribbons, colorful headbands, or colored hair clips.

Head scarf/dressing worn for religious or health reasons must be a neutral solid color of white, black or beige without fringe.

No jewelry, except **single band** ring (all piercing jewelry must be removed)

Tattoos are to be covered.

Only solid white short sleeve tee shirts are allowed under uniforms.

THE DRESS CODE MUST BE ADHERED TO DURING CLINICAL EXPERIENCE

REQUIRED ACCESSORIES:

1. Stethoscope
2. Penlight
3. Wristwatch with second hand
4. Pen with black ink
5. Black Sharpie pen

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HEALTH AND SAFETY REQUIREMENTS

The following is a list of the health and safety requirements implemented by the organizations you will be practicing in as a nursing student. The requirements must be met in order for you to participate in the CCSF RN clinical rotations throughout the program. These requirements must be submitted in its entirety to CastleBranch by the stated deadlines.

Screening	Requirements	Unique Situations
Measles (Rubeola), Mumps, Rubella MMR	Submit documentation of positive antibody titers for all 3 components (lab report required).	If antibody titers results are equivocal or negative, repeat series required. Submit documentation of the following: <ol style="list-style-type: none"> 1) Antibody titer report, along with documentation of 2 subsequent MMR vaccinations at least 28 days apart. 2) Submit repeat antibody titers drawn at least 30 days after repeat series (lab report required)
Varicella	Submit documentation of positive antibody titer (lab report required)	If antibody titer result is equivocal or negative repeat series is required. Submit documentation of the following: <ol style="list-style-type: none"> 1) Antibody titer report, along with documentation of 2 subsequent vaccinations at least 28 days apart. 2) Submit repeat antibody titers drawn at least 30 days after repeat series (lab report required)

Screening	Requirements	Unique Circumstances
Tuberculosis Clearance	<p>Complete a two step TB skin test; this is done by completing a TB test twice within a period of 1-3 weeks apart.</p> <p><i>This 2 step must be completed within 3 months of clinical start date (No earlier than June 15th for fall enrollees and November 15th for spring enrollees).</i></p> <p>If you have documentation of a two step TB skin test within the past 12 months you will also need to submit documentation of a one step TB skin test within 60 days of enrollment into the program.</p> <p>A subsequent one step TB test must be submitted annually thereafter (or as required for specific course).</p> <p>A TB symptom review form signed by a health care provider must be submitted upon enrollment and on a yearly basis. This must be completed by a MD, FNP, DO, or PA.</p>	<ol style="list-style-type: none"> 1. If there is a history of a positive TB test in the past, a “clear” chest -ray taken within 6 months prior to enrollment into the program must be submitted. 2. Newly discovered positives for latent TB must have a “clear” chest X-Ray and signs/symptoms review to rule out active TB. Treatment is determined between the person testing positive and the person’s personal physician and documented on TB symptom review form. If treatment is not indicated this must be documented on the TB symptom review form by the provider. The provider must also document that the individual is non-infectious and cleared to provide direct patient care in clinical.

Screening	Requirements	Unique Circumstances
Hepatitis B	Submit documentation of a blood serum positive hepatitis B surface antibody titer high enough for immunity against hepatitis B (natural immunity or post vaccination series).	<p>If you have never completed hepatitis B vaccination series, you must receive a series of three (3) vaccinations (over a 6-month period). This is followed by a post series surface positive antibody titer (lab report required).</p> <p style="text-align: center;">OR</p> <p>If antibody titers results are equivocal or negative you must repeat vaccination series and provide a 2nd titer.</p> <ol style="list-style-type: none"> 1) Submit documentation of first 2 vaccinations in series before starting program. 2) Submit repeat antibody titers drawn at least 30 days after series completion (lab report required). <p>If lab reports indicate you are a “carrier” to hepatitis B, this must be noted by your provider on the Physical Assessment form.</p>
CPR	Basic Life Support (BLS) must be through American Heart Association and be Healthcare Provider course (American Red Cross & others not accepted). This must be updated every two (2) years. Note: If card expires during fall or spring semester, it must be renewed prior to the beginning of the semester.	

Physical Exam (including color blind screening)	Performed within 3 months prior to the first day of entering the program. All fields in questionnaire must be complete. The Physical Exam must be completed by a MD, DO, FNP, or PA. Subsequent document required in the event of medical leave of absence.
Tetanus, Diphtheria & Acellular Pertussis (Tdap)	Submit proof of one Tdap vaccination administered within the last 10 years.
Influenza	Receive the annual trivalent influenza vaccine administered during the flu season, and submitted by September 30 th each year.
Criminal Background Check	Students must complete a criminal background to CastleBranch by the stated deadline. May be required more than once during enrollment, dependent on clinical placement.
Drug Screening	Students must submit for urine drug screening via CastleBranch by the stated deadline. May be required more than once during enrollment, dependent on clinical placement.

**CITY COLLEGE OF SAN FRANCISCO
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NURSING STUDENTS ASSOCIATION

The CCSF Nursing Student's Association is the local chapter of CNSA (California Nursing Student's Association) which is a state constituent of NSNA (National Student Nurses Association) CCSF/NSA, CNSA, and NSNA exist to assist the nursing student to develop into a professional nurse.

Through your membership and active participation in CCSF/NSA you can develop the skills necessary for leadership and decision-making. Become involved in the activities and planning of your nursing school. Not only are you offered the opportunity to further interact with your peers in class but with students in other levels of nursing education.

We strongly believe that CCSF and CCSF/NSA have much to offer and also that the key to your success relies not only on your academic achievements but the degree of your involvement within your nursing students' association. Those students who have accepted the challenge have found that active membership has given them a gratifying and invaluable experience which has greatly contributed to their individual and professional growth.

Health and Liability Insurance are available through NSNA. The Program requires that students purchase professional liability insurance coverage for their own safety in covering legal motions not covered by the college.

PURPOSES AND FUNCTIONS OF THE NURSING STUDENTS' ASSOCIATION

1. To promote communication between students and faculty of the CCSF Nursing Department.
2. To facilitate the expression of concerns and issues important to nursing students to Community College administrators, local, state and national elected officials, State Nursing Association and faculty of the Nursing Department.
3. To promote communication between the four classes of the Nursing Department.
4. To act as a resource for vocational and educational opportunities.
5. To encourage financial and other support for the CCSF Nursing Department from students, alumni, and other community groups.
6. To be a vehicle for course evaluations by students.
7. To help orient the incoming nursing class.
8. To organize tutoring for nursing students in nursing classes.
9. To join the California and National Student Nursing Association

Reviewed 1/19

**CITY COLLEGE OF SAN FRANCISCO
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POLICY ON CCSF STUDENT NURSE REPRESENTATION

CCSF student nurse representation is encouraged on some committees in the Nursing Department. Student volunteers will facilitate exchange of information between the student population and the faculty. One student from each semester/class may volunteer to serve on the committee during the first week of each month and will serve for the semester. The term is not necessarily limited to one semester. The role of the student is to be facilitator between peers and faculty. The committees meet monthly with the date, time and place posted in advance.

Descriptions of Nursing Department Committees involving student participation follow below:

- Attend monthly faculty meetings to discuss class concerns.
- CCSF Nursing Student's Association promotes communication amongst all the nursing courses and the Nursing Department faculty; serves to guide incoming nursing students; and acts as a resource in advancement of education.
- Graduation Committee arranges the graduation facility, invitations, graduation reception, class picture, and recruits lower classmen to assist during the graduation ceremony.
- Advisory Committee invites graduates and students to participate and share their insight relating to the current nursing workforce and how it might impact our curriculum.

Reviewed 1/19

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM RESOURCES**

STUDENT SUPPORT SERVICES

Tutoring and/or Academic Support Services

Registered Nursing Department:

Tutorial Support: Students having difficulty grasping a nursing concept, need extra time for test review or need help with test taking strategies, should contact the Nursing Department tutor. Information regarding schedule and availability will be announced and posted every semester.

Open Skills Lab: Open skills lab is held weekly and arranged by appointment. Students are strongly encouraged to take advantage of this resource if support or extra practice with psychomotor skills is needed. Directions for contacting the open skills lab faculty and signing up for a scheduled time will be announced and posted every semester. Please note the following regarding open skills lab:

Students should sign up on the Open Skills Lab sign-up sheet for the date, time, and skill(s) to be practiced.

Date and log in time you enter and time you leave. This is very important for funding and accountability.

The skills lab is designated for practice and not for use by study groups. Students can utilize Room C348 for study groups.

College Academic/Tutorial Support Services:

The CCSF [Learning Assistance Center](#) can provide academic support to ensure success while enrolled in the college. We encourage students to take advantage of these resources. Resources include tutorial support (both online and in person), computer lab and college success courses.

The Learning Assistance Center (LAC) is located in Rosenberg Library, 2nd Floor, R207. Please see the [LAC](#) website for more information, or you can reach them at 415-452-5502 for any questions.

Learning Differences and Special Needs:

We recognize that our students have diverse learning needs and differences in preferred learning styles. The faculty implement varying teaching modalities to support an inclusive learning environment. If a student requires special needs in the classroom, the student should reach out to their instructor as soon as possible.

Students who require classroom or testing accommodations because of a disability, or have emergency medical information to share, or need special arrangements in case the building needs to be evacuated, please make an appointment with your instructor as soon as possible.

Students seeking disability related accommodations are encouraged to also register with Disabled Students Programs and Services located in Room 323 of the Rosenberg Library (415) 452-5481. Please see the [DSPS website](#) for more information and alternate locations.

Library Resources:

Refer to the [Library Services Page](#) for information about services offered by our library. The Rosenberg Library is located on Ocean Campus on Cloud Circle.

The library is ready to serve our students in a variety of ways. In addition to print books and periodicals, the library also offers:

- A **wide range of online publications** through their [databases](#), accessible to students off campus with a current ID card
- A suite of **online, information competency workshops** that will help refine student's skills searching databases, the web, citing sources, etc.
- **24/7, online chat reference service.** Librarians really are available 24/7! (just start chatting in the chat box from the [library website](#)).
- **Friendly librarians** available in the library and online to assist with research needs.

There is also a dedicated library website for Registered Nursing. Refer to the [Registered Nursing Library Page](#). The librarian has compiled resources and support services specifically to serve our Registered Nursing students. This includes streaming nursing videos, guides for citing sources appropriately and much more. Librarian contact information is also posted on the Registered Nursing Page. Students are encouraged to email the librarian for any questions.

Accessibility in the Library:

CCSF Library works closely with Disabled Students Programs and Services (DSPS) to make accommodations for those who require them. The library is committed to providing accessible materials, media, facilities, programs and services to all students. Students needing special accommodations should first contact DSPS. More information is available on the [Accessibility in the Library webpage](#).

Counseling and Student Equity:

Counseling: There are several academic counseling departments that serve our students at CCSF. For information about our academic counselors, please see the [Student Counseling](#) website. Information regarding our designated counselors for the Registered Nursing Program will be announced every semester.

Student Equity: The Office of Student Equity supports the integration of equity at CCSF. For information about their mission and goals, as well as student resources, please see the [Office of Student Equity](#) website.

Microsoft Office for CCSF Students:

CCSF provides Microsoft Office to every enrolled student free of charge. This includes the latest versions of Microsoft Office productivity suite (including Word, Excel, & PowerPoint) for up to 5 personal devices. Students are strongly encouraged to take advantage of this resource. Many assignments in the Nursing Program will require the use of this software. For more information and directions for installation refer to the [MS Office for CCSF Students](#) website.

Technology Support:

CCCSF Help Desk:

The **CCSF Help Desk** can provide help with Wifi, RAM ID, email, and general computer services at CCSF.:

Phone: (415) 239-3711 OR Toll Free (844) 693-4357

Email: helpdesk@ccsf.edu

Please refer to the [Online Course Support Center](#) website for further assistance or questions regarding available support services.

Refer to the following links located on your Canvas course site for additional online support:

[*Support for Students Learning Online*](#)

[Navigating Your CANVAS Course & Mobile Access](#)

Financial Aid - Current information (including scholarships) is available in a Binder in the Nursing Program Office, in the College Catalog and the Scholarship Handbook.

**CITY COLLEGE OF SAN FRANCISCO
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STUDENT LEAVE OF ABSENCE POLICY

A student may take a Leave of Absence (LOA) if they are not on clinical probation and not failing any nursing courses at time of request. This policy applies to all current nursing students including transfer, Advanced Placement military or LVN students, foreign trained BRN make-up students and 30 Unit Option LVN students.

Students may be eligible for a leave of absence based on the following circumstances:

1. Serious health condition that makes a student unable to perform the essential functions required of a nursing student.
2. Birth/adoption of a child
3. Student required to care for a spouse, domestic partner, child or parent with a serious health condition.
4. Any qualifying necessity arising out of the circumstances of the student's spouse, domestic partner, child or parent as a military member on active duty.

The student must provide documentation from a healthcare provider/qualified professional that demonstrates necessity for a leave of absence.

Leave of absence is not to exceed two semesters (this includes the semester enrolled at time of withdrawal) and student must complete the program *within three years* of the original program entry date.

Reenrollment is not guaranteed and based on space available. See policy on re-enrollment for all students.

Procedure for Leave of Absence Request

1. Student must notify course lead faculty and department chair of intent to request a leave of absence *before* exceeding the allowable absence hours for the course.
2. Department chair will review student request and if student meets criteria, referral will be made to the Non-Generic Enrollment Committee.
3. Student must submit a request for LOA in writing to the Non-Generic Enrollment Committee, along with copy of documentation from health care provider/qualified professional that demonstrates necessity for LOA.
4. Student will be notified by the Non-Generic Enrollment Committee via the student's CCSF email account if the LOA is approved.

5. Student should withdraw from all enrolled courses at time of leave. Failure of the student to withdraw from courses before the last day to withdraw for the semester will result in a grade of “F” or “FW” for the course.

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ADMISSION DEFERRAL POLICY

A student may request a deferral until the following semester if they meet the eligibility requirements. This policy applies to all admitted nursing students including transfer, Advanced Placement military or LVN students, foreign trained BRN make-up students and 30 Unit Option LVN students.

Students may be eligible for a deferral based on the following circumstances:

1. Serious health condition that makes a student unable to perform the essential functions required of a nursing student.
2. Birth/adoption of a child
3. Student required to care for a spouse, domestic partner, child or parent with a serious health condition.
4. Any qualifying necessity arising out of the circumstances of the student’s spouse, domestic partner, child or parent as a military member on active duty.

The student must provide documentation from a healthcare provider/qualified professional that demonstrates necessity for a deferral. The department chair will review student request and if student meets criteria, referral will be made to the Non-Generic Enrollment Committee.

The deferral cannot exceed one semester and only **one** deferral is allowed. If the student is unable to begin the program in the following semester, they will be required to reapply to the nursing program.

Approved 1/19

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

ACADEMIC FAILURE AND RE-ENROLLMENT POLICY FOR STUDENTS

Students who drop or fail any course in first or second semester (NURS 50, NURS 50L, NURS 50A, NURS 51, NURS 51L or NURS 50B) are not eligible to request re-enrollment. If a student drops in good standing (earning a “C” or better & passing clinical at time of drop), they may re-apply to the nursing program. If a student fails, withdraws failing (or while on clinical probation), or exceeds the allowable absences in any courses in first or second semester they are not eligible for re-admission to this program.

If a student fails a course, the student must withdraw from all courses for the entire semester at the time of academic failure.

Students who have an academic failure in 3rd or 4th semester cannot progress from one course to another until the course that needs to be repeated is completed with a passing grade.

If the student withdraws from the nursing course while failing theory an “F” will be recorded for that course (only students in 3rd or 4th semester may request re-enrollment to repeat the failed course).

If the student withdraws from the nursing course while on clinical probation or after failing the clinical component, an “F” will be recorded for that course.

Criteria for Re-Enrollment

Re-Enrollment opportunities are considered for the following circumstances:

1. Students who have failed theory in 3rd or 4th semester and have not been out for more than 2 semesters (this includes the semester at the time of withdrawal).
2. Students who have been granted a leave of absence that have not exceeded two semesters. Medical clearance may be required.
3. Re-Enrollment is not guaranteed and **based on space available**.

The following students are **not** eligible to request re-enrollment into the program:

1. Students who fail or withdraw from any course in first or second semester (NURS 50, NURS 50L, NURS 50A, NURS 51, NURS 51L or NURS 50B). *Exception for student granted a Leave of Absence.*

2. Students who fail due to clinical failure or withdraw while on clinical probation in any nursing course in the program.
3. Students who have exceeded two semesters (includes semester at time of withdrawal), since time of initial withdrawal/theory course failure.
4. Students who fail more than one course in the program. **Only one failure is allowed in the total nursing program.**
5. Students who have been dismissed or failed a course as a result of academic dishonesty.

Procedure for Request for Re-Enrollment in the Nursing Program

Only students who meet the re-enrollment criteria may request re-enrollment into the nursing program.

1. The student will be required to submit a request for re-enrollment in writing to the Non-Generic Enrollment Committee. This must be submitted a semester before the intended return.
2. Student should meet with their instructor and department chair to develop a remedial plan to ensure success in the program. The student may also be referred to the remediation manager or other support services.
3. If a mandatory remedial plan was implemented, the student must submit evidence of successful completion of the remediation plan before re-enrollment is considered.
4. If a student is requesting re-enrollment after an approved leave of absence, a new physical exam form, along with documentation from provider demonstrating medical clearance may be required.
5. If re-enrollment request is related to substance abuse disorder or mental illness, see reinstatement policy for noted conditions for additional direction.
6. If there are more qualified students requesting re-enrollment in any given semester than space is available, selection will be based on the admission priority policy or electronic random number ranking if students fall in the same priority for enrollment.
7. If it is determined that all criteria are met and space is available, the student will be notified by the Non-Generic Enrollment Committee via the student's CCSF email account with direction for enrollment.

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

ACADEMIC DISHONESTY POLICY

As outlined in the [Student Code of Conduct](#), cheating or any form of academic dishonesty is prohibited for all City College Students, including nursing students. There is a zero tolerance policy for cheating/academic dishonesty at CCSF and in the Registered Nursing Program.

Examples of cheating/academic dishonesty includes, but is not limited to the following:

1. Any form of plagiarism. For an understanding on what constitutes plagiarism and how to avoid plagiarism refer to the resource, [Recognizing Plagiarism](#).
2. The sharing of information of the exam questions/answers and practical skills testing.
3. **Unauthorized** viewing or copying from another person's paper and/or exam.
4. **Unauthorized** viewing or copying your own exam (either paper or computerized) with the use of any smart devices or paper. This includes photographing/taking screen-shots of any exam questions (or possessing the capability to copy) during exam or review of exam.
5. Unauthorized possession of an exam.
6. Collaborating on an assignment or exam without expressed permission from instructor.
7. Using memory aids such as cheat sheets, writing answers/notes on hands or other body parts, and unauthorized use of internet/electronic devices such as but not limited to cell phones, calculators, IPOD, PDA, USB, smart watches, or memory devices during exam or exam review. Opening any URL or outside webpage while taking a computerized exam is strictly prohibited.
8. All exam reviews will occur in a secure and proctored setting. Gaining access to the exam results while un-proctored/unauthorized to do so, constitutes cheating and is prohibited.
9. Submitting or presenting an assignment/paper purchased from a service or written by another student. This includes, but is not limited to papers, care planning, reflection assignments and pre-lab work.
10. Falsifying/altering documentation, such as transcripts, health records, evaluations or other documents.
11. Lying to an instructor or administrator to improve a grade or performance evaluation.

12. Knowingly assisting another person in committing an act of academic dishonesty or witnessing conduct that demonstrates academic dishonesty and failing to report it.

Discipline for Cheating:

All enrolled students are required to review this policy and submit a signed Academic Integrity Acknowledgement of Responsibilities form (on the last page of Nursing Student Handbook). Honesty and truthfulness are essential to the professionalism of nursing. The faculty expect absolute honesty from our students. Any student who cheats on an exam, quiz, test, or assignment in class, clinical and/or skills lab will earn a zero for the exam/assignment, is subject to earn an “F” in the nursing course **and** dismissal from the nursing program. A student who has failed a course or been dismissed from the program as a result of academic dishonesty will not be eligible for readmission into the Program. A nursing student may be dismissed from the Nursing Program for academic dishonesty, but may not necessarily be dismissed from the college (CCSF) unless the condition for the institutional dismissal is present. The student may also be subject to the College disciplinary process outlined by the Office of Student Conduct and Discipline.

Rev 5/19

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

CLINICAL PROBATION AND DISMISSAL FROM THE NURSING PROGRAM

I. Clinical Probation and Dismissal

A student based on any performance that demonstrates the lack of necessary knowledge or skills may be placed on clinical probation and potential dismissal from the Nursing Program.

A. Clinical Probation

1. The cause for probation and required remedial action will be documented by the appropriate instructor and a copy of the probationary report will be given to the student in a timely manner.
2. The student may respond in accordance with section “D”.
3. Probation time will be enforced for the remainder of the course.

B. Performances that result in clinical probation or dismissal include, but are not limited to the following:

1. Unsafe preparation or administration of medications and nursing procedures.
2. Failure to follow the instructional directions of faculty or clinical supervisors.
3. Inappropriate personal behavior at the clinical facility with the medical staff, peers, instructors, or patients (misusing the patient’s trust for personal advantage or demonstrating disregard for the patient and/or the patient’s rights).
4. Leaving the patient or the patient care area without notifying the faculty or the patient’s nurse.
5. Failure to provide nursing care as instructed by your clinical instructor.
6. Failure to exercise a degree of learning, skill, care and experience ordinarily possessed of a nursing student at the same level of his/her training where the failure could jeopardize the patient’s health or safety.
7. Ineffective communication skills (written, oral, and listening) that could jeopardize the safety of the patient, peers, faculty, medical staff, or the student.
8. Jeopardize the patient’s confidentiality.
9. Jeopardize the patient’s safety.

C. Clinical Dismissal may also be imposed for the following:

1. The student does not master the nursing course objectives.
2. Removal from a specific nursing course *and* the Nursing Program.
3. Clinical dismissal may be imposed in lieu of probation due to the severity and/or repetitive deficient clinical performance in relation to the potential safety or harm to the patient or others.

NOTE: A nursing student may be dismissed from the Nursing Program for clinical performance but may not necessarily be dismissed from the college (CCSF) unless the condition for the institutional dismissal is present.

Students who are dismissed for clinical performance that endangers the health and/or safety of the patients or others are not eligible for re-enrollment.

All student files may be subjected to a review by the program's faculty.

D. Rebuttal: Clinical Probation and Dismissal will begin immediately. The student has five working days from the date of official notification by instructor to rebut. The following guidelines must be adhered to:

1. Written rebuttal submitted by the student will be addressed to the department chair, assistant chair and involved instructor(s).
2. The student will be notified in writing of the committees' decision. This notification will be sent to or given to the student by the department chair within five working days after receiving the student's rebuttal.
3. At the time of notification (listed above #2) the student will be informed of her/his rights as listed in the College Catalog under "Student Complaint" or "Student Grade and File".

E. Disciplinary Dismissal: Students enrolled at City College of San Francisco are required to abide by the basic code of conduct. Conduct outlined in the [Student Code of Conduct](#) is prohibited for all City College Students, including nursing students. Violation of the code is basis for referral to Student Judicial Affairs or dismissal from class or from the College. Refer to the [Office of Student Conduct and Discipline](#) for more information regarding due process and student rights.

The misconduct of a nursing student, particularly in the clinical setting, must be addressed with the recognition that such misconduct may create a risk of harm to patients, peers, faculty and staff. The faculty and/or clinical supervisor will take immediate corrective action to remove a student if the student demonstrates behavior that creates a potential danger to the health or safety of any patient, peer, faculty or staff.

Examples of conduct related to the Program that could result in disciplinary action include the providing of false or incomplete information in securing enrollment to the Nursing Program, dishonesty in test-taking or in patient care, documentation, or not reporting harmful or grossly negligent acts taken against a patient, peer, faculty or staff, or failure to follow the directions of faculty or clinical supervisors. A nursing student may be dismissed from the Nursing Program for misconduct but may not necessarily be dismissed from the College (CCSF), unless the condition for the institutional dismissal is present.

Revised 1/19

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

GRIEVANCE PROCEDURES

DEFINITION:

A grievance is defined as an urgent problem of dispute that a student has with an individual instructor, the classroom work assigned, clinical assignments and/or the Nursing Department.

PROCEDURE:

1. All grievances should be written and submitted to the faculty member(s) involved and the student should make an appointment with the faculty member(s) to discuss the grievance.
2. If the grievance remains unresolved, the instructor will notify the department chair and will provide a full appraisal of the grievance and suggest resolutions. The department chair will meet with the student and faculty member(s) within seven (7) working days to facilitate the exploration of further avenues to solve and settle the problem(s).
3. If satisfaction is not achieved at this level, the student will be advised of their rights of grievance according to the current college catalog.
4. All faculty members will be notified on the status of resolution of all grievances.

Reviewed 1/19

IMPAIRED NURSING STUDENTS

GUIDELINES FOR SCHOOLS OF NURSING IN HANDLING NURSING STUDENTS IMPAIRED BY CHEMICAL DEPENDENCY OR MENTAL ILLNESS

BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof. (B&P 2762).

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established a diversion program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

NURSING PROGRAMS ARE EXPECTED TO:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment.
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities.
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students.
- Handle the matter confidentially.

STUDENTS ARE EXPECTED TO:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program.
- Show evidence of rehabilitation when submitting their application for licensure.

Board approved 11/84; Revised 08/10 (EDP-B-03)2016

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

**NURSING STUDENTS IMPAIRED BY SUBSTANCE USE DISORDER OR MENTAL
ILLNESS**

Impairment by alcohol, drugs, and mental illness can affect academic and clinical performance and the impaired nursing student may be a danger to self and a grave danger to the patient in his/her care. Additionally, the possession of, or the presence on campus or at clinical sites under the influence of alcohol or drugs violates the rules of student conduct for City College students.

The Nursing Department recognizes that substance use disorder and mental illness, are complex diseases from which nursing students may recover. It is the responsibility of students to voluntarily seek diagnosis and treatment for any suspected illness that might endanger patient care, including treatment for impairment by alcoholism, drug abuse, and mental illness. The following policies govern the participation for impairment caused by alcohol, drugs or mental illness in the Nursing Program:

1. The Nursing Program, in addition to offering an academic program, includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor will take immediate corrective action to remove a student suspected of impairment by alcohol, drugs or mental illness from the clinical site if the student demonstrates that he or she is a danger to the health and safety of patients under his or her care.
2. If the student's conduct violates the City College rules of conduct, the due process procedures available to students will be observed in connection with disciplinary action taken.
3. Any student who is suspected of impairment during classroom or clinical activities, or showing signs of substance use disorder or mental illness will be directed to seek appropriate assistance through CCSF Student Health or their health care provider and provide proof of evaluation and treatment.
4. The instructor or clinical supervisor who removes a student under this policy will notify the department chair and provide written documentation of the behaviors observed. The department chair will meet with the student and provide referrals to the appropriate campus resources. It is the responsibility of the student to take advantage of treatment and/or rehabilitation programs that may assist him/her in overcoming the problem. The student will not be allowed to resume courses in the Program until the student is deemed medically safe to resume patient care activities.
5. Information on the student's condition/situation is confidential and will not be disclosed except when necessary to protect the safety of others or to refer for assistance.

6. Students who, prior to removal from the Nursing Program under this policy, had satisfactory academic standing and meets the re-enrollment criteria, may be re-enrolled in the Nursing Program by submitting a request for re-enrollment. The student seeking re-enrollment must submit a letter requesting re-enrollment, along with evidence of remediation of the cause for removal and proof of treatment.

Request for Reinstatement/Remediation due to Substance Use Disorder or Mental Illness:

Where documented impairment was the cause of conduct which violated the Rules of Student Conduct or endangered the safety of patients, students who were dismissed from the Nursing Program for that conduct may request reinstatement under the following procedure.

1. The student must provide written documentation from their health care provider that the conduct which resulted in his/her removal was the result of an illness. The student must also provide written evidence of completion of rehabilitation or appropriate control of the cause of the illness.
2. The letter must be submitted to the chair of the Department of Nursing a semester before the intended return. The chairperson will assess the letter and supporting documents to determine whether the student may be readmitted to the Program.
3. Re-Enrollment Criteria must be met in order to qualify for consideration (See policy on Re-Enrollment Criteria).
4. If the student was found in violation of Student Conduct, the student will be subject to the College disciplinary process outlined by the Office of Student Conduct and Discipline. The department chairperson and Judicial Affairs will determine whether the remediation addresses all necessary aspects of any discipline previously imposed.
5. Students will be notified in writing of the decision regarding the request for re-enrollment. If determined to be eligible to return, student must submit a new physical exam form to demonstrate they are fit to resume in the Nursing Program.

Revised 1/19

BOARD OF REGISTERED NURSING POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
- Conviction of assault and/or battery.

Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation. When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.

4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

EVIDENCE OF REHABILITATION

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence which the applicant should consider providing to the Board. All items should be mailed directly to the Board by the individual or agency who is providing information about the applicant.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of:
 - a. Formal accusation and determination of other state,

- b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
- c. Terms of probation and evidence of current compliance if currently on probation in another state.

**STATUTORY AUTHORITY FOR DENIAL OF LICENSURE
(Summarized Version of Business & Professions Code)**

Grounds for Denial

- 480 (a) Board may deny a license on the basis of:
- (1) Conviction of a crime, after time for appeal, irrespective of a subsequent order under Section 1203.4 of the Penal Code.
 - (2) Any act involving dishonesty, fraud or deceit with intent to substantially benefit self or another, or substantially injure another.
 - (3) Any act which is grounds for suspension or revocation of registered nurse's license.
- (b) May not deny license solely on basis of felony conviction if there is certificate of rehabilitation. (Penal Code 4852.01)
- (c) May deny license if applicant knowingly made false statement of fact required in application.

Criteria for Related Crimes Required

- 481 Board must have criteria to assist in considering denial, revocation, suspension of license in order to determine whether a crime or act is substantially related to nursing qualifications, functions, or duties. (BRN criteria specified in Section 1444 of California Code of Regulations).

Criteria for Rehabilitation Required

- 482 Board must have criteria to evaluate rehabilitation when considering (a) denial or (b) suspension or revocation of license. Board must consider all competent evidence of rehabilitation furnished by applicant or licensee. (Section 1445 of California Code of Regulations).

Attestations of Good Moral Character Not Required

- 484 No applicant can be required to submit attestations of good moral character.

Procedure for Board Upon Denial

- 485 Upon denial the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

Reapplication After Denial

- 486 Upon denial the Board must inform the applicant of the earliest date for reapplication, state that all competent evidence of rehabilitation will be considered upon reapplication, and send a copy of the criteria for rehabilitation.
- 487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant's request.
- 492 Successful completion of any diversion program under the Penal Code or successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon the underlying misconduct.
- 493 The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

Violations of Exam Security

- 496 Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

REGULATIONS RELATING TO LICENSE DENIAL (Summarized Version of California Code of Regulations)

1444. Substantial Relationship Criteria

A crime or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to perform nursing functions in a manner consistent with the public health, safety, or welfare.

Such acts or crimes include, but are not limited to:

- (a) Conviction of child abuse.
- (b) Violation of Nursing Practice Act.
- (c) Conviction as a mentally disordered sex offender.
- (d) Crime or act involving sale, gift, administration, or furnishing of narcotics, dangerous drugs, or dangerous devices.
- (e) Conviction for assault and/or battery.

1445. Criteria for Rehabilitation

- (a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.
- (1) Nature and severity of acts or crimes.
 - (2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
 - (3) Time that has elapsed since commission of acts or crimes.

(4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.

(4) Evidence of rehabilitation submitted by applicant.

12/95 Adopted by Board

**CITY COLLEGE OF SAN FRANCISCO
ASSOCIATE DEGREE NURSING PROGRAM**

ACKNOWLEDGEMENT FORM

I, _____, acknowledge the receipt of the Nursing Student Handbook and am aware that I am responsible for following the policies and procedures included in this manual.

Signature

Date

Academic Integrity Acknowledgement of Responsibilities

Nurses are held to a high standard of professional and ethical behavior and the City College of San Francisco Registered Nursing Department strives to promote an environment of professionalism, integrity and honesty. Your acknowledgement demonstrates that you have reviewed and understand your requirement to abide by the CCSF Registered Nursing Program Academic Dishonesty Policy.

_____ I acknowledge that I have reviewed Academic Dishonesty Policy and will refrain from any form of academic dishonesty.

_____ I understand that I must act with academic integrity and maintain honesty, professionalism and high ethical standards.

_____ If I have direct knowledge of a potential violation of academic integrity I will report this to the appropriate authority (faculty or Department Chairperson).

Signature _____ Date _____

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