



San José State
UNIVERSITY

School of Nursing

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Director:
Dr. Jayne Cohen

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Dear Student Nurse:

The purpose of this letter is to notify you of an important change in the way you will register for your clinical(s) for the Spring 2010 semester. This change will affect students who anticipate taking a Semester 4 (N 44), Semester 5 (N 145), Semester 6 (N 146A & B), or Semester 7 (N 147A & B) clinical. (Semester 8 clinical assignments are made by the Semester 8 Chair as in the past.)

Students will be pre-assigned to clinical placements for the following semester before the end of the current semester by SON administrators. You will have a limited opportunity to switch sections with peers if your assigned placement does not work for you. Please note that any changes must be mutually agreeable and students are responsible for finding someone willing to switch sections with them.

There are many reasons why we are implementing this change. Our agency partners are requesting that student clinical placements be finalized before the semester begins. We are bound contractually to provide student and faculty information several weeks in advance of the first clinical day to some hospitals. In order to secure places for all of our students, SJSU School of Nursing participates in the Centralized Clinical Placement System (CCPS). This web-based system coordinates requests among area hospitals, nursing programs, EMT programs, etc. Our requests need to be in the system very early and any delay could mean missed learning opportunities for our students. Some agencies require additional computer training and/or special orientation for faculty and students before beginning their practicum or have additional screening requirements (e.g. Livescan). Knowing which clinical placements you are in before leaving for break means that you will be able to address these special requirements. Faculty members may arrange for your computer training or orientation prior to the beginning of the semester decreasing the stress of the first week of school. In addition, you will not lose valuable clinical time. We also hope that these prearranged assignments will decrease the need for schedule changes on add/drop day.

Although you will not have a choice in your clinical placements, knowing this part of your schedule earlier will give you the time you need to adjust work schedules, day care etc. to accommodate your busy lives and school schedules.

Our tentative process and timeline is as follows:

The California State University:
Chancellor's Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, Fresno, Fullerton, Hayward,
Humboldt, Long Beach,
Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino,
San Diego, San Francisco, San José,
San Luis Obispo, San Marcos,
Sonoma, Stanislaus

- 1) Students are randomly assigned to a specific clinical section by administrative staff.
- 2) Assignments are posted in the glass case on the 4th floor after the Thanksgiving break.
- 3) Students have 5 business days (1 school week) to make changes (No changes after 12/4/09).
- 4) Students must notify the designated person via email or in writing with the change information (name, PS ID#, email and phone contact information for both parties) by 5 pm 12/4/09.
- 5) We plan to post the FINAL clinical assignments the last day of instruction.
- 6) Students must check their final placement as posted.
- 7) Students in sections requiring additional training, etc. will be notified.
- 8) Before registration opens, students will be sent add codes for their assigned section.
- 9) Students must pay associated fees by the University deadlines via the regular process.
- 10) After final course grades for the Fall 2009 semester are posted, progression status will be assessed and students will be dropped from sections accordingly.

We realize that this is a new process for all of us. The concept, however, is not new. Many of our faculty remember “back in the day” when we were assigned to clinicals. Other nursing schools in the area also assign students to clinicals. In light of the budget cuts the CSU, SJSU and the School of Nursing are facing for the foreseeable future, it is apparent that we need to schedule clinical sections as efficiently as we can.

Thank you for your assistance as we implement this new process. We will notify you of any updates via mysjsu, posting on the semester bulletin boards, and under “Important New Information” on the SON website. Please update your email and other personal contact information on mysjsu and on the locator cards in the School so you will not miss important announcements regarding this process.

Sincerely,

Dr. Jayne Cohen, Director