APPENDIX F

POLICY FOR SAFE PRACTICE IN CLINICAL SETTINGS
Providing safe nursing care for clients is an ethical and legal responsibility for professional nurses. In the Valley Foundation School of Nursing (SON), this includes both faculty and students. This policy covers situations in all the clinical settings. Safe clinical practice is mandated by the California Board of Nursing’s (BRN) Nurse Practice Act (http://www.rn.ca.gov/npa/npa.htm) and supported by the American Nurses’ Association and other professional nursing organizations. Individuals who do not meet the stated professional standards for ethical and legal conduct in a clinical setting are held accountable to The Valley Foundation School of Nursing's policies/procedures. Procedures are identified within The Valley Foundation School of Nursing for sanctions. The Valley Foundation School of Nursing (SON) seeks consultation with the California Board of Registered Nursing (BRN) on matters that affect nursing practice and those that challenge ethical standards, criminal conduct, unsafe clinical practice, and/or potential legal standards of the profession. Unprofessional conduct, in any clinical venue related to The Valley Foundation School of Nursing is grounds for disqualification from the nursing major.

If the student fails to maintain professional conduct, or if the student is considered unsafe by the faculty and/or the agency in which the student is placed for clinical practice, that student is removed from the setting. If the student is not able to complete the course objectives, this constitutes a NO CREDIT for the course. Dependent on the specific circumstance, and if allowed, the clinical course may be repeated one time if a similar clinical experience can be arranged with another agency, and a faculty member will assume the responsibility for the student's learning experiences (Refer to the School's current policy for grievance and disqualification). Unsafe clinical practices of this nature are carefully managed at the administrative level so that the student is provided with a maximum learning opportunity while the client (the recipient of care) is adequately protected.

If, in the opinion of a designated SON faculty committee/s (e.g. Curriculum Coordinating Committee, Semester Curriculum Committees, Executive Committee, etc.), the student cannot provide safe care for clients or if the student fails to follow ethical/legal guidelines of the profession, then disqualification from the major will be recommended. When that occurs and if the student so desires, he/she must follow the University's policy and procedures for grievances which are outlined in the University Catalog, and/or the University’s catalog on the website. Students will be oriented to these safe clinical practice policies during the first semester of enrollment in the major, and both faculty and students will be responsible for reviewing the policy prior to beginning clinical rotations. All beginning nursing students must purchase the Student Handbook; this document delineates these policies. Drug testing and criminal background checks are required for all nursing students before beginning clinical rotations.
A. POLICY:

1. A student whose behavior or pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and will receive a grade of "no credit" for the clinical course.

2. If a student fails to maintain professional conduct in clinical, the student may be disqualified from the program, or other sanctions may be determined by appropriate parties.

B. DEFINITIONS:

The student will demonstrate professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice and professional conduct include the following:

1. **Regulatory:** The student practices within the boundaries of the California State Nurse Practice Act, the guidelines and objectives of The Valley Foundation School of Nursing, and follows the rules and regulations of each health care agency. Examples of unsafe practice include, but are not limited to, the following:
   
a. failure to notify the agency and/or instructor of absence on a clinical day.
b. failure to adhere to the SON dress code.
c. presenting for clinical practicum under the influence of drugs and/or alcohol.
d. failure to make up missed clinical experiences, if required to do so.
e. habitual or unexplained tardiness to clinical agency.
f. excessive utilization of faculty time to ensure safe practice by one student to the detriment of other students in the clinical rotation.
g. inadequate and/or poor preparation; and/or understanding of nursing care, patient's medications or patient's nursing needs, etc.

2. **Ethical:** The student practices according to the American Nurses’ Association’s (ANA) Code of Ethics, Standards of Practice, and the California State Nurse Practice Act. Examples of unsafe practice or unethical behaviors include, but are not limited to the following:
   
a. refuses assignment based on client's race, culture, or religious preference.
b. inappropriate nursing care in any assigned activity related to clinical practice.
c. ignoring unethical and/or illegal behavior(s) of other health care providers in the clinical setting(s) which affects client welfare.
3. **Biological, Psychological, Social, and Culture Realms**: The student's clinical practice meets the total needs of the human system from a biological, psychological, sociological, and cultural standpoint. Examples of unsafe practice or violations of the safety policy include, but are not limited to the following:

   a. failure to display stable mental, physical, or emotional behavior(s) which may affect others' well being.
   b. failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (deficit areas defined in (3a) above).
   c. acts of omission or commission in the care of clients, such as, but not limited to: physical abuse; placing in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors.
   d. unprofessional or inappropriate interpersonal relationships with agency staff, co-workers, peers, or faculty resulting in miscommunications, and/or disruption of client care and/or unit functioning.
   e. lack of physical and/or mental health necessary for carrying out comprehensive nursing care.
   f. placing fellow clinical classmates, faculty, and/or staff at personal and/or professional risk.

4. **Accountability**: The student's clinical practice demonstrates safe practice in the responsible preparation, documentation, and promotion of continuity in the care of clients. Examples of such unsafe practice include but are not limited to the following:

   a. failure to provide concise, inclusive, written and oral communication.
   b. failure to accurately record comprehensive client behaviors.
   c. failure to report questionable nursing practices.
   d. attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
   e. dishonesty.
   f. lack of preparation by student to provide safe care for clients.

5. **Human Rights**: The student's conduct shows respect for the individual, client, health team member, faculty, and self, including but not limited to the legal, ethical, and cultural realms. Examples of unsafe practice include but are not limited to the following:

   a. failure to maintain confidentiality of interactions.
   b. failure to maintain confidentiality of records.
   c. dishonesty in relationships and/or in actions.
   d. utilization of stereotypical assessments which are detrimental to patient care.
e. failure to recognize and promote every patient's rights.
f. failure to report client abuse across the lifespan or abuse related to other professionals.

C. PROCEDURE:

A student whose behavior or patterns of behavior endangers the safety or threatens the integrity of a patient, peer, staff member, clinical instructor, faculty member, or agency personnel will be given a verbal and written warning by the primary clinical instructor, and/or by The Valley Foundation School of Nursing's Director. Potential life-threatening episodes require immediate actions, and the procedure listed below may not be realistic, as they relate to procedure items C-1-c through C-1-g (as listed below).

Documented evidence from the student, faculty, and/or staff will be considered in the decision of whether to terminate a student from a clinical practicum and/or further action is needed to determine if disqualification from the nursing program is warranted.

1. The primary instructor in a clinical course will:
   a. provide instruction, guidance, and interpretation of objectives during the clinical experience.
   b. suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizes the well-being of patients, staff, or peers until a decision has been obtained through the conflict resolution process.
   c. document patterns of behavior related to attainment of clinical objectives.
      Documentation may include direct observation by the clinical instructor as well as agency personnel and patient comments, as appropriate. Written work will also be evaluated.
   d. give a verbal and written warning for patterns of behavior that are not safe; To that end, the instructor will:
      (1) provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
      (2) delineate corrective action and expected outcomes in writing with copies given to the student and the clinical instructor. One copy will also be placed in the student's file in The Valley Foundation School of Nursing HB 420 Office. The student and the clinical instructor must sign the written warning. If the student does not sign, the clinical instructor will then document that the student had the opportunity to sign the warning and refused to do so; pertinent discussion at the time that the student read the written warning should also be documented. Copies will be provided to the Semester
Curriculum Chairs, Retention Coordinator, Undergraduate Coordinator and
The Valley Foundation School of Nursing’s Director.

(3) set a specific time for a change in the behavior to be accomplished.
e. re-evaluate progress: If positive attainment of expected outcomes is achieved, then the
student will be allowed to continue with the clinical course. The written warning may
not be removed from student’s file.
f. provide the student an opportunity for input and/or data regarding the evaluation of
his/her clinical performance.
g. consult with the Semester Curriculum Chair and/or School Director as needed for
problem-solving and guidance.

Revised/adapted 12/9/95; Revised final approval 11/5/07
Copies: SJSU Valley Foundation School of Nursing Faculty-Student Handbooks
APPENDIX G

HEALTH, IMMUNIZATION AND DOCUMENTATION REQUIREMENTS

and

DRUG TESTING & BACKGROUND CHECKS
(The Valley Foundation School of Nursing webpage www.sjsu.edu/nursing,
under Important New Requirements)
SAN JOSE STATE UNIVERSITY
The Valley Foundation School of Nursing

As health conscious role models, nurses, student nurses, and other health care providers must practice preventive health behaviors. Therefore, The Valley Foundation School of Nursing expects certain health promotion and prevention activities of students. Some of the requirements can be obtained from the Student Health Services on campus, others from the Santa Clara County Health Department, and some from your private physician. Each student is responsible for maintaining a current clinical documentation record and that record must be presented each semester during orientation to the practicum instructor/s. The process begins before admission to the nursing clinical courses and continues throughout enrollment in the program.

**REQUIREMENTS**

A “Clinical Documentation form” is found on The Valley Foundation School of Nursing website and in Health Bldg.-Room 420. It is updated by the student and submitted with appropriate documentation for clinical instructors for every clinical course on the first day of classes (i.e., Orientation Day). The following health requirements/vaccinations are mandatory in The Valley Foundation School of Nursing:

**HEALTH STATEMENT—Verification of a Health Screening Examination**

Forms are available on The Valley Foundation School of Nursing website and in Health Bldg.-Room 420. Health screenings can be completed by the SJSU Student Health Center, (a Nurse Practitioner, or a physician) or your private MD/Nurse Practitioner. It is to be completed prior to entering Semester 1 (if a Generic/Native BSN student,) or prior to Bridge Semester, (if a Bridge RN Undergraduate Student), and if student experiences a change in the health status, including pregnancy. A current copy must be kept in student’s folder for remainder of the program. See attached table for immunization requirements.

<table>
<thead>
<tr>
<th>TYPE OF STUDENT</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic/Native BSN</td>
<td>prior to beginning Semester 1</td>
</tr>
<tr>
<td>Bridge RN</td>
<td>prior to Bridge-RN Semester</td>
</tr>
</tbody>
</table>

**DRUG FREE BEHAVIOR**

In the judgment of the classroom or clinical instructor, including nurse preceptors, if the student does not exhibit mental alertness and safe judgment, he or she may be asked to leave the setting. Mental alertness and sound judgment are necessary for critical thinking and safe performance of nursing skills. The student is referred to the most current “Safety Policy” in the Nursing Student Handbook. Effective Fall 2006, all students in The Valley Foundation School of Nursing are required to have both drug screening and background clearances before beginning clinicals, or if specific agencies require updates (or if student has situation requiring updates).

**HEALTH INSURANCE**

Health Insurance must cover emergency hospitalizations, and is mandatory when a nursing student is enrolled in clinical and laboratory classes. Students must show proof of health insurance on entry to Semester 2. The Student Health Center does provide health care to all registered SJSU students (very basic coverage - does not offer 24 hours/7 days per week care), but this is not considered health insurance. Information regarding health insurance negotiated
by the CSU system is available through Associated Students Organization (2nd floor of the Student Union). A student may also obtain emergency hospitalization coverage through a private health insurer (A resource for possible reasonable rates is at http://www.ehealthinsurance.com).

VACCINATIONS/IMMUNIZATIONS
See attached table for requirements and schedules.

SERUM BLOOD TITER REQUIREMENT:

Beginning Fall 2008 the official The Valley Foundation School of Nursing’s acceptable documentation for the asterisked (*) following will be positive blood titers, in addition to required immunizations. The Associated Student Health Dept’s costs listed below, are only as of August 2009, and prices are likely to increase annually with inflation.

*Varicella [i.e., Chicken Pox] (cost @ SJSU Student Health= $17)
*Mumps (cost to student= $17)
*Rubeola (costs to student-$17)
*Rubella (FREE)
*Hepatitis B Antibody=( $8)

Flu Vaccine -
Total COSTS (without Polio)= $60  (FYI: It would be much higher outside of School)

| Polio vaccine and titer is required only if students have not had immunizations or has not gone to school in US = Student Health costs for POLIO titer=$35 for Titer |

The student will still need either the quantiferon Tuberculosis skin test annually (by SJSU student Health Dept) or can obtain a PPD (Tuberculin Skin Test=TST) ---initially, a 2- step process PPD or TST is required and, if those results are negative, then done annually...Guidelines for the 2 step are discussed in the clinical documentation guidelines and the immunization materials

SJSU Drug Screen Clearance test - $40.00
SJSU The Valley Foundation School of Nursing

Student and Staff Proof of Influenza Vaccination Form

I attest that the undersigned individual has received the Influenza Vaccine. Completion of this form by the provider of the vaccination shall serve as documentation/proof of vaccination for and by the San Jose State University The Valley Foundation School of Nursing.

Name of Provider (Print or Stamp):

Provider Signature:

Documentation of vaccine manufacturer, dose, route: _______________________

Date: ________________

Printed Name (Student/Faculty)

SEMESTER enrolled (e.g, SEM 2,) __________

STUDENT ID # __________

Signature (Student/Faculty receiving Flu immunization) Date

Directions (keep a copy for yourself and submit other to faculty)
<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Student’s semester level________

I understand that due to my occupational exposure to potentially infectious agents, I may be at risk of acquiring the virus for influenza and/or I may inadvertently put clients at risk due to my communicability. I am aware that I lack proof of immunity to the current year’s Influenza virus strains. I have been notified that it is in my best interest to receive the Flu vaccine. However, I decline the flu vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring influenza. If in the future I continue to be exposed to this virus and I want to be vaccinated, I can receive the vaccination series at the provider of my choice and provide proof of vaccination to the SJSU The Valley Foundation School of Nursing.
[For those agencies still allowing the initial 2 step PPD]:
Reference (2008) regarding the TB 2-step process done initially only

Center for Communicable Disease (CDC) Website Information:

3.19 In what type of situation is two-step testing used?

Two-step testing is used in many TB screening programs for skin testing employees when they start their job.

3.20 How is the two-step testing done?

If a person has a negative reaction to an initial skin test, he or she is given a second test 1 to 3 weeks later.

• If the reaction to the second test is positive, it is considered a boosted reaction (due to TB infection that occurred a long time ago).
• If the reaction to the second test is negative, the person is considered uninfected. In this person, a positive reaction to a skin test given later on will probably be due to recent TB infection.

3.21 What are the four steps in diagnosing TB disease?

The four steps in diagnosing TB disease are:
1. The medical history
2. The tuberculin skin test
3. The chest x-ray
4. The bacteriologic examination

3.22 What parts of a patient’s medical history should lead a clinician to suspect TB?

Clinicians should suspect TB disease in patients who have
a. Been exposed to a person who has infectious TB,
b. Symptoms of TB disease,
c. Had TB infection or TB disease before, or
d. Risk factors for developing TB disease
CPR

PROFESSIONAL RESCUER ADULT AND CHILD
IMPLANTABLE DEFIBRILLATOR & BAG / MASK
(done 3 times per month for “renewal only”- currently $45
otherwise, first time is 1 hr longer and the same price and done more
often)

NURSE EDUCATION WORKSHOPS, INC
1777 HAMILTON AVENUE - SUITE 2280
SAN JOSE, CA  95125

(408) 269-3715 or 1 (800) 671-8097

YOU MAY EMAIL US AT newrns@aol.com

Website address www.new-cpr.com

• as of Jan 2011
The Valley Foundation School of Nursing
HEALTH STATEMENT

(Date)

To the student:
This form needs to be completed within two to four months prior to starting nursing courses, and if there is any change in your health status. Pregnant individuals also need an updated form for clearance. Bring original completed health statement to the Valley Foundation School of Nursing. Keep a copy in your own files at home.

From your Physician or Nurse Practitioner:

I have examined ____________________________
(Print: Last Name, First, Middle Initial of the Student)

(SJSU Student ID #)__________________________

and find her/him to be in (circle) ____________________________ health.
(excellent, good, fair or unsatisfactory)

In your judgment, is the student's health such that she/he would be able to give satisfactory patient care?

In your judgment, is the student's mental and physical health such that she/he would be able to complete the program?

Please be advised: The School recommends that nursing students be able to lift at least 25 pounds and require that students not have active substance abuse problems. All students must complete a drug screen prior to beginning clinical. Please address these issues with the student.

Signed: ____________________________ Printed Name: ____________________________
Title: ____________________________
(or stamp)

Address, City, State: ____________________________

Phone ( ) ____________________________ Date ____________________________

Health Care Provider (Physician/ Nurse Practitioner): Please give this completed form to the student to carry into the nursing office. Thank you