STUDENT HEALTH CENTER (SHC) SERVICES The SHC provides a variety of medical services, which are similar to the outpatient care provided in a physicians’ group practice. The Student Health Center (SHC) provides titer testing (blood samples that can show immunity) and immunizations to those students unable to obtain acceptable proof of immunizations. Go to the web site for SJSU’s Student Health for information on appointments and services (i.e., Academic, Pre-employment and Athletic Physical Exams, Pap Smear exams, Dermatology, Physical Therapy, Podiatry, Travel Medicine, and X-rays). Medications provided by SJSU’s Pharmacy are usually relatively inexpensive.

The Valley Foundation School of Nursing, SJSU (as of Feb 2011)

Student Background Checks and Drug Screening Policy/Procedure

History: Clinical agencies are requiring that all students participating in clinical courses clear a criminal background check prior to the first clinical day. Agencies are instituting this change to comply with requirements of The Joint Commission and state and local regulations. The ultimate goal is to safeguard patients.

Background checks will minimally include the following (Level I):
Felony check for 7 years history of residence
Address verification
Sex offender database search
Two names (current legal and one other name)
OIG, DHHS, and GSA search (checks for Medicare, Medicaid, and prescriptions fraud)
Social Security Number verification
US Treasury, Office of Foreign Assets Control, List of Specially Designated Nationals;
Employment verification
Applicable State Exclusion List

Students will be unable to receive clinical placements for the following convictions:
Murder
Felony assault
Sexual offenses/sexual assault
Felony possession and furnishing (without certificate of rehabilitation)
Felony drug and alcohol offenses (without certificate of rehabilitation)
Other felonies involving weapons and/or violent crimes
Class B and Class A misdemeanor theft
Felony theft
Fraud

Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.

Policy: It is the policy of the San Jose State University School of Nursing (SON) to comply with agency requirements that safeguard patient care. The California State Board of Registered Nursing also recognizes the clinical agency’s right to request a background check and requires a background check when a candidate applies for licensure.
Procedure:

1) All students who will be registering for SJSU nursing courses in Semester 1, RN Bridge students beginning Bridge courses, and Graduate students who will be in the clinical setting as part of their practicum are responsible for obtaining the required background check documentation. Background checks must be completed 4 weeks before the beginning of the first semester of nursing courses (Semester 1 students, Bridge semester for RN Advanced Placement Students, and varying semesters for transfer and graduate students). Subsequent background checks may be required by some agencies. Repeat background checks are noted on the semester Tracks. Please note that agency requirements do change and your clinical Instructor will notify you of any additional screenings. Students are responsible for the costs of repeat background checks, regardless of the reason.

2) Creative Security will conduct the background checks. Students are required to sign a release form that authorizes Creative Security to conduct the background check. The cost for this service is currently $55.00. This fee may vary over time. Results will be sent to the student via mail or email. It is the student’s responsibility to make a copy of the report for the clinical agency. The SON will receive a report listing student names and “cleared/not cleared” status.

3) Please make a copy of the complete report and place in a sealed envelope. The sealed envelope will be given to your clinical instructor at Orientation Day for submission to the clinical agency. Students should keep the original report with their other clinical documentation. Make extra copies. Students are required to submit this documentation on the scheduled Orientation Day in subsequent semesters also.

4) Students who have not cleared the background check -- for any reason -- must schedule an appointment with the Director of the School of Nursing to review the results and determine eligibility for participation in clinicals. Eligibility decisions may require consultation with agency representatives and the California Board of Registered Nursing (CABRN).

5) Information available Spring 2011 indicates that the California Board of Registered Nursing currently is not allowing individuals to sit for the NCLEX-RN nor granting licenses to individuals with repeat offenses – including DUIs (driving under the influence). Individuals with repeat offenses are urged to contact the Director of the School of Nursing and the CABRN before entering the program.

6) International students or students who are not residents of the United States of America also are required to complete the background check. Please note that there may be an additional charge for an out of area search and extra time may be needed.

7) Once in the program, it is the individual’s responsibility to disclose any new offenses to the Director of the School of Nursing. Background check issues impact a student’s eligibility for clinicals.

8) Individuals with background check and/or drug screen issues may be required to repeat background checks and/or drug screens each semester.

SUMMARY

1) This new policy and procedure went into effect June 1, 2006 and was implemented for the Fall 2006 semester. Documentation of compliance must be received by the SON from Creative Security.
Security two weeks prior to the start of Fall, Spring, or Summer terms to allow adequate processing time for participation in clinicals.

2) A discounted student rate of $55.00 has been negotiated with “Creative Security”. Students who need additional background checks may contact Creative Security directly to request the “repeat discount” (currently $25.00) offered by the vendor.

3) Repeat offenses or new offenses must be discussed with the Director.

**How to Register:**

*Students should contact Creative Security directly. This is the only site acceptable for our documentation purposes.* Please download/print the “SJSU Pre-Clinical Screening Guidelines” from the SON website and follow the directions for submitting a background check request online or in person. Please contact Creative Security directly for questions regarding obtaining the background check.

**Results**

A complete report will be sent to the student usually within 1 week via email or mail. A list of students who have completed the background check noting “Clear/Not Cleared” status will be emailed to the Curriculum Coordinator of the SON. The Director of the SON will be notified of students who are in a “Not cleared” status. A complete report will be obtained from Creative Security for these students and will be reviewed by the Director of the SON. Background check reports are confidential and are kept in a locked file cabinet in the SON.

Students who have received a “Not Cleared” result must make an appointment with the Director of the School of Nursing to discuss his/her eligibility. Students should contact the SON office at 408-924-3131 to schedule an appointment immediately upon receipt of their “Not Cleared” status report. The student should bring any and all related documents and, if appropriate, will be responsible for having the record cleared/corrected. If this is not possible, the student may be ineligible to attend the program or may be unable to attend clinical rotations. Clinical eligibility decisions may require consultation with clinical agency representatives, outside agencies, and the CABRN.

**Timing:** Agencies are requesting background checks be completed before beginning all clinical courses. For the Fall semester, students should plan to submit their background check requests by the beginning of August and, for the Spring semester, students should submit their requests by the first week of January to ensure that the report will be available for processing by the SON and the clinical agency.

**DRUG SCREENING**

**History:** Clinical agencies are now requiring drug screening prior to students beginning clinical courses. **Rationale:** Agencies are requiring drug screens of their employees, volunteers, and students.
Policy: It is the policy of the San Jose State University School of Nursing to meet all clinical agency requirements as mandated by legal and accrediting bodies.

Procedure: Beginning with the Spring 2010 semester, all students who will be enrolling in clinical courses in Semesters 1 – 8 and select graduate courses will be required to obtain a Drug Screen Panel. Currently, students will obtain this standard urine drug screening test at the SJSU Student Health Center for $40.00, as of this printing (please have exact change or bring a check). *No other sites are acceptable.* This expense may vary over time. Timing of the lab work is critical. Please note that drug screens must be completed within 21 – 30 days of the start of the first semester of clinical courses (do NOT go to student health for the screening test before the beginning of August for the Fall semester, or before the first week of January for Spring semester). Student Health services are unavailable for students in the summer if you did not attend SJSU the preceding Spring semester. Students should go directly to the Lab on the 2nd floor. The SJSU student ID card must be shown to obtain the screening. You do not need to be enrolled during Summer session to obtain the test at Student Health Center's Lab. Only students who test positive will be contacted. All positive drug screens are confirmed by additional testing and the student is responsible for any additional charges.

**Drug Screen Panel must include:**
1. Cocaine metabolites
2. Amphetamines (CLASS)
3. Barbiturates
4. Benzodiazapine
5. Marijuana metabolites
6. Opiates
7. Phencyclidine
8. Propoxyphene/metabolite
9. Methadone
10. Methaqualone

If the specimen is positive for any of the drugs listed above, a confirmation by an alternate method is performed by the lab. The student will be responsible for the additional charge/ per drug (currently ~$45.00). A physician’s note will NOT waive the additional testing or fee. There are NO exceptions. Results are submitted to the Curriculum Coordinator and kept in a locked file cabinet. Results do not go to the student. **Students who test positive will be notified and must schedule an appointment to discuss their eligibility for clinical with the Director of the School of Nursing.** Eligibility decisions may require consultation with an outside agency and the CABRN.

Resources:
1) SON website
2) BRN website: [www.rn.ca.gov](http://www.rn.ca.gov)
3) JCAHO website: [www.jcaho.com](http://www.jcaho.com)
4) Creative Security: [www.creativesecurity.com](http://www.creativesecurity.com)
APPENDIX H

CLINICAL DOCUMENTATION FORM
IMPORTANT!! As of Fall 2008, all Nursing students are covered by a blanket CSU policy for malpractice insurance while acting as a student nurse. Students MUST have positive titers for Varicella, Rubella, Rubeola, Mumps, and Hepatitis B; See Polio guidelines attached or on the web (www.sjsu.edu/nursing)-
Note: all 3 Hepatitis B immunizations must be completed 1 month prior to the Hepatitis B titer. Additionally, each fall students must get either a flu shot or provide a declination form to the clinical instructor (found on the web site). See below for PPD (tuberculin skin test)- the SJSU health center only offers the quantifereon test for TB screening (and this is acceptable by almost all agencies).

Titers are required as specified for all clinical students. They are to be completed within 5 yrs prior to beginning the nursing program and are usually drawn at least one month of the last immunization. The student should refer to the student health center, if questions arise specific to this timing. If the student’s results show a negative titer, then the student needs an immunization booster (from Public Health dept. or your private Dr. as Student Health will not do these boosters) and another follow-up titer 1 month after the follow-up booster; he/she should see Dr Malloy for follow-up.

[See the attached for the clinical documentation form for guidelines for the tuberculin skin tests (also known as “PPD” by lay people)-NOTE: If done at SJSU Health center, the quantiferon blood test is done for TB screening—if done elsewhere, the first time the person gets a 2-step Tuberculin skin test procedure, and after that, it is done annually].
NOTE: Entry-level or RN-to-BSN students also are to have titers drawn, no more recently than 1 year prior to entering the major or during the first half of semester 1 for entry level students - after the immunizations are completed as noted (i.e., for example the Hepatitis B series of 3 immunizations, takes 6 months, so the titer would be done 1 month after the completion of that series). Those with non-positive titers should get a booster immunization and contact the undergraduate coordinator re: further follow-up.

IMPORTANT!! Students must attach copies of documentation to this form in the order listed by #. (Refer to SJSU web site for clinical requirements or the Student Handbook for specific guidelines). Students are not allowed into clinicals without clearances.

FYI: Costs of tests and immunizations are extremely competitive when done at the SJSU STUDENT HEALTH CENTER; summer session student health fees are higher than during the regular academic year.
For clinical documentation form, please download from sjsu.edu/nursing website under “forms”. (must be updated every semester and submitted to clinical instructor on first day of the semester)
APPENDIX I

GUIDELINES FOR DEALING WITH AIDS
GUIDELINES FOR DEALING WITH HIV INFECTION/AIDS: STUDENTS

Students who are antibody positive or have AIDS:

There is little evidence that AIDS or HIV infection has been transmitted from health care workers to clients. Similarly, there are no reports of transmission of opportunistic infections to clients from hospital employees. Present guidelines recommend that symptomatic health care workers with HIV infection not be restricted from employment.

Based on this information, students with HIV infection who are symptomatic need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Students should be advised that HIV infection might cause immunosuppression and therefore increase susceptibility to infections acquired from client-student interaction.

Students who are HIV antibody positive should wear gloves when coming into direct contact with blood, mucosal surfaces, or exposed tissues of clients. These students should also be educated regarding the epidemiology and prevention of HIV infection, including the use of barrier precautions in appropriate situations, such as where aerosolization or splashes are likely to occur.

HIV infected students with exudative or weeping skin lesions should be restricted from direct client care contact. The determination of whether an infected student who is symptomatic should be excluded from providing direct care shall be made on a case-by-case basis by a team composed of appropriate university faculty/administrators and the student's physician.

Guidelines for exempting students from clinical assignment to AIDS client:

1. Confirmed Pregnancy - The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant. The risk of transmission of other pathogens such as cytomegalovirus from patients with AIDS to pregnant health care workers is unknown but is thought to be low to non-existent. Based on the above information, it may be prudent to excuse pregnant students from caring for clients with AIDS until further data are available.

2. Incompetent Immunological Systems - Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections.

3. Infections - Any student with an infectious process could further compromise the already incompetent immunological system of the AIDS client.

NOTE: The decision to exempt a student from clinical experiences will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

Student clinical assignments to AIDS clients:

The student will be assigned to an AIDS client only after having been educated on the epidemiology, precautions and practices to be taken to prevent transmission of the virus. The non-RN student must also have satisfactorily demonstrated skill in isolation procedure [RN students have already met this competency in their prior licensure program]. Because Hepatitis B is transmitted via the same routes as AIDS and because the risk of contracting
Hepatitis B is greater than the risk of contracting AIDS, recommendations for the control of Hepatitis B infection will effectively prevent the spread of AIDS. Guidelines for caring for someone with AIDS are the same as those for Hepatitis B:

A. Blood and body fluid precautions - blood and body secretions of suspected or diagnosed cases should be considered infectious.

1. **Hand Washing** - the most important precaution to be taken when routinely caring for the AIDS client and when contaminated with blood, body fluids, or secretions.
2. **Gloves (nonsterile)** - to be worn to avoid direct contact with mucous membranes, open skin lesions, percutaneous exposure to blood (example: venipunctures, starting IV's, and/or changing IV tubing **IF** at IV insertion sites), secretions, and excretions (example: emptying urinary bags and changing lines).
3. **Gowns** - recommended only if soiling of clothing with blood or body fluids is anticipated.
4. **Masks** - recommended only for nurses who have direct contact with clients who are coughing extensively or requiring suctioning, such as tracheal or via endotracheal tubes.
5. **Protective Eyewear (glasses)** - recommended in situations where blood and body secretions could be splattered, such as endotracheal intubation, suctioning, GI endoscopy, etc.

B. Life threatening conditions - acute respiratory distress or cardiopulmonary arrest; with oral airway in place, client should be aerated with an ambu-bag rather than mouth-to-mouth resuscitation.

C. Care of equipment/specimens

1. **Needles and Syringes** - should be disposable and disposed of in a rigid, puncture-resistant container. Needles should not be recapped, purposely bent, broken or cut to prevent accidental needle sticks.
2. **Blood and Other Specimens** - should be obtained and handled in accordance with the procedure established for blood and body fluid precautions (Hepatitis B) within the health care facility. Contaminated specimen containers and specimen spills should be disinfected according to the CDC guidelines for Hepatitis B/AIDS precautions; sodium hypochlorite (household bleach) and water, dilution 1:10.
3. **Soiled** linens, laundry, and nondisposable articles contaminated with blood or body fluids should be handled according to the procedure established for blood and body fluid precautions (Hepatitis B) within the health care facility.
4. **Dishes/Silverware** - for reusable items, no special precautions are necessary.
5. **Surgical and invasive** client care equipment, ventilator tubing, laryngoscopes - if not disposable, should be sterilized before reuse.

**STUDENT REFUSAL OF CLINICAL ASSIGNMENT TO AN AIDS CLIENT:**

Various studies suggest that the risk to health care workers of occupational transmission of HIV is very low. When proper hygienic/isolation techniques are practiced, the chances of a health care worker becoming infected with the AIDS virus is almost non-existent. Because it is the policy of most health care agencies that employees will treat AIDS clients or be subject to termination and since most The Valley Foundation School of Nursing students are being educated to work in health care delivery settings, it seems only reasonable they should learn to care for AIDS clients. In addition, faculty should serve as role models in their concern for and willingness to care for AIDS clients.
Except for the exemptions to clinical assignments as stated on pages M-1 and M-2 under "Guidelines for Exempting Student from Clinical Assignment to AIDS Client," students who have received formal classroom instruction in the care of AIDS clients and satisfactorily demonstrated knowledge and skills requisite to such care may be subject to disciplinary action in the event they refuse a clinical assignment.

ANTIBODY TESTING OF STUDENTS AND FACULTY

General Screening

The Valley Foundation School of Nursing and Student Health Services will not undertake any program of mandatory screening of faculty or students for antibodies to HIV, nor will any attempt be made to identify those in high-risk groups and require screening of those groups only. Any student or faculty wishing to be tested will be referred to his/her private physician or the county health department. Such testing is confidential, and pretest and posttest counseling is encouraged.

Student Health Services personnel and The Valley Foundation School of Nursing faculty should have an understanding of the capabilities and limitations of the test for antibody to HIV and be able to counsel those desiring to be tested or have available counseling sources for referral.

Accidental Exposure of being exposed to blood/body fluids

Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick, or skin lesion/nonintact mucosal membrane of a suspected or diagnosed HIV positive or AIDS client.

The accidental exposure of a faculty member or student in The Valley Foundation School of Nursing while in a clinical agency is treated in a similar manner to any type of accident occurring within the agency. The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the accident occurred. Agency policies will then be followed. The clinical agency will require the completion of an incident report. The exposed student or faculty will be encouraged to have testing. The decision to have testing or not, however, is the choice of the individual exposed.

The clinical instructor should notify the Director of The Valley Foundation School of Nursing when a student has been accidentally exposed. Notification of the Director is necessary to assist in the protection of the faculty and university in the event of subsequent liability.

When a student experiences an accidental exposure to the AIDS virus while in a clinical practicum agency, he/she should be made aware that the agency policy will mandate that an incident report be filed. While the university will make every effort to maintain confidentiality, the university cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

CONFIDENTIALITY

Within the Code of Federal Regulations are statements to protect medical information and the privacy of the individual when there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify authorities is hard to enforce and legally challengeable.

Individuals involved with health care services who know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice.
2. Follow school and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of HIV.
4. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosure may create legal liability.
APPENDIX J

CHILDBIRTH PREPARATION CLASSES
Prior to entry into Semester 3, students will attend a birth preparation class series offered here through the staff at the School for a set fee. The rationale for this project is to help prepare students for caring for mothers in labor and delivery as well as becoming acquainted with at least one of the various methods to prepare families for delivery. The average length of time is all day (often on makeup of finals day @ the University).

Students must get clearance from the semester faculty chairperson if they have taken a review course for parents having their second baby. These usually are completed in one session such as a few hours on a Saturday.

If you have recently attended a birth preparation course for personal reasons, you will likely not have to repeat the course. Discuss this with your clinical instructor.

Students can obtain information about birth preparation classes through calling hospitals, clinics, or looking in the yellow pages. Any questions may be referred to your clinical instructor.

(12/2010)

SAN JOSE STATE UNIVERSITY
The Valley Foundation School of Nursing

Prepared Childbirth Classes

_______________________________________ has participated in a prepared childbirth class, which covered labor and delivery. The course had a minimum of 12 hours. This course can be any of the following: Bradley, Lamaze, or any other childbirth preparation course.

________________________________________ Date __________________________

(Signature)
APPENDIX K

CLINICAL ATTIRE STANDARDS
Standardization of Nursing Students’ Uniform Apparel and Related Issues including 12 Standards

Beginning Spring 2003 semester, the SJSU The Valley Foundation School of Nursing instituted a policy regarding the Standardization of Nursing Students’ Uniform Apparel and Related Issues including 12 Standards. Because the School’s identity (re: uniform and appearances of students) had become increasingly mandated by the various agencies that we use, the guidelines are required for all SJSU nursing students. *This revised uniform guideline policy will be fully implemented across all semesters in Fall 2009.* At times the agency’s policies may be more conservative than those of SJSU’s The Valley Foundation School of Nursing and the faculty will advise students when the guidelines below are superseded by the agency’s guidelines.

**Standard 1**

**Grooming:**
Impeccable (i.e., daily bathing, clean hair and teeth, clean uniforms, clean shoes, etc.); Scented products (i.e., perfumes and colognes) are to be avoided.

**Standard 2**

**Jewelry:**
- Rings – 1 simple ring
- Earrings – 2 pair per ear (maximum) only; small studs only
- Necklaces – none visible
- Bracelets – none
- Watch – with second hand or digital

**Standard 3**

**Hair:**
Conservative style; hair color must be a “natural color” defined as one that is grown naturally (i.e., no bright colors as pink, purple, green, etc); **WOMEN:** Hair not longer than edge of collar and pinned or pulled back behind ears; for hair longer than mid-length, the hair should be back and off face and collar; hair accessories to match hair color; **MEN:** short mustaches and short, cropped beards permitted.

For cultural or religious purposes, hair may be covered with a solid navy blue or black scarf to match the color of the uniform scrub if the student has submitted a personal statement explaining the purpose for the headdress *(document to be kept in student's file)*.

**Standard 4**

**Make-Up:**
Conservative

**Standard 5**

**Body Piercing/Tattoos:**
Nothing visible (remove and/or cover with bandaids and/or uniform clothing)
Facial piercings not allowed (if there are religious reasons, consult with instructor).

**Standard 6**

**Artificial Nails:** Not permitted
**Nails:** Nails: clean, short, and filed; **Polish:** clear and/or neutral colors permitted, unless agency requests ‘no polish’

**Standard 7**

No gum chewing
Standard 8
Underclothing:
Non-revealing clothing and while you are expected to wear underwear, nothing is visible through the uniform or clothing (preferable to have it match your skin color).

Standard 9
Shoes- socks/stockings:
SHOES: Clean, mostly white or solid black; in good repair, with closed toes (soft soled for agency compliance); SOCKS/STOCKINGS: Plain hosiery in neutral solid tones/ solid color to match shoe color/ or matched to skin color (no leg warmers or visible patterned socks).

Standard 10
Photo Identification:
Badges should be visible eye-level location, (i.e., worn between the chest and no lower than the waist). SJSU-provided student ID Tower cards imprinted with NURSING STUDENT - to be attached to San José State University, The Valley Foundation School of Nursing lanyards. In certain clinical settings, the identification is to be attached to the uniform with a clip (Consult your clinical instructor). Many agencies require students to wear the agency provided picture identification with hair style and the uniform required in clinical.

Standard 11
Optional white Lab coat:
The Valley Foundation School of Nursing allows for optional lab coats in most clinical areas. You must check with your clinical instructor.

Standard 12
Hospital Uniform Scrubs: Non-faded, navy blue color

Tops (Students may choose type):
Navy – uniform top, scrub and/or polo style - only color allowed for a long knit top under navy scrub top is white, if instructor and agency allows (No thermals and for females, no tee shirts that show); Many Neonatal ICU units do not allow lower arms (below end of scrub top sleeve), to be covered. (Acute Pediatrics: consult instructor)

Bottoms (Student choice of style and/or color; No jeans):
Navy – uniform bottom (knee-length skirt) and/or scrub pants

Lab Coat
Regular white lab coat for leaving unit (or instructor/agency authorized clinical pre-lab sessions).

Community Health and Some Community-based Psychiatric Settings Apparel Guidelines:
Clothing for Community Health and Community-based Psychiatric settings, where the student has been asked to not wear the SJSU scrub uniform, is specified as being “business-like professional attire”. This might be solid black or dark slacks and a white or colored top (e.g., sweater optional for weather). Plain shoes: (i.e., flats/athletic shoes, or if a dress shoe, then the heel of shoe should no higher than 1.5 inches; No flip flops). This may be setting specific: consult instructor. Clothing is to be neat, clean, non-wrinkled, and non-faded. Nametags are required. Excepting the standards 11 and 12, all other standards apply. Types of clothing to be
avoided include, but not limited to:

- too tight, revealing, or too baggy clothes
- inappropriately revealing clothing such as sheer clothes/low cut/or backless tops;
- Sweatshirts
- bare midriffs, tight fitting;
- skirts with high slits or extremely short skirt or extremely short dress lengths;
- tee shirts.
- Shorts are not appropriate for clinical.

(SEE photo display that will be attached once pictures are taken)

**Specialty areas within hospitals; (i.e., L & D, Burn unit, and the OR)** may require the use of hospital–provided agency scrubs (Consult instructor)

**References:**

Agency guidelines.


APPENDIX L

CONFLICT RESOLUTION PROCEDURE
THE VALLEY FOUNDATION SCHOOL OF NURSING
Conflict Resolution Procedure

If you have a faculty related problem, please follow these steps in dealing with your concern.

1. Talk to the individual faculty member first.

2. Complete the conflict resolution form concisely describing the problem. Make an appointment with the faculty member and both sign the form.

3. If your concern is not resolved at this level, make an appointment with the appropriate semester chairperson or Undergraduate Coordinator and discuss your concern.

4. If you still feel that the matter is not resolved, write a letter to the Director of The Valley Foundation School of Nursing, enclose the signed conflict resolution form and leave it with a secretary in the Nursing Office. Also, request an appointment with the Director. (You must complete Steps 1-3 before you do Step 4).

5. If a resolution is not received at this point, fill out a petition, available in HB 420, for review by the Executive Committee in The Valley Foundation School of Nursing.

6. Other campus resources for grievance procedures are described in the current SJSU catalog.
CONFLICT RESOLUTION FORM

Printed Student Name________________________ SJSU ID_____ Sem. level_______ Date______

1. Concisely describe the problem you are having with faculty.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Student Signature

2. I have met with________________________ on ____________________________

Student Date

________________________________________________________________________________________

Faculty Signature

The problem has been dealt with as follows:

________________________________________________________________________________________

________________________________________________________________________________________

3. I have met with________________________ on _______________________________

Student

________________________________________________________________________________________

Semester Chair Signature

The problem has been dealt with as follows:

________________________________________________________________________________________

________________________________________________________________________________________

3. I have met with________________________ on ____________________________

Student Date

________________________________________________________________________________________

Undergraduate Coordinator Signature

My recommendation is: ________________________________________________________________

OR

STUDENT Directions: After obtaining the above documentation, make an appointment with the Director of the Valley Foundation School of Nursing, Dr. Jayne Cohen
APPENDIX M

PETITION PROCESS AND FORM

*(See nursing web site for the form that you can type on)*
SAN JOSE STATE UNIVERSITY
The Valley Foundation School of Nursing
PETITION

Name __________________________________________ SJSU ID#
(Print: last, first, middle)

email: ________________________________

Address __________________________________________ Phone ( ) _______________________

________________________________________ Semester ___________

City                             State                        Zip

This petition may be used to request a variety of actions. A separate petition is required for each request. After completing, submit to the Nursing Office, HB 420. If the petition is to be reviewed by the Executive Committee, you MUST submit the original plus TEN copies of this form and any supporting documents. If necessary, the Director will confer with your advisor. You may request to speak to the committee for up to 5 minutes. Please include this request on the petition. After a decision has been reached, the petition will be held for you in the student pick-up box in HB 420 and a copy placed in your file (if you have one). **This petition must be submitted 10 days before an Executive Board meeting or when requesting entrance into a class, filed at least 10 days before the first day of classes each semester.**

State your specific request, outlining all of the details. Please attach all relevant documentation such as course descriptions from a college catalog. If petitioning to have a course accepted as equivalent, attach official transcripts, course description and transfer credit summary from SJSU Admissions and Records. If requesting a prerequisite course substitution, please use the School Prerequisite Course Substitution Form.

I request that __________________________________________________________________________________

__________________________________________________________________________________________

____________________________________

______________________________________________________Reason___________

___________________________________________________________________________________________________________

______________________________________________________________________________

____________________________

__________________________________________________________________________________________Reason___________

___________________________________________________________________________________________________________

_____________

_____________________________________________________________________________________________

__________________________________

______________________

Student’s Signature

Date

---------------------------------------------------------------------------------------------------------------------------------------

OFFICE USE ONLY

Decision ____________________________________________________________

______________________________________________________________________________

____________________________

________________

Director’s Signature

Date
APPENDIX N

MAJOR FORM AND INSTRUCTIONS
1. Obtain a nursing major form online and follow the example (different example for RNs versus non-RNs (e.g., generic program students- as follows).
2. Using the grade slips or transcripts from your records- fill out the information requested on the major form.
3. In the second column of the major form, put the abbreviation for the course you took to meet that requirement.
4. In column three, put the name of the college or university where you took this course. If it was taken at SJSU leave the column blank.
5. In column four, put the full name of the actual course as it appears on the transcript.
6. In column five, put the number of units earned for the course.
7. In the sixth column, put the course grade as it appears on the transcript. If you are currently enrolled in the course put IP for "in progress." If you plan to take the course in the future, put TBC for "to be completed."
8. Finally, fill in the grade for the nursing courses listed on the second part of the major form.
9. Type or legibly print the completed major form.
10. Collect any nursing pre-requisite course substitution forms and unofficial transcripts (including SJSU), and attach those and your graduation form. The graduation application form is found on University web site under www.sjsu.edu/registrar under forms. Attach these items to the major form request.
11. Take the completed typed major form and those items listed in number 10 (above), to HB 420, The Valley Foundation School of Nursing office to be delivered to the undergraduate coordinator and department chair for signatures.
12. Return to the nursing office in 1 week – 10 days to pick up completed major form in sealed envelope.
13. It is your responsibility to be certain that there is an official transcript for all the courses listed on the major form in the Office of Records at SJSU. This includes any courses taken at other colleges/universities, even after beginning SJSU.
14. Approximately 6 months later, the university will send you a “GE checklist- listing of any courses you still need to complete for graduation, including GE and nursing courses you have listed on your major form.
15. If you have any questions, contact your advisor.
16. Request a course substitution form to be signed by the undergraduate coordinator (or the Advanced Placement coordinator if you are an RN to BSN student), for any courses that you have listed on the major form that do not articulate with the university (http://artic.sjsu.edu). This includes any courses other substituted that are approved for HPROF 100W or NURS 100W. Attach a copy of the completed course substitution form to the major form.
17. If you have taken an upper division writing course other than HPRF 100W, you need to obtain a course substitution form and get approval from the undergraduate coordinator. After approval, attach a copy of the completed petition to your major form when you turn it in to Admissions and Records.

(Rev. 6/2010)
NAME ________________________ SJSU ID# _____________

Last First Middle

MAJOR  B.S. Nursing  MINOR (none required)

Proposed Date of Graduation ____________________  Requirements for Degree 130 u.

If a course is taken at another University/College, please indicate the University/College and its course number in the space provided.

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** Support for Major Courses **

| D1      | General Psych (Psych 1) |                   |            |                                    |       |       |
| E       | Human Dev (CHAD 67/KIN 67) | |  |                                    |       |       |
| E       | Nutrition (NuFS 008)    |                   |            |                                    |       |       |
| Z       | HPRF 100W/Nurs 100W (Writing Workshop) | |  |                                    |       |       |

** NURSING COURSES:** (A MINIMUM OF A C/CR IS REQUIRED FOR ALL NURSING COURSES)

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Advisor’s Signature: ____________________________ Date  

School Director’s Signature: __________________________ Date  

Signed copies to:

____ Office of Records
____ Student
____Student’s file
**SCHOOL OF NURSING--MAJOR FORM**

*(for NATIVE/GENERIC STUDENTS- admitted to Nursing after Spring 2010)*

---

**NAME:**

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<th>Last</th>
<th>First</th>
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<td>Clara</td>
<td>Josephine</td>
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**SJSU ID:**

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**MAJOR:** B.S. Nursing

**MINOR:** (none required)

---

**Proposed Date of Graduation:** December 2012

---

Requirements for Degree: 130 u.

---

If a course is taken at another University/College, indicate the University/College and its course number in the space provided.

---

**Support for Major Courses**

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<tr>
<th>GE area</th>
<th>Pre-Requisite Course</th>
<th>Course Abbrev / #</th>
<th>University</th>
<th>Title of Course/Description</th>
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**Area S - G.E. (BRN Requirement (Culture))**

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**NURSING COURSES: (A MINIMUM OF A C/CR IS REQUIRED FOR ALL NURSING COURSES)**

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**Advisor’s Signature:**

---

**School Director’s Signature:**

---

_Signed copies to:_

---

___ Office of Records

___ Student

---

**TBC= To Be Completed**

**IP= In Progress**
SCHOOL OF NURSING—MAJOR FORM FOR REGISTERED NURSES ONLY

NAME ___________________________ SJSU ID# ___________________________

Last First Middle

MAJOR  B.S. Nursing MINOR (none required)
Proposed Date of Graduation ____________________________ Requirements for Degree 130 u.

If a course is taken at another University/College, please indicate the University/College and its course number in the space provided.

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Support for Major Courses
HPRF 100W (Writing Workshop)

*Please note: There is still a temporary waiver on the math and critical thinking requirements as a pre-req for entry into the major for registered nurses. These two courses must be completed prior to graduation.

NURSING COURSES: (A MINIMUM OF A C/CR IS REQUIRED FOR ALL NURSING COURSES)

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Signed Copies to:

__Office of Records
__Student
__Student’s File

SJSU Student Handbook 2011

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SCHOOL OF NURSING--MAJOR FORM

SCHOOL OF NURSING--MAJOR FORM FOR REGISTERED NURSES

NAME ___________________________________________ SJSU ID# ___________________________

Last                                   First                                   Middle

MAJOR  B.S. Nursing

MINOR (none required)

Proposed Date of Graduation

Requirements for Degree 130 u.

If a course is taken at another University/College, please indicate the University/College and its course number in the space provided.

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<th>Pre-Reqs Course</th>
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<th>University</th>
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<th>Units</th>
<th>Grade</th>
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Critical Thinking (Area A3)*

Statistics (Stat 095)*

Support for Major Courses

HPRF 100W (Writing Workshop)

*Please note: There is still a temporary waiver on the math and critical thinking requirements as a pre-req for entry into the major for registered nurses. These two courses must be completed prior to graduation.

(A MINIMUM OF A C/CR IS REQUIRED FOR ALL NURSING COURSES)

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Signed Copies to:

___Office of Records
___Student
___Student’s File

*Sample** TBC= To Be completed; IP= In Progress

Course to be completed in future semester   Course enrolled in current semester

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