

## Incoming Q4 Info & Reminders:

- Your clinical rotation will be posted in the Skills Lab before finals week.
- When registering, register for Nurs 84, 84C, and N84L (any open section of N84L clinical). It is all the same course, so it does not matter which section you are registered in. You will do 6 weeks of clinical at each site with both instructors, as you did back in Quarter 2.
- **The first day of school** is a clinical orientation day (attendance is mandatory). Go to the clinical agency to which you are assigned for the first 6 weeks (see info for each site below). You will all return to campus for the All-Student Assembly so please plan in terms of transportation (you will be allowed ample travel time to get there). “Business casual” street clothes or uniforms are OK – check the Student Handbook for definition of Business Casual, for example, jeans are not allowed, etc. Make sure you wear your name tag. **Bring: Q4 skills sheets.** There is no place to refrigerate lunches and you may move around during the day, so suggest you not bring a lot of extra items (you do not need textbooks, med books, clipboards, etc.).
  - **ECH students:** meet your instructor in our designated Conference Room in the lowest level of the main building (past the cafeteria) promptly at 6:30am. Our room will be displayed on a computer screen outside the conference room door. **Bring your ECH nametag from Q3.** Please park in **employee** parking in the garage near Orchard & Melchor Pavilions (corner of North and Hospital Drives, where you parked in Q3). There is required paperwork that must be completed prior to your orientation day (see below).
  - **OCH students:** meet your instructor in the main lobby of the hospital promptly at 7am. You will proceed to your meeting room from there. Wear your De Anza photo ID. As the meeting room is usually across a large campus, we highly suggest you not be late. Park above the 3<sup>rd</sup> level of the parking structure or in the back parking lot behind Employee Health. You cannot park in

front of the main hospital! There is required paperwork that must be completed prior to your orientation day (see below).

- Your theory class will be a hybrid course, using Catalyst. You will watch videostreamed lectures each week prior to coming to the “live” class session. The Catalyst will be ready for you the afternoon of the first Monday of the quarter. You must sign in EVERY WEEK to stream videos. Most live class sessions will be 2 hours in length and will begin at 6:30am.
- Check your PPD and CPR due dates **NOW**. You must have an annual PPD in the program and most of you will be due. Check your Student Handbook for the due dates of your PPD (if you had an Xray, they are good for 5 years but you must complete the survey in the Student Health Center each year). Your CPR must be good through at least **the end of the quarter**. It cannot expire during the quarter. You cannot attend clinical without up-to-date PPD and/or CPR documentation, and a PI will be issued for failure to comply with department regulations.
- Please remember to do **your background check and drug testing** per the Nursing Student Handbook.
- **OCH pre-orientation training and paperwork:** on instructor web site. **Plan an hour or two to complete this. Prior to your orientation day** at OCH (BOTH groups), do the training, print the paperwork and complete the forms. **Bring completed paperwork to your orientation day at OCH.**
- **ECH pre-orientation paperwork:** on instructor web site for required paperwork. Even though you did most of it last quarter, you must do it again. **Plan an hour or two to complete this. Prior to your orientation day** at ECH (BOTH groups), print the paperwork and complete the forms. **Bring completed paperwork to your orientation day at ECH.**
- Each agency has their own process that includes many regulations we all must follow (which often change with no notice!), so please be patient.

- **Please check your email periodically for instructor emails.** Things can change pretty quickly in our clinical agencies.
- Please email the Lead Instructor if you have questions: BEST EMAIL is NOT De Anza's email. Please use home email: **SherriRN1@aol.com** *Note: I will not check my school email or voicemail on the break.*

We look forward to meeting and working with each of you.

Best,

Sherri Cozzens (@ ECH; Lead instructor)  
Jen Hedin (@OCH)