Incoming Q4 Info & Reminders:

Welcome to Quarter 4! Here’s some information you need to read carefully before the current quarter is over. Some of your clinical paperwork for Q4 is due 4-5 weeks before the Quarter begins.

**There is a fair amount of pre-work that must be completed in advance. Please be aware of assigned due dates. Often, at least some things are updated by clinical agencies during breaks (especially summer) and are subject to change. Please read carefully and be prepared to act quickly, and be flexible! *HINT: Do NOT do the pre-work early, as it is subject to change and you may need to re-do some/all of it! And, be aware that an agency may still change their requirements after these dates, so be prepared.***

• Your clinical rotation will be sent to your group site before the end of the current quarter. You will rotate hospitals at midterm.

• When registering, register for Nurs 84, 84C, and N84L. For N84L, register for either section, it does not matter which section you enroll in.

• You must have a valid Quantiferon test (or chest Xray if you have a history of a positive QFT); because you probably had your last TB test in Q1, this means you’ll likely need to do it again before Q4 begins. You must also have documentation of an annual Flu shot, all vaccinations/titers, and a 2-year AHA CPR card that is good through at least the end of 4th quarter. Nothing can expire during 4th quarter. You cannot attend clinical without up-to-date QFT, Flu shot, all other immunizations and/or CPR documentation; and, per department policy, failure to have this documentation in place in the Nursing Department Office by the department deadlines will result in Withdrawal without Penalty (see Nursing Student Handbook for policy and deadlines). **ALL** students must bring updates to the Resource Room Coordinator by the due date for the Nursing Department files. Do not submit copies to instructors.

• Do a background check/drug screen 2-3 weeks prior to the start of your 4th quarter. See Student Handbook for details, instructions, etc. Please try to not overhydrate before going in for the test (this is a common reason to have to re-do the urine sample).

**THEORY INFORMATION:**

• Reading list for theory is on Lead Instructor’s college web site. To accommodate students who have various versions of textbooks, there are several reading lists – be sure you use the one that corresponds with the edition of the textbooks you have!

• Your theory class will be a hybrid course, using Canvas. You will watch videostreamed lectures each week prior to coming to the “live” class session (this includes before class in Week 1). The Canvas site will be ready for you to access approximately 2 weeks prior to the first Monday of 4th quarter **FOR STUDENTS WHO ARE ENROLLED IN THE CLASS.** You will not have access ahead of time if you are not enrolled. Please be patient with Canvas, as we are making the switch from Catalyst to Canvas over the summer and there may be glitches. Once school starts, you must sign in **EVERY WEEK** to stream videos. Most live class sessions will be approximately 2 hours in length and will begin at 6:30am on Thursdays. All course documents will be on the Lead Instructor website or Canvas – there is no paper syllabus for theory or clinical. If you are going online to order your textbook: sometimes I can get you a discount and free shipping on Elsevier textbooks, so see if there’s a link on my website for coupon (if it’s not there, I don’t have one).

**CLINICAL INFORMATION:**

• The 1st day of school is an orientation day (attendance is mandatory). **YOU MUST CARPOOL!** You will orient on this day to the hospital you are assigned to attend FIRST. See instructions below for BOTH clinical sites and complete all paperwork & emails for BOTH sites by the due date. **You will all come to/remain on campus for the All-Student Assembly on Day 1, so please plan in terms of transportation (you will be allowed ample travel time to get there).** Wear uniforms to orientation if orienting in the hospital (usually RMC). Make sure you wear your DAC photo ID badge. Bring: Driver’s license, Q4 skills sheets, scavenger hunt, paperwork templates, and your questions. There is no place to refrigerate lunches and we may move around during the day, so we suggest you not bring a lot of extra items (you do not need stethoscopes, bandage scissors, penlights, textbooks, med books, clipboards, etc.).

o **El Camino Hospital (ECH - Mountain View campus) students:** Will orient on campus (not the hospital!) in room S81 on Day 1. For the rest of the rotation, you **must** carpool to ECH (this is non-negotiable!), and can **ONLY** park in the employee carpool area on the 2nd floor of the parking in the garage near Orchard & Melchor Pavilions (corner of North and Hospital Drives, where you parked in Q3). You may **NOT** park in ANY visitor parking area, unless you are disabled and have a disabled plate or placard. **There is required paperwork that must be completed, printed out, and brought to your ECH orientation DAY 1.**

o **San Jose Regional Medical Center (RMC) students**: Will orient at RMC on Day 1. Meet your instructor in the main lobby (McKee Road) at 7am. **There is required paperwork that must be completed and e-mailed in PDF format to Lead Instructor approximately 6 weeks before the quarter begins. Email to Sherri:**

**cozzenssherri@fhda.edu****.**

You will also need to bring specified documents to the hospital, too – check N 84L website for these.

• **ECH** pre-orientation paperwork: on Lead instructor website. Even though you did most of it last quarter, you must do it again. Plan an hour or so to complete this. You must PRINT your documents and bring to your ECH Orientation Day 1. Failure to bring your paperwork = inability to stay in clinical = withdrawal from the quarter. **Be sure to give the Resource Room Coordinator a copy of any health/CPR updates too**. *Instructors will not do this.*

• **RMC** pre-orientation paperwork: on Lead instructor website. Even though many of you probably did it in Quarter 2, you must do it again. Plan an hour or two to complete this. You must **email** your document **in PDF format** to Lead instructor at cozzenssherri@fhda.edu. Your due date to email documents will be emailed to you. **Be sure to give the Resource Room Coordinator a copy of any health/CPR updates too**. *Instructors will not do this.* You will also need to bring specified documents to the hospital, too – check N 84L website for these.

• **NOTE:** Each agency has their own policies, procedures, and processes that include many regulations we all must follow (which often change with no notice!), so please be patient. **There may be additional items required, often on very short notice.** This is outside of my control. I will let you know if this is the case. Please keep an eye out for emails from me.

• **Things can change pretty quickly in our clinical agencies, including shifts and/or days of the week we will go for clinical!** Please check your email periodically for instructor emails, including posts to your class group emails/site. These may be from our DAC or personal email accounts, or through the Portal or Canvas system. *Please remember to check the email account you use* *for the school in addition to the email account attached to* *your group site, if different.*

Please email the Lead Instructor if you have questions: **BEST email to use during break is *NOT* De Anza’s email. Please use home (aol) email address for questions only *(BUT: for your privacy protection,******no pre-clinical paperwork submissions***  *to this email address, please)***:**

SherriRN1@aol.com.

For those “emergencies” when you feel you need to speak with me, you can try me on my cell phone. If I don’t answer, leave me a voicemail. You can also leave me a brief text – be sure to tell me who you are. I may be out of range for a time during weekends or breaks, but I will get back to you as soon as I can. **408-858-5845**. Emergencies only during breaks, please.

***Note****: I will only check my school email once or twice during break and will not be listening to voicemail. I want to be responsive to your questions and concerns. Emailing my school address will likely cause a less than timely response! However, students should only use my school address to submit their clinical documents.*

**Lead Instructor web site:**

deanza.edu/faculty/cozzenssherri/

*(this can also be found via list of faculty websites on the De Anza College website).* **Most of the above referenced information is on the Nurs 84L page.**

**Part-time Instructor is Jessie Smolin.** If you have RMC questions for Jessie before the quarter begins, please contact her via email: jessie.smolin@gmail.com

We look forward to meeting and working with you!

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k

Jessie Smolin (@RMC; part-time instructor)

*9/17*