Incoming Q4 Info & Reminders

Welcome to Quarter 4! Here’s some information you need to read carefully before the new quarter begins.

**There is a fair amount of pre-work that must be completed before NOON on THURSDAY of WEEK 8 of QUARTER 3!**

**Please read carefully!**

• Your clinical will be at El Camino Hospital, Mountain View. We will be doing 12-hour shifts, 7a-7p, on Mondays and Tuesdays, beginning on Day 1 of the quarter, through November 3rd.

• When registering, register for Nurs 84, 84C, and N84L. Register for any

open section of N84L clinical. It is all the same course, so it does not matter which section you are registered in.

• Do a background check or drug testing at this time. It must be completed AND resulted prior to the Nursing Department due date.

• You must have a Quantiferon TB test. You must also have documentation of an annual Flu shot, all vaccinations, and a 2-year AHA CPR card that is good through at least the end of Quarter 4. It cannot expire during the quarter. You cannot attend clinical without up-to-date Quantiferon test, Flu shot, all other immunizations and/or CPR documentation, and, per department policy, failure to have this documentation in place by the department deadline will result in Withdrawal without Penalty (see Nursing Student Handbook for policy and deadlines).

• 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

at approximately noon on 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. All course

documents will be on the Catalyst site – there are no syllabi for theory or clinical. *For discount and free shipping on Elsevier textbooks, check instructor site as sometimes I have a coupon for these!*

**CLINICAL INFORMATION:**

• The first day of school is a clinical orientation day

(attendance is mandatory). 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). Wear full uniforms to orientation. Bring: Q4 skills sheets, scavenger hunt, paperwork templates, and your questions. 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.).

* Please carpool and park in the employee area of the parking in the garage near Orchard & Melchor Pavilions (corner of North and Hospital Drives,

where you parked in Q3).

* Meet your instructors in the cafeteria dining room in the lowest level of the main building promptly at 6am.
* **ECH pre-orientation paperwork:** on Lead instructor web

site (see below) 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. Print the paperwork and complete the forms. Bring completed paperwork to Marge by NOON on Thursday of Week 8 of Q3.

* Each agency, including ECH, has their own policies, procedures, and processes that includes many regulations we all must follow (which often change with no notice!), so please be patient.
* Things can change pretty quickly in our clinical agencies. Please check your email periodically for instructor emails, including posts to your group site. These may be from DAC or personal email accounts, or through the Portal or Catalyst system. Please remember to check the email account you use for the school in addition to the email account attached to

your Yahoo site, if different.

**CONTACT AND RESOURCE INFORMATION:**

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 only check my school email and/or voicemail once or twice during breaks.*

**Lead Instructor web site:**

deanza.edu/faculty/cozzenssherri/

*(can also be found via list of faculty websites on the De Anza College website)*

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

Cheers,

Sherri Cozzens, Lead instructor, S91k

Jamie Zikria, Clincial instructor

*June 2015*