**Incoming Q4 Info, Due Dates & Reminders:**

Welcome to Quarter 4! Here’s some information you need to **read carefully** before the end of **THIS** month.

I need some information about you **ASAP** and no later than **Friday, March 1st**. Complete the “Pre-Clinical Information Form” on the Lead Instructor’s web site and email it to the address on the form.

Some of your clinical paperwork and required information for Q4 is **due no later than** **March 15th. This is a non-negotiable deadline!** *Feel free to submit earlier.*

**There is a lot of pre-work that must be completed in advance. Please be aware of assigned due date of no later than March 15, 2019. *Early is OK!***

**GENERAL INFORMATION:**

Lead Instructor website: **deanza.edu/faculty/cozzenssherri/**

• Your clinical rotation will be sent to your group’s contact person before the end of the current quarter. You will rotate hospitals at midterm. The rotation is non-negotiable.

• When registering, register for Nurs 84, 84C, and N84L. For N84L, register for either section, it does not matter (if you are an Advanced Standing student, check with Director as to what courses you should register for).

• ***TIMING NOTICE!*** You must have a valid Quantiferon test; because you probably had your last QFT test in Q1, this means you’ll probably need to do it again before Q4 begins. **DEPARTMENT POLICY IS THAT THE QFT MUST BE DRAWN IN WEEK 9 OF Q3, AND RESULTS REPORTED TO THE NURSING OFFICE IN WEEK 10.** **DO NOT DO IT EARLY!!** 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 4th quarter. **THIS DOCUMENTATION IS DUE NO LATER THAN WEEK 10 OF Q3.** 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). You will also have to provide hard copies of flu shots to both clinical sites, so get them handy. **ALL** students must bring or email updates to the Resource Room Coordinator. This must be done no later than end of Week 10 of your current Q3.

• ***TIMING NOTICE!*** 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 – and re-pay for - the urine sample). ***DO NOT DO IT EARLY!*** Doing it early means you’ll have to repeat (and pay for) the entire thing 2-3 weeks prior to the start of your 4th quarter. **HOWEVER, do check ahead NOW with labs for testing hours so you can plan accordingly!**

• Reading list for theory is on Lead Instructor’s college web site.

• 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. The Canvas site will be ready for you to access ahead of time **FOR STUDENTS WHO ARE ENROLLED IN THE CLASS.** I will give open access as soon as the school allows me to. *You will not have access ahead of time if you are not enrolled.* Once school starts, you must sign in **EVERY WEEK** to stream videos. There will be a weekly “live” class. 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.

* Critical Thinking class is also a hybrid course, using Canvas. Your “live”

class session will be 1 hour in length. Please refer to instructor Patricia Williams’ college web site for more information about this class.

**CLINICAL INFORMATION:**

* “Pre-Clinical Information Form” is needed well in advance. On Lead Instructor’s clinical website. Email to Lead Instructor no later than **March 1st**: [cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu)
  + Information on this form includes:
    - Full name
    - Student ID#
    - Street address, city, zip code
    - Cell phone number
    - Email
    - Date of birth
    - Are you an employee of ECH?
    - Are you an employee of RMC or Good Samaritan?
* This information is necessary for us to complete onboarding paperwork at both of our hospitals. You are welcome to submit this info early!

• The 1st day of school is an orientation day (attendance is mandatory). 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 **March 15th**. **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. 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 backpacks, stethoscopes, bandage scissors, penlights, textbooks, med books, etc. on Day 1).

o **El Camino Hospital (ECH - Mountain View campus) students:** Will orient on campus (not the hospital!) in room S81 on Day 1. Come at 7am. Business casual street clothes or uniforms are acceptable. For the rest of the rotation, full uniforms are mandatory, and **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, garage 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 physically brought to your ECH orientation DAY 1.**

o **San Jose Regional Medical Center (RMC) students**: Will orient at RMC on Day 1. **You must carpool to RMC** (this is non-negotiable!). Bring your flu shot documentation. 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 by March 15th.** Early is OK…..**late is** **not!** I have to review it and send it to them several weeks before school starts. Failure to send complete paperwork to me on time jeopardizes your placement, and you won’t be switched to start at ECH if you don’t get your paperwork in on time.

**Email paperwork to Sherri:**

[**cozzenssherri@fhda.edu**](mailto:cozzenssherri@fhda.edu) **Due date is March 15th!**

**• ECH pre-orientation paperwork:** on Lead instructor’s clinical website. Even though you did most of it last quarter, *you must do it again, per ECH requirements*. Plan about 45 minutes 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. Bring your flu shot documentation IF you were not at ECH during last quarter. If you were there in W19, you do not need to bring it – they already have it. **Be sure to give the Resource Room Coordinator a copy of any health/CPR updates**. *Instructors will not do this.*

**• RMC pre-orientation paperwork:** on Lead instructor’s clinical website. Plan an hour or so to complete this. Read the instructions carefully. Some documents you will print and bring with you to Orientation Day 1. Please bring a copy of your flu shot, too. Other paperwork you will email to Lead Instructor by the due date of March 1st. You must **email** your documents **in PDF format** to Lead instructor at [cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu) no later than **March 15th**. **Be sure to give the Resource Room Coordinator a copy of any health/CPR updates**. *Instructors will not do this.*

• **NOTE:** Each agency has their own policies, procedures, and processes that include many rules and regulations we **ALL** must follow (which often change with no notice!), so please be patient and alert! **There may be additional items required, often on very short notice.** This is outside of our control. We will let you know if this is the case. Please keep an eye out for emails from us, including posts to your class group email/site, and be ready to respond. *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.*

• **Things can change pretty quickly in our clinical agencies, including shifts and/or days of the week we will go for clinical.**  This is not within our control. 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; please put something in the subject line so I know it’s from a student. **BEST email is *NOT* De Anza’s email. Please use home (aol) email address for questions only *(BUT: for protection of your privacy,******no private or pre-clinical paperwork submissions***  *to this email address, please! Use school email when communicating private/personal information)***.**

[SherriRN1@aol.com](mailto:SherriRN1@aol.com) - home

[cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu) - school

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 at times during break, but I will get back to you as soon as I can. **408-858-5845**. **Emergencies only during break, please.**

***Note****: I will only check my school email once or twice a week 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! Best email to use for questions is the AOL one.* ***However, students should only use my school address to submit their clinical documents or any email containing private or confidential information.*** *Non-private or non-confidential questions can go to my personal email for a prompt response.*

**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 Janice Valadez** . If you have RMC questions for Janice before the quarter begins, please contact her via text: 408-693-7397. Be sure to tell her who you are.

We look forward to meeting and working with you!

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k

Janice Valadez (@ RMC; part-time instructor)

**Recap of due dates:**

March 1st – “Pre-Clinical Information Form” emailed to

[cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu)

March 15th – RMC pre-orientation requirements completed and

emailed to [cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu) (documents available on instructor’s campus web site, takes ~2 hrs to complete)

WEEK 9 (March 4-8, 2019) – QFT must be drawn

WEEK 10 (March 11-15, 2019) – QFT and other health/CPR updates

due in Nursing Office

March 18-25 – Background check/drug screen must be completed.

*(Do not submit results or proof of completion to instructor or Nursing Office)*

DAY 1 of ECH Orientation – bring all ECH pre-orientation

Paperwork (documents available on instructor’s campus web site, takes ~45 min to complete)

*2/8/19*