Incoming Q4 Info & Reminders:

Welcome to Quarter 4. Here’s some information you need to read carefully before the new quarter begins. **Paperwork for Winter quarter is due by December 3rd.**

**There is a lot of pre-work that must be completed in advance. Please be aware of assigned due dates. Some things are often updated by clinical agencies during breaks and are subject to change. Please read carefully and be prepared to act quickly, and be flexible!**

• Your clinical rotation has been sent to your group site. You will do all of your clinical at one site. You will NOT rotate hospitals.

• When registering, register for Nurs 84, 84C, and N84L. For N84L, register for the section you have been assigned to. ECH is usually section 01; RMC is usually section 02.

• You must have a valid Quantiferon test; because you probably had your last TB test in Q1, this means you’ll need to do it again now. 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. 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 to Quarter 4 Lead Instructor AND 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). Students assigned to RMC will also have to provide electronic copies of all items to them, so get them handy. Students assigned to ECH do NOT have to submit copies to ECH. **ALL** students must bring updates to Marge by the due date for the Nursing Department files.

• Do a background check/drug screen 2-3 weeks prior to the start of your 4th quarter. See Student Handbook for details, instructions, etc.

• Reading list for theory is on Lead Instructor’s college web site (see below). 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 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 4th quarter (the school’s decision, not mine!). 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. All course documents will be on the Lead Instructor website or Catalyst – there is no paper syllabus for theory, OR for 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!** See instructions below for the clinical site that you are assigned to. **You will all come to/remain on campus for the All-Student Assembly so please plan in terms of transportation (you will be allowed ample travel time to get there).** Wear uniforms to orientation. 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 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. Please try to carpool as parking on campus will be challenging as the day wears on. We want to be nice to other students. 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 and emailed in PDF format to instructor no later than December 3rd. Email to Sherri:** **cozzenssherri@fhda.edu****.**

o **San Jose Regional Medical Center (RMC)** students: Will orient at RMC. 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 no later than December 3rd. Email to Sherri:** **cozzenssherri@fhda.edu****.**

• ECH pre-orientation paperwork: on Lead instructor website. Only students who are assigned to El Camino Hospital should complete this pre-work. Even though you did most of it last quarter, you must do it again. Plan an hour or two to complete this. You must email your documents in PDF format to Lead instructor at cozzenssherri@fhda.edu. Your due date to email documents to me is December 3rd. Be sure to give Marge a copy of any health/CPR updates too.

• RMC pre-orientation paperwork: on Lead instructor website. Only students who are assigned to Regional Medical Center should complete this pre-work. Even though you did most of it in Quarter 2, you must do it again. Plan an hour or two to complete this. You must email your documents in PDF format to Lead instructor at cozzenssherri@fhda.edu. Your due date to email documents to me is December 3rd. Be sure to give Marge a copy of any health/CPR updates too.

• 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, on very short notice.** I will let you know if this is the case.

• **Things can change pretty quickly in our clinical agencies, including days of the week we will go for clinical!** Please check your email periodically for instructor emails, including posts to your class group site. These may be from DAC or our 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 group site, if different.*

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

SherriRN1@aol.com.

*Note: I will only check my school email and/or voicemail once or twice during break. 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 documents.*

**Lead Instructor web site:**

deanza.edu/faculty/cozzenssherri/

*(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 contact info will be distributed on Day 1.** If you have questions for Jessie, please contact Sherri and she will relay your message on to Jessie.

We look forward to meeting and working with you!

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k

Jessie Smolin (part-time instructor)