

WELCOME AND INFORMATION

It is a pleasure to have you in De Anza College's Nursing Program. The following summary and guide to additional sources of information have been prepared to assist you towards a successful completion of courses as you progress through the nursing program.

Change of address/phone number: You are responsible for reporting in writing, any change of address or phone number to your lead and clinical instructors, the nursing specialist, and the office of admissions and records. *This is very important in order that you can be reached if needed.*

Reporting injury: You are to immediately report, to your clinical instructor, any injury that occurs in the clinical area. Together with your instructor, you will complete an incident report for the facility risk management department and determine follow-up action. You must also report this injury to the De Anza College Health Service Office as soon as possible. *If this report is not made within twenty-four hours of the injury you may not be covered by Workman's Compensation.*

Attendance: The attendance policy for each course in the program is listed on the Green Sheet.

Dress Code: The Nursing Department student dress code is detailed in The Department of the Nursing Student Handbook. Please review this policy prior to entering the clinical area. Remember that the top is to be worn in the clinical areas only. The top is to be removed upon leaving the clinical facility and is not to be worn on campus or socially.

Patient confidentiality, socialization/fraternization: These issues are discussed at length during the program. All students will be asked to sign a statement regarding these issues. Remember that this policy continues to be in effect throughout the program. If you have any questions contact your instructor or the Director of Nursing.

Immunizations: The physical examination and all immunizations must be completed and current in order to be in the clinical setting. Tuberculosis testing will be required before entering the nursing program and upon completion of and before graduation from the nursing program.

CPR: A CPR certificate must be presented upon entry into the program and must be current throughout the program. (American Heart Association issues 2-year certificates).

Nursing skills laboratory: The nursing skills laboratory hours are Mon-Fri., 7:30 am to 4:00 p.m. (Closed 11:30a.m to 12:30p.m.)

Telephone numbers: For instructors not listed below, contact numbers and instructions will be listed on the Green Sheet.

FULL -TIME FACULTY

Clavijo Judith, Director	864-8397
Cozzens Sherri	864-8533
Hrycyk Catherine	864-5529
Libova Olga	864-5494
Miskin Peter	864-8638
Nicklas Hannah	864-8871
O'Neill Patricia	864-8641
Sherwood Rebecca	864-8633

STAFF

Burke Jean, Skills lab	864-8897
Kandula Anita, Div Dean	864-8332
Ingalls Mellissa, Ad. Assistant	864-8773
Sainten Marge. Media lab	864-8687

Schedule of classes: The days, times, and location of classes can be found, for the most part, in the Schedule of Classes. Prior to the new quarter, course information can be obtained from the "lead" instructor's web-page, telephone message, office door, and/or Green Sheet.