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 lot of pre-work that must be completed before NOON on THURSDAY of WEEK 8 of QUARTER 3! Please read carefully!**

• Your clinical rotation will be posted in the Skills Lab soon. You will do all of your clinical at one site. You will NOT rotate hospitals.

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

open section of N84L clinical). N84L is all the same course, so it

does not matter which section you are registered in.

• 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, during Quarter 3. 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). If you are in the Verity Healthcare group, you will also have to provide copies of all items to them, so make an extra set of copies.

• 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).

• 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.

**CLINICAL INFORMATION:**

• The first day of school is a clinical orientation day AT the clinical site

(attendance is mandatory). **YOU MUST CARPOOL!** Go to the clinical site that you are assigned to (see info for each site below). 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). Uniforms. 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 **ECH** (Mountain View) students: meet your instructor

in our designated Conference Room in the lowest level

of the main building (past the cafeteria) promptly at

6:30am. Our room will be displayed on a computer

screen outside the conference room door. Today and

for the rest of the rotation, you must carpool, and can only park in any employee area 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 submitted by NOON on Thursday of Week 8 of Q3 (see below).

o **Verity** students: meet your instructor in the main lobby

of the hospital promptly at 7am. You will proceed to

your meeting room from there. There is a parking map on

the instructor website. You cannot park in front of the

main hospital or in the visitor parking! There are a couple simple forms that must be completed prior to, and brought to, your orientation day (see below).

• Verity Healthcare pre-orientation training and paperwork: on Lead

Instructor web site. Only students who are assigned to Verity should complete this pre-work. Plan an hour or two to complete this.

Bring health data and screen shot of online survey completion per instructions on Instructor website, stapled, to Marge by NOON on Thursday of Week 8 of Q3. Also bring the online training post test at the same time, but do not staple it. Be sure to give Marge an *additional* copy of any health/CPR updates too.

• 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. Print the paperwork and complete the forms. Bring completed paperwork to Marge by NOON on Thursday of Week 8 of Q3. 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. 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 is NOT De Anza’s email. Please use home email:**

[SherriRN1@aol.com](mailto: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).* **Most of the above referenced information is on the Nurs 84L page.**

**Part-time Instructor contact info coming soon.**

We look forward to meeting and working with you!

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k

Verity instructor tba…