

Incoming Q4 Info & Reminders:

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

- Your clinical rotation will be posted in the Skills Lab before finals week.
- When registering, register for Nurs 84, 84C, and N84L (any open section of N84L clinical). It is all the same course, so it does not matter which section you are registered in. You will do 6 weeks of clinical at each site with both instructors, as you did back in Quarter 2.
- **The first day of school** is a clinical orientation day (attendance is mandatory). Go to the clinical agency to which you are assigned (posted in Skills Lab during finals week) for the first 6 weeks (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). "Business casual" street clothes or uniforms are OK – check the Student Handbook for definition of Business Casual, for example, jeans are not allowed, etc. Make sure you wear your name badge. **Bring: Q4 skills sheets.** 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.).
 - 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, please park in **employee** area of the parking garage near Orchard & Melchor Pavilions (corner of North and Hospital Drives, where you parked in Q3). You may not park in Visitor parking or the YMCA parking lot and may be ticketed if you ignore this rule. **There is required paperwork and a Power Point that must be completed prior to your orientation day (see below).**

o **OCH students:** meet your instructor in the main lobby of the hospital promptly at 7am. You will proceed to your meeting room from there. Wear your De Anza photo ID. As the meeting room is usually across a large campus, we highly suggest you not be late. Park above the 3rd level of the parking structure or in the back parking lot behind Employee Health. You cannot park in front of the main hospital! **There is required paperwork that must be completed prior to your orientation day (see below).**

- You must have an annual PPD (or survey) in the program and a 2-year AHA CPR card that is good through at least **the end of the quarter**. It cannot expire during the quarter. You cannot attend clinical without up-to-date PPD 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 dealines).
- **OCH pre-orientation training and paperwork:** on Lead Instructor web site. **Plan two hours to complete this. Prior to your orientation day** at OCH (BOTH groups), do the training, print the paperwork and complete the forms. **Bring completed paperwork to your orientation day at OCH.**
- **ECH pre-orientation paperwork:** on Lead Instructor web site for required paperwork. Even though you did most of it last quarter, you must do it again. **Plan two hours to complete this. Prior to your orientation day** at ECH (BOTH groups), print the paperwork and complete the forms. **Bring completed paperwork to your orientation day at ECH.**
- Each agency has their own policies, procedures, and process that includes many regulations we all must follow (which often change with no notice!), so please be patient.
- Your N 84 theory class will be a hybrid course, using the Catalyst system. 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 the quarter usually around noon. You must sign in for a minimum of approximately two hours EVERY WEEK to stream videos for this course alone. Most live class sessions will be 2 hours in length and will begin at 6:30am. However, there may be an occasional 4 hour class; dates will usually be given at least 2 weeks prior.

- **Please check your email periodically for instructor emails, which may be from DAC or personal email accounts, or through the Portal or Catalyst system.** Things can change pretty quickly in our clinical agencies.

- Please email the Lead Instructor immediately if you have questions.

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

Best,

Sherri Cozzens (@ ECH; Lead instructor)
Jen Hedin (@OCH)