

## 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 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.
- Do a background check or drug testing at this time. It must be completed AND resulted prior to Thursday of Week 8 of Quarter 3.
- You must have a 2-step PPD or Quantiferon test 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 the quarter. It cannot expire during the quarter. You cannot attend clinical without up-to-date PPD, 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 by the department deadline will result in Withdrawal without Penalty (see Nursing Student Handbook for policy and deadlines). You will also have to provide copies of all items to one of our clinical sites, so make an extra set of copies.
- 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 the quarter. You must sign in EVERY WEEK to stream videos. Most live class sessions will be 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 syllabus for theory, OR for clinical. For discount and free shipping on Elsevier textbooks, see link on instructor site for coupon!

## **CLINICAL INFORMATION:**

- The first day of school is a clinical orientation day (attendance is mandatory). Go to the clinical agency to which you are assigned 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 DAC photo ID badge. Bring: Q4 skills sheets, scavenger hunt, paperwork templates, and your questions. 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 in the garage near Orchard & Melchor Pavilions (corner of North and Hospital Drives, where you parked in Q3). There is required paperwork must be completed and submitted by NOON on Thursday of Week 8 (see below). There is also a powerpoint you need to watch prior to your orientation day.

- 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. As the meeting room is usually across a large campus and difficult to find, we highly suggest you not be late. 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 Lead Instructor website).

- OCH pre-orientation training and paperwork: on Lead Instructor web site. Plan an hour or two to complete this. It must be completed even if you did it in Q2. 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.
- 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 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**.
- Each agency has their own policies, procedures, and processes that includes many regulations we all must follow (which often change with no notice!), so please be patient.
- Things can change pretty quickly in our clinical agencies. Please check your email periodically for instructor emails, including posts to your group site. These may be from DAC or 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 Yahoo 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/](http://deanza.edu/faculty/cozzenssherri/)

*(can also be found via list of faculty websites on the De Anza College website).*

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

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k  
 Jamie Bielski (@OCH)