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 **NOT** do a background check or drug testing at this time.

It will be done prior to your med/surg rotation in Q5.

• You must have an annual Flu shot, PPD (or survey) 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 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.

**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. 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! 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. 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.

• 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.

*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).*

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

Cheers,

Sherri Cozzens (@ ECH; Lead instructor), S91k

Jamie Bielski (@OCH)