

# Classroom/Clinical Conduct and Expectations

## Dress Code

To promote a professional image, students will abide by the following Dress Code in the clinical area:

In the event that the hospital dress code differs from the El Centro policy, the student at that facility may be asked to adhere to additional regulations stipulated by the hospital.

**Uniforms:** Uniforms are to be professional in appearance, well-fitting, of non-transparent material, non-stained, pressed, and in good repair. Students are encouraged to purchase a uniform with adequate pockets.

**Women:** A clean, white tailored dress or two-piece outfit may be worn. Skirts, split skirts (below the knee), or professional styled jumpers may be worn. Skirts and dresses should be no shorter than mid-knee, and pants should touch the top of the shoe and not touch the floor. A white knit uniform top may be worn. No knickers, painter's pants, scrub outfits, T-shirts, shirts with slogans or other writing, jumpsuits, blue-jean type pants, or overalls are allowed.

**Men:** A clean, white professional uniform shirt or a white tunic top with a V-neck collar should be worn. A plain, clean, white undershirt must be worn under the uniform shirt. White uniform slacks that are not blue-jean type must be worn. Slacks should touch the top of the shoe and not touch the floor. A white belt must be worn.

**Shoes:** Clean, white, professional nursing shoes or solid white leather athletic shoes may be worn. Shoe laces are to be clean and white. Shoes are to have minimal symbols (e. g., logos) or writing on them. They are to be in good repair.

**Hosiery:** Women are to wear white hose without runs. White socks or anklets are allowed with female pant uniforms. When wearing a dress, any sock that is not visible may be worn with hose. Knee-hi's can be worn with pants only. Men must wear solid-white socks with no striping.

**Identification/Patches:** Name tags must be worn on uniforms and lab coats. They should be worn on the left side of the chest at the top pocket level.

A patch signifying the program is to be worn on the left sleeve of all uniforms and lab coats. This patch must be appropriately attached either by sewing or velcro. Name tags and patches must be ordered at the college bookstore.

**Lab Coats:** A clean, white lab coat (3/4-length or longer) will be required as a cover-up with scrubs in specialty areas. When going to their clinical facility for patient selection, students must wear a clean, white lab coat (3/4-length or longer). For warmth in the clinical area, a clean, white lab coat (jacket, 3/4 length or longer) may be worn. Lab coats must have proper identification on the at all times.

**Caps:** Caps are not part of the uniform.

**Undergarments:** Men and women are to wear appropriate undergarments (bra, panties, jockey or boxer shorts, and undershirt) with uniforms. No visible bikini lines, print or colored under- wear are permitted. Undergarments must be worn, be skin tone in color, and not visible.

**Hip Packs:** White hip packs will be permitted in the clinical dress code.

Students assigned to specialty areas where scrub suits are worn are required to wear the designated student uniform to the hospital.

Nursing faculty and/or administrators reserve the right to disapprove a student's uniform on the basis of its appropriateness and professional appearance.

Effective May 1993

## Uniform Policy

To promote a professional image, students will abide by the following Dress Code in the clinical area;

**Uniforms:** Uniforms are to be professional in appearance, well fitting, pressed and in good repair.

**Women:** A clean ceil blue Landau top #8253 with the El Centro Logo and “El Centro College Associate Degree Nursing Student” on the upper left chest will be worn. The pant will be black Landau #8320. Pants should touch the top of the shoe and not touch the floor.

**Men:** A clean ceil blue Landau top #7502 with the El Centro Logo and “El Centro Associate Degree Nursing Student” will be worn. The pant will be black landau #8850. Pants should touch the top of the shoe and not touch the floor.

**Shoes:** Clean, professional black nursing shoes or solid color black athletic shoes may be worn. Shoe are to be clean with clean black laces. Shoes are to have minimal symbols (e.g., logos) or writing on them. They are to be in good repair. Shoes must have a closed toe and heel.

**Hosiery:** Women may wear solid black socks or black knee-hi’s. Men may wear solid black socks without stripes.

**Lab Coats:** A clean, white lab coat (3/4 length or longer) will be required with the El Centro logo and “El Centro Associate Degree Nursing Student” embroidered on the upper left chest will be worn as a cover up with uniforms or scrubs in specialty area, when going to their clinical facilities for patient selection, or for warmth in the clinical area.

**Caps:** caps are not part of the uniform.

**Undergarments:** Men and women are to wear appropriate undergarments (bra, panties, jockey or boxer shorts and undershirt) with uniforms. No visible underwear or bikini lines are permitted.

**Hip Packs:** Black hip packs will be permitted in the clinical dress code when not contraindicated by the clinical facility or faculty.

**Communication Devices:** Students may carry communication devices (to include beepers or cell phones) on vibrate only in the clinical area concealed in their pocket. These devices may not be used to telephone anyone while the student is in the clinical area, but only to receive notification to return a call or contact someone on your break outside the clinical area.

There are some area of the clinical facilities that do not allow any communication devices. Students will be prohibited from having the communication devices turned on in any prohibited area.

Students assigned to specialty areas where scrub suits are worn are required to wear the designed student uniform to the hospital.

Nursing, faculty, and/or administrators reserve the right to disapprove a student’s uniform on the basis of its appropriateness and professional appearance.

#### **General Appearance:**

1. Appropriate hygiene measures should be followed. These measures include daily bathing/showering and use of an effective deodorant or antiperspirant. Breath mints or breath fresheners should be used after smoking

2. Makeup and perfume should be minimal.
3. Hair should be clean, neat and up off the collar, or down and tied back (applies to males and females). No colored bows or ribbons are to be worn. Men should be clean-shaven or have a neatly trimmed beard and/or moustache. All hair must not violate principles of medical asepsis.
4. Jewelry should be minimal. Wedding rings may be worn. No visible necklaces should be worn. No bracelets can be worn. Only one pair of small stud earrings may be worn. No loop or dangling earrings can be worn. A professional watch with a second hand and a bandage scissors are required in the clinical area.
5. Nails must be short and not extend more than 1/4" beyond the natural nail. In many facilities, no nail polish is permitted. Students must adhere to the facilities' policy regarding nails. If polish is allowed, it must be one, solid pastel or neutral color.
6. Any body tattoos must be covered.

**General Clinical Rules:**

1. No smoking is allowed except during a break in a designated area.
2. Breaks are limited to 15 minutes. Report to the instructor or head nurse when leaving and upon returning to the unit.
3. Students are not to make personal telephone calls while in the clinical area. In case of an emergency, use a pay telephone. Cellular phones/pagers must be off or on vibrate.
4. The student should notify his/her family that in case of an emergency, they should page the instructor, and he/she will notify the student. Each student should give his/her family a copy of his/her clinical and class schedule. Include

course and room numbers for class and designated areas of your hospital clinical rotations.

5. No gum chewing is allowed during clinical.
6. A student is not to go to units other than the one assigned unless it involves transfer of patients or obtaining supplies or equipment.
7. It is the student's responsibility to follow hospital policy and procedures. A policy and procedure manual is available on every unit.
8. The student may do only those procedures in which he/she has had classroom instruction, has practiced, and has been checked off in Skills Lab.
9. The student is not permitted to take a doctor's verbal order. Instruct the doctor he/she is not permitted to do so and locate a qualified person to take the order. The student is not permitted to give information over the phone concerning a patient's condition.
10. Upon completion of patient care assignments, maximize the time available by working on nursing care plans or looking up drugs; spend extra time sitting and talking with (or listening to) your patients; assess other students on the unit who need help with their patients; do research about the assigned patient or topic for the clinical objective of the day.

**Skills Lab Guidelines  
Nursing 1423/1119/1129/1161/1170**

El Centro; North Lake; Distance Sites  
Skills Lab Hours:

Skills Lab Guidelines will be posted.  
Skills Lab Hours will be posted per site.

*Open lab hours* for individual practice will be posted. Please check the bulletin board.

In order to take care of lab business on a selected day, the skills lab will close for a few hours. These will be posed on the bulletin board.

Hours are subject to change. Any changes will be posted.

The skills lab will be closed on holidays and for inventory. These dates will be posted.

Students are expected to:

1. Come in to practice the skills learned during open lab hours (on their own time).
2. Prepare in advance for the scheduled skill lab session or they will not be allowed to remain in skills lab (e.g., review objectives, required reading, watch films, etc.).
3. Perform one peer check-off (evaluation done by another student) before seeking final check off by instructor.
4. Make appointments in advance with skills lab coordinator to make up any skills lab missed or check-off. Make-up and check-off should be made **within two weeks of the skills lab missed.**
5. Read bulletin board periodically. Important information for the students is posted there.

### **Math/Pharmacology Content**

A minimum of 10% of the questions on each unit exam and final exam will test math/pharmacology content.



