COUNSELING POLICY AND PROCEDURE

Purpose

It is the policy of the School of Nursing and Solano College to fully inform students of their rights and responsibilities. There are federal and state laws, as well as policies established by the local Governing Board that are used to guide the actions of faculty and staff with regards to students. In addition, the School of Nursing must abide by the laws and regulations regarding nursing practice established by the California Board of Registered Nursing and the State of California. This procedure was developed to assist the student and the faculty member with the counseling process at Solano College School of Nursing.

Important

Patient/client safety and well being are the basic components of nursing practice. Therefore it is the responsibility of the faculty and staff to monitor student behaviors and actions in the clinical setting at all times. If a student behavior is determined to be inappropriate in the classroom or the clinical setting, the student may be counseled and receive a Conference Summary Report or CSR.

The counseling procedure will be initiated each time an area of concern is identified by an instructor, and may be continued from course to course if evidence of corrective action or improvement is not noted.

Procedure

1. The student will be counseled as soon as possible after the observed incident(s), action, or behavior.
2. A counseling will include documentation of:
   - The student behavior(s) observed by the instructor
   - The critical incident(s) identified
   - The corrective action(s) expected of the student
   - The time frame for completion of the corrective action(s).
3. When the CSR is completed, it is reviewed and signed by the student, the instructor, and the Dean of Health Occupations.
4. A copy of the CSR will go to the student, the instructor, the Dean of Health Occupations, and be placed in the student’s folder.
5. The student and/or the instructor may also request that other faculty members evaluate the student’s action or behavior and the information documented on the CSR.
6. The student may be excluded from the clinical area as a result of the counseling, at the discretion of the instructor. Alternative clinical experiences may be assigned.
7. If the identified problem area continues, and no improvement or corrective action has been demonstrated by the student within the identified timeframe, the student will receive a second written counseling.

8. If, after the second counseling, the student fails to demonstrate satisfactory improvement within the identified timeframe, he/she will receive a third written counseling and may be dismissed from the program for unsatisfactory clinical performance.

9. In the event of a serious/life threatening incident on the part of the student, the counseling process may be omitted, and the student dismissed from the program at the first counseling. The incident may include, but not be limited to:

   A. Failure to adhere to Solano College and/or Nursing Program policies and procedures.
   B. Failure to consult instructor or follow directions of instructor, which results in physical or emotional injury (or potential injury) to a client.
   C. Threats: Implied, verbal or physical to faculty/clients/family/staff.
   D. Dishonesty in patient/client health care delivery and/or documentation
   E. Dishonesty in test taking and/or written assignments
   F. Conviction of a felony

Refer to the Student Handbook for Solano College for the general procedures regarding student conduct and discipline.