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INTRODUCTION



PURPOSE OF THE STUDENT HANDBOOK

The purpose of this handbook is to acquaint students with the program structure, the resources available and the program policies that will help guide students during their nursing education. Every effort is made to ensure accuracy at the time of printing; however, the Walla Walla Community College Nursing Program reserves the right to change any provision or requirement at any time.

Walla Walla Community College supports equal employment and educational opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.

WWCC SUSTAINABILITY STATEMENT

WWCC values the well-being of our communities and is dedicated to protecting and restoring our resources. We advocate for and demonstrate practices that promote economic and environmental sustainability.



September 2013

Dear Nursing Student,

Welcome to the Nursing Program at Walla Walla Community College! We are glad that you chose to pursue your nursing education here. You will find that the nursing faculty is dedicated to helping you accomplish your educational goals of becoming a nurse. The nursing faculty will provide quality instruction, guidance, and support to assist in the learning process. We strive to make the learning environment one that takes into account different learning styles, different student strengths, and diversity in our student population.

Learning is a partnership between the student and instructor. As such, you have the responsibility to be an active learner, prepared for your classes, and to demonstrate integrity in all interactions. The curriculum is challenging and will take hard work, but will lead to one of the most rewarding professions available. We provide resources and guidance for learning to occur, but both the student and instructor have responsibilities in the learning partnership.

The information in this Nursing Student Handbook is provided to assist and guide you to successful completion in this program. It is your reference for questions as you enter or continue in the program. ***You are responsible for reading the handbook, signing the forms at the end as indicated, returning the signed forms to the designated instructor, and for asking questions if any policy is unclear to you.***

If you are having difficulties, please take advantage of the assistance offered to you by your nursing advisors and instructors. Your success is our goal!

Best wishes in your endeavors,

Kathy Adamski, M.N., R.N.
Dean of Health Science Education
Director of Nursing Education

BRIEF HISTORY OF WWCC NURSING PROGRAM

The Practical Nurse (PN) Program began in 1958 and was offered through Walla Walla School District 140. Ms. C. Thomas served as director/teacher that first year. Ms. Lucille Kelly (1961) succeeded Ms. Ella Mae Taylor, who served as the program director from 1959-1961.

In 1969, under the leadership of Ms. Kelly, an Associate Degree in Nursing (ADN) was offered through Walla Walla Community College for the first time. The PN to ADN concept of progression was begun in 1971. The LEGS (Learning Experience Guides for Nursing Students) curriculum was adopted in the fall of 1973 and utilized through June of 1990.

The program was originally accredited by the National League for Nursing in 1974 and has maintained this accreditation to the present time. In 2009, the program received an eight (8) year accreditation from the National League for Nursing Accrediting Commission (NLNAC) and an eight (8) year approval from the Washington State Nursing Care Quality Assurance Commission.

Throughout the ensuing years, directors Pat Minnich (1980-1983), Marybelle Savage (1983-1986), Hulda Dierk (1986-1994), and Marilyn Galusha (1994-2013) provided continued leadership of the program. Kathy Adamski is the current director.

Originally, the classes were conducted in the old army barracks near the Walla Walla Airport. In 1967 classes were moved to the old Walla Walla High School building on Park Street. In 1974, Walla Walla Community College moved to its present location.

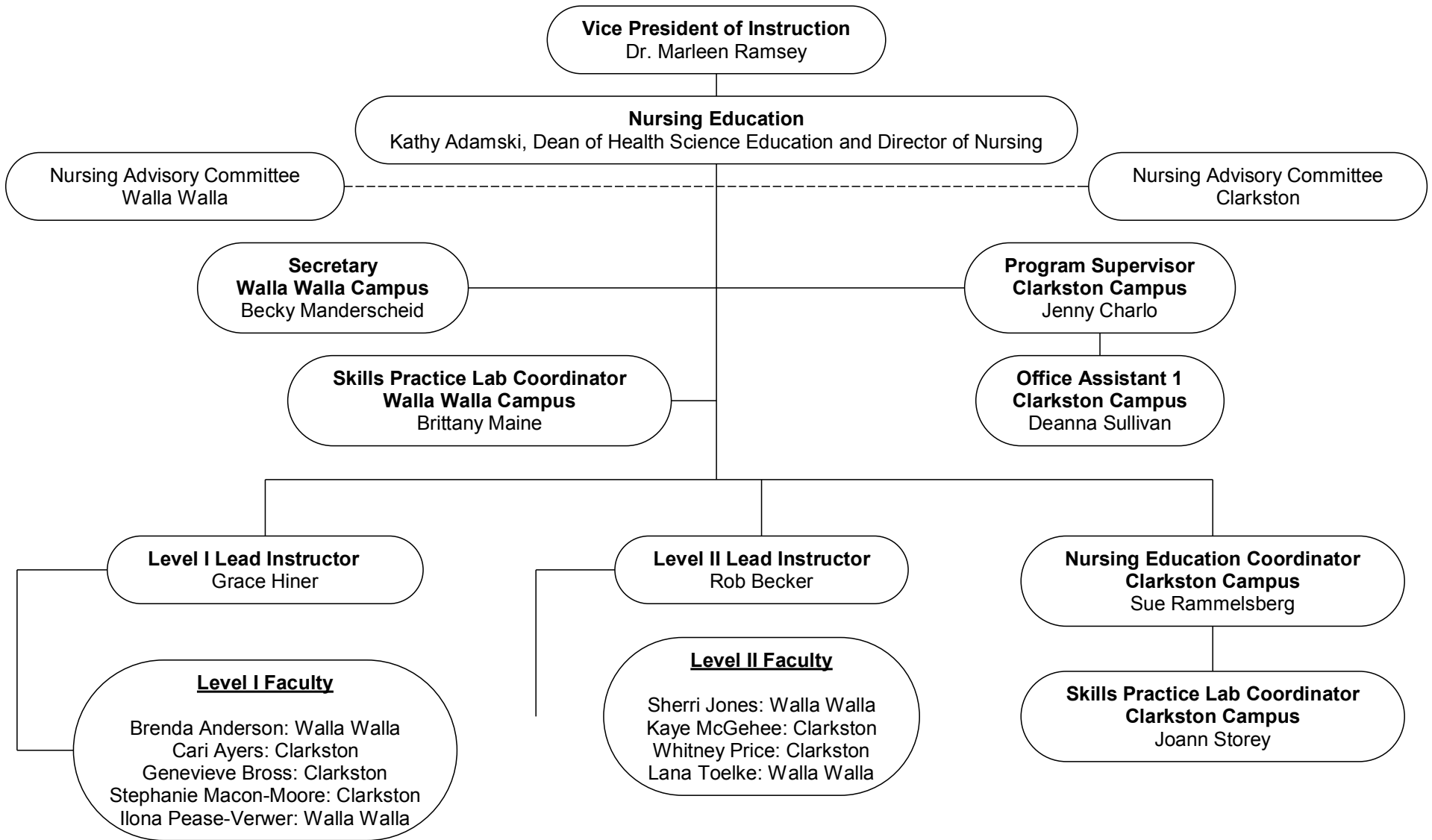
The ADN Nursing Program offered through the WWCC Clarkston Campus began as a PN Program in 1958 under the direction of the Clarkston School District. Classes were conducted in various community buildings and the Whittier Building located at 13th and Chestnut. The program became part of WWCC in 1971.

Prior to 1983, Clarkston students wishing to become registered nurses moved to Walla Walla or transferred to another school to complete the required academic and ADN nursing courses. In 1983, the Clarkston campus began to offer academic classes necessary for first year students continuing on to ADN. Second year ADN nursing courses continued to be offered on the Walla Walla campus. During the 1987/1988 school year, the ADN program was added to the already existing PN program at the Clarkston campus.

In Fall, 2007, the nursing faculty and students at both Walla Walla and Clarkston campuses moved into new facilities. These Health Science facilities contain advanced technology for the purpose of creating a new learning environment with a focus on simulation. The classrooms are equipped to deliver interactive television capabilities which connect the two campuses. A classroom expansion project occurred in 2012 on the Clarkston campus to better accommodate the growth of the Nursing Program on that campus. Increased space for growth in student numbers is a primary need as the national and state nursing shortage continues to grow.

Well over 2,000 students have graduated from the Walla Walla Community College Nursing Program with many progressing to advanced degrees.

Walla Walla Community College
Nursing Education Organizational Chart
2013-2014



PROGRAM OF LEARNING

The Nursing Program at WWCC is approved by the Washington State Nursing Care Quality Assurance Commission: 310 Israel Rd., Tumwater, WA 98501, phone (360) 236-4700, (www.doh.wa.gov). The Nursing Program is also accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), formerly known as National League for Nursing Accrediting Commission (NLNAC): 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone (404) 975-5000, (www.nlnac.org).

The WWCC ADN Program encompasses two levels of nursing. Graduates, upon successful completion of the licensing examination, may practice at the appropriate level:

The **Practical Nurse (PN)** is able to recognize and meet the basic needs of the client while providing nursing care under the direction and supervision of a registered nurse or licensed physician in routine nursing situations. Students who complete the first year courses and additional coursework in the summer quarter are eligible to take the National Council Licensure Examination (NCLEX) for Practical Nursing. If successful, they may be licensed as practical nurses (LPN).

The **Associate Degree Nurse (ADN)** utilizes the nursing process to provide and/or supervise client care while maintaining responsibility and accountability for the quality of nursing care provided in complex and varied situations. Graduates who complete either the ADN or AAS-T Nursing degree are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nursing. If successful, they may be licensed as Registered Nurses (RN).

NURSING PROGRAM OUTCOMES

The nursing faculty established the following program outcomes for WWCC nursing graduates upon their completion of the PN and/or ADN Program:

1. Seventy percent (70%) or more of students who enter the program will earn at least one award, either PN or ADN, within 4 years of admission.
2. Graduates will achieve a pass rate on the NCLEX examination at or above the national mean pass rate for first time takers.
3. Ninety percent (90%) of the Nursing graduates will be employed in nursing and/or enrolled in a bachelor's degree program six months after graduation.
4. Graduates will rate overall program satisfaction ≥ 2.5 on a 1-4 point scale.
5. Employers of the Nursing Program graduates will rate preparation of graduates ≥ 2.5 on a 1-4 point scale.
6. All graduates will meet the WWCC Competencies for the Associate Degree in Nursing which are Critical Thinking, Caring, and Professional Behaviors.

MISSION/PHILOSOPHY OF WWCC NURSING PROGRAM

The Nursing Program operates within the framework and endorses the mission of Walla Walla Community College by providing an opportunity for students to discover their potential and achieve their goals. The mission of the Nursing Program is to promote the art and science of nursing by developing professional, caring and competent nurses who are dedicated to enhancing the wellness of a culturally diverse population.

Students enter the Walla Walla Community College Nursing Program with diverse backgrounds. Nursing education is a progressive process that allows students multiple entry and exit options. Through the educational process, students are socialized into the profession of nursing. At the completion of the Nursing Program, the graduate is prepared to perform in entry-level nursing positions in a variety of health care settings.

Nursing practice is an art and science based upon the foundational concepts of caring for ones-self and others, thinking skills, professional behaviors and cultural awareness. Nurses provide the best possible clinical care when their nursing practice is evidence-based and patient centered. Nurses practice in a variety of settings to promote, maintain and/or restore the client's health as well as provide end-of-life care.

Critical thinking is the foundation of the program of learning. Nurses must be able to think critically to problem solve and to identify the best solution to meet a client's needs. The nursing process is the approach to critical thinking endorsed by the profession and it is one way critical thinking is actualized in the curriculum.

Caring is the essence of nursing. Caring encompasses those attitudes and interventions that assist the client to move toward a desired outcome. Nursing practice provides service to society through caring behaviors for individuals of all ages, families and groups. Each individual or family is viewed through the concept of wholeness, which is complete only when the physical, psychosocial, cultural and spiritual dimensions are considered. Nursing interventions may be nurse initiated, physician initiated, or collaborative.

Professional behaviors are characterized by accountability and responsibility for competent nursing practice. Nurses practice within legal, ethical, and regulatory frameworks of health care and must adhere to the standards of nursing practice. Professional behaviors demonstrate awareness of the impact of economic, social, cultural, demographic, and political processes upon healthcare and nursing practice. The graduate collaborates with peers and other health care team members to meet client needs that exceed the graduate's current level of knowledge or experience.

Learning is a dynamic, interactive process that is accomplished best when a mix of cognitive, psychomotor and affective skills is provided in the program of learning. The faculty prepare students for life-long learning to meet the continually evolving nature of nursing practice and the health care delivery system. Faculty function as learning facilitators, professional role models and evaluators of student performance. Current practicum knowledge and expertise is essential for faculty to be competent in the classroom and practicum settings. Faculty maintain professional relationships within the academic community at WWCC and the health care community at-large.

CONCEPTUAL FRAMEWORK



The diagram above represents the conceptual framework of the WWCC program of nursing.

The faculty have defined three foundational concepts for the program of learning: **Critical Thinking**, **Caring**, and **Professional Behaviors**.

Critical Thinking includes the nursing process, prioritization, documentation, and management of care.

Caring includes safety/competency, dignity, communication, human presence and cultural awareness.

Professional Behaviors include accountability and responsibility, commitment to the profession, professional demeanor, and life-long learning.

DEFINITION OF CONCEPTS

Critical Thinking

Critical thinking is engagement in explorative, purposeful thinking by integrating available information which is aimed at understanding and resolving a situation or reaching an inference or decision that is logical and justifiable.

Nursing Process

The Nursing Process is a problem solving approach requiring the use of critical thinking to meet health needs or problems. The components of the process include assessment, development of nursing diagnoses, planning, implementation and evaluation. Use of the nursing process is necessary to effectively meet the needs of clients of all ages in diverse settings and with needs at varying levels of complexity.

Assessment

Assessment is the systematic process of collecting, verifying, analyzing and communicating data about the client, their family and the community in which the client lives. Pertinent data may include client report of symptoms, health history, physical examination, pathophysiology, and diagnostic findings.

Diagnosis

Diagnosis is the formulation of a diagnostic statement concerning a client's response to actual or potential health problem or life processes. This process includes analysis and interpretation of data, identification of client needs and development of a nursing diagnosis statement.

Planning

Planning is the establishment of priorities, client centered goals and the strategies to meet identified client goals. The strategies identified may be nurse initiated, physician initiated or collaborative to meet the client need.

Implementation

Implementation is the initiation and completion of actions necessary to achieve goals. The actions may include providing direct care, coordinating care provided by others, communicating with the client and other members of the health care team, teaching, counseling, delegating to and supervising the work of others, and initiating appropriate referrals.

Evaluation

Evaluation is the measurement of the client's progress toward meeting goals and response to nursing actions. Evaluation is a continuous process that occurs whenever a nurse has contact with a client.

Caring

Caring is an interpersonal interaction that satisfies some human need. It includes the following five dimensions: 1) respectful deference or courteous regard for others, 2) assurance of human presence evidenced by actions that reflect an investment in the needs and security of others, 3) positive connectedness reflected by an optimistic and constant readiness on the part of the nurse to help the client, 4) professional knowledge and skill, and 5) attentiveness to the client's experience reflecting an appreciation of and engrossment in the other's perspective and experience. According to Kristin Swanson, caring "is a nurturing way of relating to a valued other, towards whom one feels a personal sense of commitment and responsibility". Madeline Leininger asserts that it "is essential for human...survival" and peace, and "is the essence of nursing".

Professional Behavior

Professional behavior is characterized by a commitment to the profession of nursing and accountability for competent practice. The graduate portrays professional behaviors in his/her appearance, attitude toward clients and other members of the health care team and following through with necessary care.

Cultural Awareness

Involves self-examination of one's own background to recognize biases, prejudices and assumptions in order to provide individualized nursing care that does not impose one's own cultural values while respecting and integrating the different cultural perspectives of others.

Evidence-Based Practice (EBP)

Evidence-based practice (EBP) is a problem-solving approach to delivery of health care that combines the best evidence from well designed studies with a clinician's expertise and a patient's preferences and/or values.

Health

Health is a dynamic process that varies according to a person's perception of well being.

Wellness

Wellness is a state of human functioning that may be defined as the achievement of one's maximum attainable potential. The objective of wellness is not merely to avoid illness or prolong life; rather, its objective is to enhance the quality of a person's life through activities that are designed to continually improve the state of physical, mental, emotional and spiritual well being.

COMPETENCIES OF THE WWCC GRADUATE

Critical Thinking

1. Demonstrate critical thinking in the use of the nursing process.
 - a. Use the nursing process to meet the physiologic, psychosocial and developmental patient needs from all age groups experiencing complex acute/chronic illnesses.
 - b. Demonstrate critical thinking in the provision of nursing care.
 - c. Apply teaching/learning principles in addressing patient learning needs.
 - d. Complete documentation that is well-organized and demonstrates application of the nursing process in addressing specifics of patient situation.

2. Demonstrate use of management/leadership principles in the delivery of patient care.
 - a. Manage care for multiple patients.
 - b. Participate in providing comprehensive care with an interdisciplinary team.
 - c. Access resources appropriately and manage them effectively.

Caring

3. Perform interventions in a safe and effective manner.
 - a. Administer medications safely, evaluating the need for and the response to prescribed medications.
 - b. Perform technical procedures safely and effectively.

4. Use therapeutic communication.
 - a. Purposefully use therapeutic communication.
 - b. Assist the patient and significant support persons to cope with and adapt to situations related to illness and stressful life events.

Professional Behaviors

5. Demonstrate professional behaviors.
 - a. Demonstrate sensitivity and attentiveness to the patient, family, and others including their life experience and cultural, spiritual, social background.
 - b. Demonstrate accountability and responsibility.
 - c. Practice within ethical, legal and regulatory guidelines.
 - d. Demonstrate professional behaviors.
 - e. Participate in the processes that affect healthcare practice.

VISION STATEMENT

The nursing faculty developed the following Vision Statement in affirmation of their commitment to students, the college, the professional community and to each other as professional colleagues:

1. We are campus models in our department efficiency.
2. We demonstrate by our actions that we are proactive.
3. We support and show encouragement to each other.
4. We practice self-care.
5. We celebrate our diversity.
6. We are active in the campus community.
7. We stimulate critical thinking and personal growth in students and each other.

AMERICAN NURSES ASSOCIATION (ANA) CODE FOR NURSES

Ethics are principles of conduct, which govern individual behavior including time spent both in and outside the classroom. The ethical standards for nurses have been established by professional associations in nursing. Students are expected to follow basic guidelines included in the American Nurses Association Code for Nurses (2001) which states:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments, and conditions.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

WWCC NURSING APPLICATION OF ANA CODE

The following behaviors are essential and expected of students in the program of nursing.

The student will:

1. Accept responsibility for providing service to all individuals, including but not limited to cultural and social attributes, gender, age and sexual orientation.
2. Keep in confidence all information about the client and/or significant others. Information SHALL NOT BE SHARED with classmates, friends, family or anyone outside the work environment.
3. Be loyal to the trust implied by clients, their families, physicians, co-workers, and agencies.
4. Use professional courtesy and tact in all interactions with others.
5. Refrain from performing functions for which he/she is not prepared until supervision is available.
6. Dress and behave in a manner appropriate to the profession and as pertinent to the health care agency(s) in which he/she is working.
7. Obtain permission from an instructor for any “off duty visits” to clients for whom he/she has professional responsibility.
8. Assume responsibility and accountability for individual actions in classroom and practicum settings.
9. Demonstrate personal integrity in classroom and practicum settings.

NURSING CURRICULUM

PRE-REQUISITES: Chemistry, Math 095, General Biology (or eligibility to enter Anatomy & Physiology), and eligibility to enter English 101 must be completed prior to admission to the Nursing Program. ENGL& 101 (English Composition), BIOL& 251 and BIOL& 252 (Human A & P I and II), and BIOL& 260 (Microbiology) must be completed prior to starting the Nursing Program. See Nursing Admission Guide for details.

FIRST YEAR		
Fall Quarter		
NURS 100	Fundamentals of Nursing	6
NURS 110	Fundamentals Practicum	4
NURS 196	Professional Development I	1
*PSYC& 100	General Psychology	5
Winter Quarter		
NURS 101	Beginning Nursing Concepts I	6
NURS 111	Practicum I	4
*PSYC& 200	Lifespan Psychology	5
Spring Quarter		
NURS 102	Beginning Nursing Concepts II	6
NURS 112	Practicum II	4
NURS 197	Professional Development II	1
*NUTR& 101	Nutrition	5
Summer Quarter		
PRACTICAL NURSE QUARTER (optional)		
NURS 103 or NURS 104	Practical Nursing or LPN to ADN Transition	6
NURS 113 or NURS 114	Summer Practicum or Summer Transition Practicum: LPN to ADN	6
SECOND YEAR		
Fall Quarter		
NURS 200	Advanced Nursing Concepts I	7
NURS 210	Practicum III	6
Winter Quarter		
NURS 201	Advanced Nursing Concepts II	6
NURS 211	Practicum IV	6
NURS 232	Professional Development III	1
*CMST 102, 220, or 201	Interpersonal Communication, Public Speaking, or Intercultural Communications	3
Spring Quarter		
NURS 202	Advanced Nursing Concepts III	7
NURS 212	Practicum V	6

- Some general education classes (indicated by *) may be taken prior to or concurrent with nursing classes, but must be completed with a “C” grade or better by the end of the designated quarter for progression to subsequent quarter.
- Practical Nursing Certificate requires completion of summer quarter. The Associate Degree Nursing degree does not require summer quarter.
- LPN Advanced Placement students who have been out of school for more than 2 years are required to enroll in NURS 104 and 114 (summer quarter). Courses are pass/fail.

PROGRAM PROTOCOLS

STUDENT IDENTIFICATION

Some outside agencies, such as the State Board of Nursing and some off-campus clinical agency sites, require access to student social security numbers for legal/identification purposes. Therefore, nursing students are required to provide the Nursing Program with their social security numbers with the understanding that this information will only be shared with those agencies that require this information for student identification. All other department activities requiring student identification will be conducted according to college policy and mandated state law (RCW 28B.10.042) which stipulate the use of confidential student identification (SID) numbers.

REQUIRED DOCUMENTATION

All students must have written documentation of current attainment of the following on file in the nursing department in order to attend clinical.

1. TB Skin Test Result (PPD) (required annually)
2. Varicella titer (or written documentation from health care provider of having had Chicken Pox)
3. Measles immunization (or written documentation from health care provider of titer if born prior to 1957)
4. Mumps immunization
5. Rubella immunization
6. Tetanus-Diphtheria- acellular pertusis (TDaP) immunization
7. Hepatitis B immunizations (documentation of 1st injection required by first day of fall quarter; series must be completed within 9 months of program entry)
8. Influenza vaccine (required annually)
9. Transcript or Written Evidence of Completion
 - HIV/AIDS Education Course (documentation showing completion of this course is required with application for licensure in the State of Washington)
 - Health Insurance Portability and Accountability Act (HIPAA) patient information privacy training
 - BLS-CPR certification (required annually)

CRIMINAL BACKGROUND CHECK

Washington State law (R.C.W. 43.43.830 through 43.43.840) mandates that criminal background checks be conducted on all students entering clinical agencies. This law also stipulates that any student nurse with a criminal history of “crimes against persons” is not allowed to work in a nursing home. Because clinical experience in both acute care facilities and nursing homes is an integral part to the nursing curriculum, students with a criminal history of “crimes against persons” will not be able to progress in the Nursing Program. Some agencies may require copies of student background checks to be on file at the clinical site; copies will be sent to these agencies upon request.

Criminal background checks must be completed through Americhек Inc. prior to entrance into the first and/or second year of the Nursing Program, and at any non-traditional entry point. The student will be responsible for all applicable fees associated with the acquisition of the criminal background check. Students are expected to self report, at any time throughout the program, any and all incidences that may affect clinical placement.

LICENSURE INFORMATION

It is important for students to be aware of these questions. The *graduate* will be required to answer YES or NO to the following questions on the application to Washington State Nursing Care Quality Assurance Commission. Similar questions will be asked on the Idaho application and will have to be notarized.

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?
2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety?
3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?
4. Are you currently engaged in the illegal use of controlled substances?
5. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile, in Washington or another state or jurisdiction?
6. Have you ever been found in any civil, administrative or criminal proceedings to have:
 - a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?
 - b. Diverted controlled substances or legend drugs?
 - c. Violated any drug law?
 - d. Prescribed controlled substances for yourself?
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority?
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence or malpractice in connection with the practice of a health care profession?

ATTENDANCE

Attendance at all scheduled classes, practicum and skills practice labs is **expected**. Absences should be limited to illness or family emergencies. Absences and tardies will be monitored. A pattern of repeated absences and/or tardies will be addressed by level faculty and may result in the issuance of a Contract for Success or Special Concern (see pg.19).

Excused Absence/Tardy

For an absence or tardy to be considered “excused”, students must notify the nursing education secretary prior to the beginning of the class, practicum or skills practice lab experience from which they will be absent. The nursing department may be notified at any time, day or night, via voice mail (Walla Walla campus 527-4240; Clarkston campus 758-1702). Notifying individual instructors will not initiate an excused absence/tardy.

Unexcused Absence/Tardy

Failure to notify the nursing education secretary (and assigned practicum unit if applicable) prior to any scheduled class, clinical/practicum activity, or skills practice lab experience will be considered an unexcused absence/tardy. (See pg. 25)

INCLEMENT WEATHER AND SCHOOL CLOSURES

Communication between faculty and students during inclement weather is essential. Students are expected to frequently check the WWCC website and Canvas if school closure or cancellation of clinical is a possibility. As soon as school closures are official, faculty will notify students by posting closure announcements via Canvas and/or email. If a college campus closes due to weather, the clinical rotations for that campus will be cancelled. Students are encouraged to sign up for emergency notifications via the college website: www.wbcc.edu. Select “Campus Safety & Security” from the Quicklinks drop down menu and then click on the gold “Sign up to get emergency notifications” button.

GRADING

The grading scale for the Nursing Program is reflected in the following table:

A	94-100%	4.0
A-	90- 93%	3.7
B+	87- 89%	3.3
B	84- 86%	3.0
B-	81- 83%	2.7
C+	78- 80%	2.3
C	75- 77%	2.0
C-	70- 74%	1.7
D+	67- 69%	1.3
D	63- 66%	1.0
F	0- 62%	0.0

The point distribution for each nursing course is found in the course syllabus that is distributed at the beginning of each quarter.

Students must achieve a cumulative average of 75% on theory tests and quizzes before any points for course assignments or participation will be considered in calculation of the final grade. If a student earns a

score below 75% on tests and quizzes, that grade will be recorded as the course grade. All students must achieve a minimum final grade of 75% in both theory and practicum courses to progress.

Note: As evidence of professional accountability, students should demonstrate awareness that grades are *earned* by the student and *not given* by the instructor.

Tests

Students are expected to take tests at the designated time. Doors will be locked at the beginning of the test. Failure to take a test (including ATI tests) at the scheduled time, regardless of reason, will result in an automatic reduction of 5% of the available score from the earned score. Any test missed due to an excused absence must be taken within two working days from the last date of excused absence.

Exceptions may be made as required for program scheduling. (Example: If a student misses a test on Monday and attends practicum on Tuesday, the student must take the test Tuesday (day 1) or Wednesday (day2). A workday is defined as any day the school is officially open. If a test is not completed within the specified time frame, the student will receive a score of zero (0) for the test. A test missed due to an unexcused absence will receive a score of zero (0).

A student arriving late for a test, including ATI tests and those with ADA accommodations, must take the test at a later time and will receive a 5% reduction, applied per the WWCC Nursing Handbook protocol.

The student must report in person to the Nursing Department, during the testing time, to be considered tardy. Any test missed due to tardiness must be taken within two (2) working days from the date of the test (includes the day of the test). Exceptions may be made per program scheduling availability.

Quizzes

A quiz missed due to an excused absence must be taken within two working days following the excused absence – this includes the day the student returns to class, practicum or skills practice lab. If a quiz is not completed within the specified time frame following an excused absence, the student will receive a score of zero (0) for the quiz. A quiz missed due to an unexcused absence will receive a score of zero (0) and may not be made up.

Activities

Missed in-class activities cannot be made up by the student regardless of the reason class was missed. No points will be administered for missed skills practice lab activities.

Assignments

Assignments due on the date(s) of an excused absence(s) become due upon return to class, practicum or skills practice lab whichever comes first. If the assignment is not turned in upon the student's return, a one point per working day late penalty will be assessed (including the day of return). If the absence is unexcused, the penalty will be deducted from the assignment due date.

CONTRACTS FOR SUCCESS AND SPECIAL CONCERNS

Contracts for Success

Students will be notified if they are performing at an unsatisfactory level. Identified concerns may reflect unsatisfactory practice, achievement or behaviors. Students may be given a Contract for Success, which they will be required to fulfill in a satisfactory manner within a specified period of time. Students must meet the terms of the Contract for Success in order to progress in the program. Failure to meet the terms of the Contract for Success shall result in a grade no greater than a “C-.”

Special Concerns

A student’s practicum grade or progression in the program may be affected by serious problems or repeated incidences related to unethical/unprofessional behavior and/or unsafe practice. Each “Special Concern” will be documented, discussed, signed, and dated by the student and instructor. Documented concerns will be handled through appropriate channels.

A student may receive more than one “Special Concern.” A grade reduction should be expected for each “Special Concern.” The amount of grade reduction will be determined on an individual basis by the level faculty.

Incidents that involve one or more of the following will be referred to level faculty and will result in a “Contract for Success” or “Special Concern.” This may result in the student receiving a failing grade (F) for the course and/or the student may be referred to the full faculty for consideration of dismissal from the program. See below:

1. Unsafe practice - behavior or errors in practice that could endanger the life and health of clients, self or others.
2. Unethical/unprofessional behavior - performance that violates the ANA Code of Ethics or WWCC Nursing Application of ANA Code (see pages 12 & 13). This includes, but is not limited to, the following:
 - Sharing electronic healthcare record (EHR) login – sharing login information, including user names and/or passwords, with another student or staff member.
 - HIPAA/Personal Health Information (PHI) – Printing/Copying/Reproducing PHI in any manner and/or removing PHI from the agency. (Printing of Kardexes may be allowed, according to individual facilities, while providing patient care. Patient Kardexes must be kept out of view from patients, families, and visitors at all times. Kardexes must be shredded upon completion of the clinical day, prior to leaving the facility).
3. Poor judgment - decisions that have the potential for interfering with client progress toward wellness. This includes inappropriate communication that could impact the psychosocial well-being of the client.
4. Faulty thinking - evidences of thinking patterns that have resulted or are likely to result in harm to client and/or unsafe nursing practice.
5. Consistent inability to meet expected performance criteria - evidence of a documented performance pattern that does not achieve standards for safe/satisfactory nursing practice.

6. Irresponsibility - failure to accept accountability for actions that interfere with the delivery of health care.
7. Moral turpitude - conduct contrary to justice, honesty, modesty or good morals (Marsh vs. State Bar of California 210 Cal. 303, 291 P. 583, 584).
8. Falsification/alteration of client care documents - changing or marking records in such a way as to alter recorded information or documenting known false information.

Incomplete (“I”) Grade

An incomplete (“I”) grade may be assigned only upon the request of the student and with the concurrence of the instructor. It is given to the student who is doing passing work and has completed at least two-thirds of the course when circumstances arise that prevent normal completion. A student must obtain an Incomplete Grade Contract and negotiate a formal agreement with the instructor specifying the work done, the work remaining to complete the course, and the time allowed to do the work. The required work must be completed within two weeks of the beginning of the following quarter unless otherwise stipulated in the contract. Incomplete grades not made up within this time frame will convert to a “C-“ and the student will not be allowed to progress.

MEDICATION COMPETENCY TEST

Students will be required to demonstrate ongoing medication administration/math competency. Students must pass the medication competency test each quarter with an 80% in order to progress in the program. Students are allowed one retake to prove competency and progress.

At a completion end point in the Nursing Program, students will be given an additional opportunity to demonstrate mastery of medication competency. Completion end points are summer quarter and the end of 2nd year. Students eligible for the 3rd retake will be given an incomplete grade and must complete the test 2 weeks into the subsequent quarter.

STANDARDIZED TESTS

Standardized testing for nursing, in the form of Assessment Technologies Institute (ATI) tests, will be given throughout the program. Should a student fail to achieve the designated proficiency level or designated percent score on an ATI test, remediation and one retake of the test is required. A testing fee is assessed each quarter that includes 2 attempts at each ATI test. See list of Tuition and Fees in the Nursing Program Admission Guide for amount of fee per quarter.

ATI scores are reliable indicators of student potential for passing NCLEX and may be used to advise individual students. The results of these tests provide an evaluation tool for the program of learning in the Nursing Education department of WWCC.

PROGRESSION

Progression in the Nursing Program is dependent upon the student’s cumulative grade point average (GPA), which is based on a 4.0 scale (see Grading Scale, p. 17). A minimum cumulative GPA of 2.0 is required by Walla Walla Community College for a student to graduate. Likewise, a minimum grade of “C” (2.0) is required in all nursing and support courses for progression in the Nursing Program.

1. Students must complete identified support courses with a grade of “C” (2.0) or better by the end of the specified quarter to progress to the next quarter in the Nursing Program.

2. All first year courses, including NURS 103/113, must be completed with a grade of “C” (2.0) or better to earn a certificate in Practical Nursing and to be eligible to take the NCLEX-PN exam.
3. All first and second year courses must be completed with a grade of “C” (2.0) or better to earn an Associate Degree in Nursing and to be eligible to take the NCLEX-RN examination.
4. Students are strongly encouraged to keep their advisor informed concerning aspects of their personal lives which may impact their academic performance.
5. Students are strongly encouraged to counsel with nursing faculty members concerning needed improvement for academic or practicum performance issues.

LPN to ADN Transition

LPN to ADN Transition students who have completed a state approved Practical Nursing Program more than two years prior to re-entry will enroll in the LPN to ADN Transition course (NURS 104/114). Refer to the Nursing Program Admission Guide for further details.

EXIT

When a student exits the Nursing Program, the Nursing faculty will follow Walla Walla Community College grading policy in assigning a grade. The lead instructor or designee shall conduct an exit interview and complete an exit interview form. A copy of the signed exit interview shall be given to the student. The original copy will remain in the student’s permanent file within the nursing department.

READMISSION

Any student who exits the program, whether it is his/her own decision or an academic performance issue, **must reapply** to be considered for re-entry. Readmission is on a “space-available” basis. If a student exits for academic failure, he/she may repeat one time in the program.

Should a student repeat a theory course (i.e., NURS 200) to improve his/her grade, he/she must also repeat the practicum course offered concurrently (i.e., NURS 210). Likewise should a student repeat a clinical (ie. NURS 210) to improve his/her grade, he/she must also repeat the theory course offered concurrently (i.e., NURS 200).

Students seeking readmission must comply with all requirements as stated in the current Nursing Program Admission Guide.

PROTOCOL FOR RETURNING STUDENTS OR TRANSFER STUDENTS ENTERING AFTER FALL QUARTER FIRST YEAR

Students will be assessed on an individual basis to determine their ability to perform selected lab skills and medication administration *with safety and competency* prior to being allowed in practicum at clinical agencies. Assessment will be done by level leads or their designees. If a student is unable to pass the selected skill and the Medication Competency Test from the previous quarter within 3 attempts by the time clinical begins, the student will not be allowed to progress and will be advised to withdraw from the nursing courses. The Admission Progression Committee will have the discretion to require additional skills testing based on exit interview

recommendations. Students may refer to the appendix, pages 41-43 for the complete policy and procedure and skills list for each quarter.

PLAGIARISM & ACADEMIC DISHONESTY (CHEATING)

The Nursing faculty adheres to the policies described in the WWCC Student Handbook under the Student Code of Conduct.

Plagiarism:

All students must sign the WWCC Plagiarism Procedure on page 59. This procedure outlines the WWCC and Nursing Program policy regarding plagiarism. By signing this document, students acknowledge that they have been made aware of the procedure and understand what plagiarism is. The following resources are designed to give students more instruction on what constitutes plagiarism.

http://www.wvcc.edu/CMS/fileadmin/PDF/Student_Policies/Student_Code_of_Conduct_Revised.pdf
<http://library.acadiau.ca/tutorials/plagiarism/>

Academic Dishonesty (Cheating):

Students are expected to maintain high standards of academic conduct and integrity. Any student found cheating will undergo disciplinary action up to and including possible dismissal from the program. (See WWCC Student Handbook for policy.)

Examples of cheating include but are not limited to the following:

1. Giving and/or receiving unauthorized information from another student during any type of test or examination.
2. Obtaining or providing unauthorized questions relating to a test or examination prior to or after the time of the test or examination.
3. Using or having in your possession any unauthorized sources during any test, examination, or assignment.
4. Engaging in any and all forms of plagiarism, which is an act of using the literary composition of another's writing, or the ideas or language of the same, and passing them off as the product of one's own mind.

Professional Behavior

Students who have chosen the profession of nursing are expected to demonstrate professional behavior and judgment both inside and outside of the academic setting. The student's behavior reflects character, personal integrity, and respect for others. Students should anticipate a Special Concern with a possible letter grade drop and/or dismissal from the course or program for behaviors including, but not limited to the following:

Falsification of documents
Lying and/or cheating
Plagiarism
Performing skills outside of the student's scope of practice
Violating confidentiality

Discussing personal issues with patients and/or developing social relationships with patients or families
Refusing to follow instructions of agency staff or instructors
Threats of violence or retaliation toward others.
The use of abusive language in any format (written, verbal, or otherwise), or disruptive behavior directed toward peers, staff, faculty, or agency personnel.
Sharing electronic healthcare record login information.
Copying or reproducing PHI in any manner and/or removing PHI from an agency.

Students should be aware that using internet social networking sites to discuss classmates, instructors, or the Nursing Program is unacceptable. Sharing **ANY** patient information or clinical experiences/stories outside of the classroom setting may be a HIPAA violation and is grounds for disciplinary action and/or dismissal from the course and/or program.
(See Student Affirmation Form on page 63 in the appendices.)

DUE PROCESS/GRIEVANCE/APPEALS

A student appealing a faculty decision must communicate this grievance to the level lead or designee within 5 working days of the incident. At each subsequent step of the grievance process, grievance must be presented in writing within 5 working days of receipt of a decision. The grievance process should be addressed in the following order:

1. The level nursing faculty
2. The full nursing faculty
3. The Director of Nursing Education
4. The Vice President of Instruction

Appeals should be related to a variance in program policy/procedure leading to the student's inability to meet minimum standards. Failure to meet course/program expectations and/or achieve the required points, should not be considered a valid reason for appeal.

If dismissal from the Nursing Program is being deliberated, the student will be given an opportunity to speak to the Level Nursing Faculty and/or the full Nursing Faculty on their own behalf, accompanied by a support person of their choosing, prior to a dismissal decision.

ELECTRONIC DEVICES

Electronic devices, including cell phones, may **only** be used in the learning environment with prior instructor approval. Emergency messages may be routed through the nursing department contact number.

Students may use only simple, non-programmable calculators during testing. Cell phones may not be used as a calculator during testing. Calculators may not be shared during testing.

UNAUTHORIZED PRESENCE OF CHILDREN ON CAMPUS

Walla Walla Community College has a policy that prohibits young children attending classes with their parents or baby-sitters. Children are not allowed in classrooms, hallways, or study areas. Instructors have the authority to ask any student with a child in attendance to leave the class or study area with the child/children. Children may disrupt the educational process or the work setting when left on campus without supervision or when supervision is imposed on College employees or other students. Leaving children unsupervised may also create unsafe conditions for the children themselves or for others on the College campus.

1. As a general rule, students shall not bring children with them to their classes.
2. No students or visitor to the College shall leave a child unsupervised at the College, nor may such person leave a child with a College employee, unless that child is enrolled in an authorized College program.
3. Walla Walla Community College offers certain programs and activities for children and the College provides supervision for children enrolled in these activities. However, the College does not supervise children outside of these settings, and neither the College nor its employees, agents or students may accept responsibility to do so on behalf of the College.
4. Parents of unsupervised children on the campus will be asked to take the children home or to a day care facility. Children who arrive on campus without their parents and are unsupervised will be asked to leave.
5. This procedure pertains to all employees and persons who visit the College, or participate in classes, programs, events or other activities.

PRACTICUM/SKILLS PRACTICE LAB EXPECTATIONS

It is the expectation of the program that students may be assigned to and participate in all areas of the practicum experience. Practicum times vary and will include day, evening and weekend hours. Travel is required and is the responsibility of the individual student. Instructors shall make practicum accommodations for support courses only.

Faculty will arrange practicum. Practicum hours are planned allowing 2 hours of experience for each hour of credit. The hours scheduled for practicum each week may vary. Practicum expectations will be given at the beginning of the quarter/rotation. At such time the practicum instructor will supply information such as (a) what to wear, (b) where and when to meet, (c) what students must do to prepare for practicum, (d) specific practicum placement, and (e) practicum expectations. Orientation in each new practicum setting will be arranged. Clinical agencies may prohibit students from attending clinical if certain requirements are not met.

Essential Program Capabilities

Students in the Nursing Program need to be aware of the expectations upon which practicum performance is based. All students will be expected to meet these criteria during both skills practice lab sessions and practicum experience. The inability to meet these expectations could result in failure of the course in which the student is enrolled.

1. **BEHAVIORAL/EMOTIONAL:** The student must have the emotional stability to function effectively/competently under stress and to adapt in fast paced environments demonstrating the characteristics of adaptability and flexibility. The student must demonstrate responsibility and accountability.
2. **COGNITIVE:** The student must demonstrate the ability to evaluate and apply knowledge and engage in critical thinking in the classroom and practicum settings.
3. **COMMUNICATION SKILLS:** The student must demonstrate the ability to communicate in English in all formats; written, verbal, and reading. The student must be able to clearly express his/her ideas and feelings and demonstrate a willingness to give and receive feedback. The student must demonstrate effective and therapeutic communication with other students, faculty, staff patients, patient's family, and other professionals.
4. **MOTOR:** The student must have the ability to lift or carry a minimum of twenty-five (25) pounds independently and fifty (50) pounds with assistance. Intermittent standing, sitting, stooping, and walking is often necessary. Full range of motion of all joints is expected. Normal manual and finger dexterity are expected. The student must be able to physically endure clinical shifts lasting 6-12 hours.
5. **SENSORY/PERCEPTUAL:** The student must have intact vision, hearing, and the senses of touch and smell in order to thoroughly analyze patient data and provide accurate and safe patient care. Corrective devices may be utilized.

Absence from/Tardy for Clinical/Practicum Activity

In the event that a student is going to arrive late to practicum or is unable to attend practicum, the student must notify the nursing education secretary and the assigned practicum unit *prior to the beginning* of the assigned practicum shift. The nursing education secretary may be notified at any time, day or night, via voice mail (Walla Walla campus 527-4240; Clarkston campus 758-1702). Notification of an individual instructor will not initiate an excused absence. Rarely can a make-up experience be scheduled for a missed clinical/ practicum activity.

Do not attend a practicum while ill or impaired. Instructors may ask a student who seems "ill" or unable to provide safe nursing care to leave the practicum agency. Students who have been under a physician's care for an injury or surgery will need to provide a "Letter of Release" or "Return to Work" form from the physician before being readmitted to the Practicum Area.

The third clinical absence will constitute a "Special Concern" with a full letter clinical grade drop. The fourth clinical absence will result in a clinical grade of "C-." A clinical day is considered a full-shift as scheduled for that rotation.

Absence from Skills Practice Lab

Absence policies for Skills Practice Lab may be found in course syllabi. If unable to attend Skills Practice Lab, the student must notify the main nursing department *prior to the beginning of the assigned lab*. Students will be held accountable for missed Skills Practice Lab content.

Practicum Evaluation

Students who are unprepared for practicum may be sent home and/or to the Skills Practice Lab. Competency for learned skills *must be maintained*. Students are expected to return to the Skills Practice Lab for needed practice to insure a safe level of performance.

Practicum courses are graded according to written criteria provided to the student at the beginning of each quarter. Evaluation methods may include observations by practicum instructors, practicum preceptors, practicum experience logs or journals, nursing care plans, case studies, participation in post conference, and scheduled testing in skills practice lab.

Faculty will meet with each student as needed to identify problems and/or potential corrective measures.

Each student meets with faculty at the end of a practicum rotation and/or at the end of course to review the student's attainment of the course objectives.

A student who fails to notify the practicum agency and nursing department of an absence may receive a "Contract for Success" or a "Special Concern". (p. 19)

Practicum Error/Incident

Any student, who makes an error or is involved in an incident during practicum, must notify the practicum instructor and complete the agency *and* the Nursing Education Department's incident/occurrence form (see "Practicum Incident Report/ Conclusions" form (p. 47)). The clinical instructor will supervise/assist the student in completion of agency specific unusual occurrence/incident form. The Nursing Education Department's form will be submitted to the practicum instructor and will be maintained in the student's file.

Legal Responsibilities

The student is legally responsible to practice within the student's current scope of education. This level is determined by how other students at the same level would be expected to act in a similar situation. Students will work under the direct supervision of faculty and/or assigned staff members at the discretion of the practicum instructor.

INVASIVE PROCEDURES PROTOCOL

General Information:

During the Nursing Program you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training procedures. As part of your learning activities you may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students.

Learning activities that use human subjects shall be conducted under the supervision of the instructor who has been assigned to teach the course.

Before involvement as a human subject, a student must give informed consent. If under the age of 18, informed consent must be obtained from the parent or the legal guardian unless the participant is determined to be an emancipated minor.

Benefits:

The experiences listed below have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning. Specific benefits are listed below.

Risks/Discomforts:

Participation may create some anxiety for you. Some of the procedures may create minor physical or psychological discomfort. Specific risks/discomforts are listed below.

Your Rights:

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

<u>Learning Activities</u>	<u>Specific Benefits</u>	<u>Specific Risks/Discomforts</u>
1. Finger stick to check glucose	Appreciation for what it feels like to give and/or receive a finger stick	Minimal exposure/discomfort, bruising, infection
2. Subcutaneous injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
3. Intradermal injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
4. Intramuscular (IM) injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
5. Intravenous (IV) starts	Appreciation for what it feels like to give and/or receive an IV	Discomfort related to use of a needle, bruising, exposure to blood, infection

APPEARANCE AND HYGIENE

What a student “looks like”, “smells like”, and “behaves like” communicates messages to clients, families, coworkers, and prospective employers about the value the student places on nursing practice and the student’s career in nursing. Clients and their families frequently judge the quality of care provided based on the student’s appearance. Prospective employers note the student’s appearance while they are in practicum agencies and may use this data in employment decisions. The following protocols shall be followed in the practicum setting:

1. Hair must be clean and professional in appearance. Hair color should not fall outside those shades which can be found naturally (i.e., pink, green, purple, etc. are not acceptable.) Hair that droops around your eyes, around your face, on your shoulders or into your work field is not acceptable.
2. Facial hair is to be neatly trimmed and not to exceed 1 inch.
3. Fingernails are to be kept clean and cut below the ends of the fingertips. Neutral color nail polish may be worn but must be without chips or cracks. No artificial nails or overlays.
4. Clean, pressed, properly fitting uniforms are to be worn.
5. Shoes and laces need to be kept clean and neat.
6. Only one plain finger band and one small stud earring in each earlobe may be worn in the practicum setting. Other jewelry is to be left at home. No other visible body piercing (including tongue) is allowed in the clinical setting.
7. Tattoos are discouraged and must be covered.
8. While in uniform, avoid odors, which might be offensive to clients. The student is to abstain from the use of all tobacco products while in uniform or professional attire. Avoid foods with strong odors, such as garlic and onions and any other strongly scented personal hygiene items such as colognes and perfumes.
9. Students may not chew gum in the clinical setting.
10. Additional clinical policies may be enforced.

DRESS CODE

The student is expected to adhere to the following Nursing Program dress code or to the dress code of the specific community agency to which the student is assigned.

1. The official WWCC photo identification must be worn on the approved uniform top, white lab jacket or blue warm-up jacket and must be visible at all times. All lanyards must be quick-release or break-away design.
2. White T-shirts or white turtlenecks may be worn under the uniform top.
3. White closed toe shoes, socks, and laces must be worn with the uniform. Open-heel shoes must have a heel strap.
4. Regulation uniforms or lab coats with photo identification must be worn anytime a student is in an acute care practicum agency on official student business. Alternate attire may be worn in some specialty areas.
5. Professional attire must be worn under a lab coat (tailored-style clothes).
6. Non-uniform professional attire will be required for some community-based practicum experiences.
7. The WWCC Nursing Uniform should not be worn during non-school related healthcare activities.

OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS SECRETIONS

Nurses must balance occupational risks with providing quality care to all clients/patients. As front-line providers of care, nurses have an increased risk of exposure to potentially infected blood and body fluids.

The Walla Walla Community College Nursing Program accepts the Center for Disease Control recommendations that all health care workers should strictly adhere to Standard Precautions as the most effective means of preventing exposure and transmission of potentially infectious secretions.

Standard Precautions are intended to prevent parenteral, mucous membranes and non-intact skin exposures to health care workers to blood-borne pathogens. Under Standard Precautions, blood and certain body fluids of all clients/patients are considered potentially infectious for human immune deficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens.

The risk of nosocomial transmission of HIV, HBV, HCV, and other blood-borne pathogens can be minimized if health care workers use the following general guidelines:

1. Take care to prevent injuries when using needles or other sharps.
2. Do not recap needles by hand.
3. Do not remove needles from disposable syringes by hand.
4. Place all needles and sharps in approved disposal containers immediately after use.
5. Use protective barriers to prevent exposure to potentially infected body fluids (appropriate to procedure).
6. Wash hands between clients.
7. Students with exudative lesions or weeping dermatitis should refrain from all direct client care until condition resolves.

Any student, who has any temporary or permanent condition that may put them or their clients/patients at risk, has the responsibility to notify their practicum instructor.

Management of Occupational Exposure

1. Provide immediate care to the exposed site:
 - Wash wounds and skin with soap and water.
 - Flush mucous membranes with water.
2. Initiate report:
 - Immediately report the incident to practicum instructor.
 - Complete an agency "incident report".
 - Complete the practicum incident (p. 47) and uniform needle stick report (p. 49-51).
 - Submit all forms to practicum instructor for appropriate distribution and follow-up.
3. Activation of follow-up treatment:
 - Level of risk will be assessed according to agency policy.
 - Post-exposure prophylaxis (PEP) will be initiated based on risk potential and CDC guidelines.

SUBSTANCE ABUSE

For the purposes of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

In accordance with RCW 18.130 (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act) and the Walla Walla Community College Substance Abuse Policy, the Nursing Department faculty actively oppose the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus.

Walla Walla Community College Policies and Washington State laws governing Practical and Registered Nurses both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance. **THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.**

Expectations

All student nurses shall abstain from alcohol and/or drug use within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension from the program.

If a student takes a prescribed medication, he/she must inform his/her practicum instructor. If the medication causes the student to be sleepy or slow in response, he/she may be sent home. An individual on medications that dull the senses is not considered a safe practitioner. **THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.**

ALL REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY. (See "Procedure" below).

If a student nurse should be convicted of a drug-related felony, he/she will be dismissed from the Nursing Program. Health care facilities will not allow students who have been convicted of a drug-related felony to practice in the practicum area.

The Nursing Department will assist and support any student who wishes to obtain help for drug-related problems.

Reporting Suspected Substance Abuse

A staff member of the practicum agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the WWCC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the WWCC instructor or the agency supervisor (if instructor not immediately available).

Procedure

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.

Should **two agree** that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see “Student Nurse Laboratory Test Results Certificate of Agreement”, p. 53). *Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.*
- Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
- If the student is in the classroom or in a practicum setting which does not have testing capabilities, it will be the student’s responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student’s impending arrival and need for drug/alcohol testing.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student’s responsibility to arrange for safe transportation home.
- The student will be suspended from all Nursing Program activities until the Director of Nursing Education receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
- All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

Readmission

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to the Nursing Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

STATEMENT OF SUSPENSION FOR NURSING STUDENTS

Purpose

To allow a period of not more than five (5) instructional days (excluding weekends) for purposes of investigation of any issue which may compromise student's ability to provide safe, competent care to clients.

Protocol

During the investigative proceedings the student may continue with theory and/or practicum depending on the infraction. It is possible that the infraction would warrant suspension from both theory and practicum.

Procedure

1. The instructor will formulate a statement regarding the infraction (serious concerns/accusations related to improper demonstration of skills, client safety or legal/ethical issues). This statement will be given to the Director of Nursing Education who will then submit it to the Vice President of Instruction or designee.
2. A formal recommendation will be submitted to the Vice President of Instruction for final approval if such a suspension is warranted.
3. The student would then be notified in person and in writing of the suspension. A copy of the instructor's statement and suspension protocol will be given to the student at this time.
4. The investigation will proceed. Information will be gathered from all parties concerned including the student.
5. Results of findings will determine students' continuation in the program or dismissal.
6. A student may contest or appeal such at any time during this process, and is due the same consideration for appeal that applies to student termination or dismissal.

MISCELLANEOUS

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

All students are encouraged to join the NSNA. Dues are approximately \$35 .00 per year; this also includes membership in the Nursing Students of Washington State (NSWS) Organization. Contests, scholarships, loans, discounts, insurance, and job opportunity information are available to members through the organization.

FIRST YEAR NURSING CLUB

All first year nursing students are members of the first year nursing club. There are no dues for membership.

Members participate in fund raising activities, receive funds from the WWCC Associated Student Body for class activities such as state conventions and regional workshops. Local social activities are dependent on the membership and their creativeness in planning activities that promote health awareness, fun, recreation and relaxation.

First Year Nursing Club/Class Officers:

1. President
2. Vice President for social activities
3. Secretary
4. Treasurer
5. ASB Representative and Alternate (attend weekly ASB meetings)
6. Department Committee Representative(s)

Any club/class officer who receives an academic warning will be counseled to resign from office.

SECOND YEAR NURSING CLUB

All second year nursing students are members of the second year nursing club. There are no dues for membership.

The purpose of the Second Year Nursing Club is to aid second year nursing students in preparation for professional nursing careers. Membership stimulates the understanding of, and interest in, the programs of the American Nursing Association and the National League for Nursing. It also prepares the students for membership and participation in National, State and Local Nurses' Organizations.

At the local level, members sponsor special entertainment, educational guest speakers, community projects, and workshops. Members are actively involved in the Associated Student Body (ASB), and participate in school-sponsored activities.

Second Year Nursing Club/Class Officers:

1. President
2. Vice President for social activities
3. Secretary
4. Treasurer
5. ASB Representative and Alternate (attend weekly ASB meetings)
6. Department Committee Representative(s)

Any club/class officer who receives an academic warning will be counseled to resign from office.

NURSING DEPARTMENT COMMITTEE REPRESENTATION

Students from each nursing class will be given the opportunity to select representatives and alternates to the following Nursing Department committees:

- Faculty
- Curriculum
- Level Faculty

Student concerns are addressed regularly in Faculty and Level Faculty meetings. Students may present their concerns to faculty via their class representative(s). Requests to have items placed on meeting agendas should be presented to the committee chair prior to the meeting.

GRADUATION/PINNING

Graduation Ceremony

Applications for ADN and PN graduations must be submitted to the admissions office prior to graduation.

Graduation ceremonies are held on the Walla Walla and Clarkston campuses. ADN degrees are conferred during the graduation ceremony. Caps and gowns are free and must be ordered ahead of time. Attendance by nursing students is expected.

Pinning Ceremony

Guidelines for the pinning ceremonies are established by the nursing faculty. **NOTE: This is a professional ceremony; students should dress and conduct themselves accordingly.** Uniforms according to the professional dress code are required. Graduation related committees will be organized consisting of graduating students. *All committee decisions are subject to faculty and/or administrative approval.* Nursing faculty will pin students with the WWCC pin. It is expected that first year students will participate as “honor guards” for the ADN pinning.

In accordance with the decision by the United States Court of Appeals for the Ninth Circuit, **it is not** constitutional to allow prayer as a part of a commencement exercise or similar official school function.

ACADEMIC ADVISING

Each student will be assigned a nursing faculty advisor. It is the student's responsibility to:

1. Make appointments with the advisor.
2. Inform the advisor of any proposed class schedule changes.
3. Meet with their faculty advisor quarterly to assure satisfactory progress toward meeting program requirements.

PRACTICUM AGENCY CONTINGENCY PLAN

If for some unforeseen reason an agency used by WWCC Nursing Program should close or become unable to provide practicum experience, the following course of action will be taken by the faculty:

1. Assess courses that would be affected by agency closure.
2. Meet with Advisory Committee for community input for alternate practicum experience.
3. Explore expanded practicum hours in currently used agencies.
4. Explore alternative community resources to meet practicum objectives.
5. Explore regional community resources to meet needed practicum objectives.

DEPARTMENTAL GUIDELINES

1. When faculty/departmental meetings are in progress, instructors will be unavailable to meet with students.
2. Students wishing to meet with an instructor should use the phone to verify the instructor's availability.
3. The **copy machine** in the nursing department is **not** for student use. Students have access to a copy machine in the library.
4. On Walla Walla Campus telephones for student use are available in the lobby and 2nd floor hallway of the Health Science Building for "local" outgoing phone calls. There is also a pay phone in the main Administration Building. On the Clarkston Campus, the telephone available for student is in the northeast hallway of the main building and in the lobby of the Health Science Building.
5. No information about students, including job reference, will be released from the nursing department without written consent from the student (see Reference Check Authorization form, pg. 45-46).

NURSING TECHNICIAN ROLE

The purpose of the role of nursing technician is to provide an opportunity for students enrolled in an ADN or BSN program to gain work experience within the limits of their education, but not limited to the scope of functions of the certified nursing assistant.

Definition

The nursing technician is as defined in the State of Washington WAC 246-840-905 Registration of Nurse Technicians. Key points include:

- Nursing technicians are defined as nursing students who are employed by a hospital or nursing home and are either enrolled in a Nursing Program approved by the Nursing Care Quality Assurance Commission and have not graduated, or have graduated from a Commission approved Nursing Program within 30 days (or 60 days with a determination of good cause by the Secretary of Health).
- Nursing technicians may only perform specific nursing functions based upon and limited to their education and when they have demonstrated the ability and have been verified to safely perform these functions by the Nursing Program in which the nurse technician is enrolled.
- The Nursing Program providing verification is immune from liability for any nursing function performed or not performed by the nursing technician. Nursing technicians are responsible and accountable for their specific nursing functions.
- Nursing technicians may only practice under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician. The supervising RN must have an unrestricted license and two years of experience in the setting where the nursing technician works.
- In order to practice as a nursing technician, an individual must be registered by the state Department of Health. In addition to providing any registration criteria established by the Department, nursing technician applicants must submit acknowledgments from the Nursing Program and employer. Nursing technicians are added to the Uniform Disciplinary Act and are subject to discipline by the Commission.

Functions of the Nursing Program

The Nursing Program in which the nursing technician is enrolled shall:

- Provide to the employer written documentation of specific nursing functions the nursing technician may perform. This documentation shall be based upon, and limited to, the nursing technician's education and demonstrated ability to safely perform the functions listed.
- Provide to the employer and the commission written documentation when a nursing technician is no longer considered to be in good standing as defined in WAC 246-840-010(11). The Nursing Program shall notify the employer and the commission immediately if the nursing technician is no longer in good standing. Notification to the commission shall be sent to P.O. Box 47864, Olympia, Washington, 98504-7864.

How to Register

An individual shall complete an application for registration on an application form prepared and provided by the secretary of the department of health. This application shall be submitted to P.O. Box 47864, Olympia, Washington, 98504-7864.

Every applicant shall provide:

- The application fee under WAC 246-840-990
- Verification of seven clock hours of AIDS education as required by RCW 70.24.270 and chapter 246-12 WAC, Part 8.
- A signed statement from the applicant's Nursing Program verifying enrollment in, or graduation from, the Nursing Program. If the applicant has not yet graduated, this statement will include the anticipated graduation date.
- A signed statement from the applicant's employer or prospective employer certifying that the employer understands the role of the nursing technician and agrees to meet the requirements of RCW 18.79.360 (4).

SUPPORT SERVICES

FINANCIAL AID

The Financial Aid office at WWCC handles all Financial Aid information and transactions. Grants, short-term loans and nursing loans are available. If you are in need of aid, please contact the Financial Aid Office as soon as possible. Financial aid will only pay for courses directly applying to Nursing Program requirements.

Students are encouraged to access information regarding scholarships from Financial Aid and the Foundation offices. Announcements regarding additional scholarships are placed on the student bulletin board and instructors may announce them in class. Taking the time to complete an application is often worth the effort.

SCHOLARSHIPS

Scholarships are available through the WWCC Foundation Office (ext. 4275). Scholarships other than those listed below may be available from time to time; check with the Financial Aid Office, Foundation Office and the bulletin boards in the nursing department.

- Amalia Greenwald Baker/Peggy Baker Henry Scholarship in Nursing
- James Borgman Memorial Scholarship in Nursing
- LaRue Rice Memorial Scholarship and Special Need Assistance in Nursing (2nd Year Only)
- 40 and 8 Scholarship (should be used in last quarter of their last year)
- Rebekah Lodge #2 (usually two students)
- Mary Hare Alumni Memorial Scholarship
- Mildred A Marshall Light Memorial Scholarship in Nursing
- The Morris and Adelle Ganguet Scholarship in Nursing
- PEO Scholarships in Nursing (usually two, must be women)
- Washington League for Nursing Scholarship
- St. Mary Alumni Scholarship
- Multi-Cultural Scholarship
- Ruby Blum Memorial Scholarship for Science Majors
- Mary Garner Esary Scholarship
- AAWWCC Scholarship
- Altrusa Scholarships
- Carolyn Desjardins Memorial Scholarship (must be a woman)
- Columbia County Scholarship (if student is from Dayton)
- Rasty Ketcherside Scholarship (if student is from Dayton or Waitsburg)
- Harold and Helen Shepherd Scholarship (first preference given to students from Pomeroy area)
- St. Joseph Regional Medical Center Auxiliary Scholarship (Clarkston campus)
- Lewis & Clark Chapter 135 Women of the Moose Scholarship (Clarkston campus)
- K.B. Wells Scholarship (must go to a student of color)
- Avista Minds in Motion Scholarship (Clarkston campus, student of color)
- Kristen Elizabeth Johnson Scholarship (a 2nd year nursing student)
- John Isley Scholarship in Nursing
- James and Marybelle Savage Scholarship in Nursing
- Micheal W. Gillespie Scholarship
- Carrie Welch Trust Scholarship
- Undesignated Foundation Scholarships

STUDENT SERVICES

The college offers many services to students who need assistance with study habits, reading, test taking and other academic concerns. These services are offered through the Student Development Center: Advising, Disability Services, Career Center, Personal Counseling, Tutoring and Learning Center (TLC), Writing Center. The Career and Employment Services Center (CESC) and TRiO may be sources of additional funding.

Students who need part-time job placement should contact the Career and Employment Services Center (CESC).

The Nursing Program can be demanding and stressful. It is best to seek assistance early, before difficulties arise. There may be times when a faculty member will refer a student to seek additional counseling services.

STUDENTS WITH DISABILITIES

Students with documented disabilities shall be reasonably accommodated according to the Americans with Disabilities Act of 1990.

Any student who believes he/she may have a disability, which requires some type of accommodation, should contact Disability Support Services. To request accommodations related to a disability, contact Claudia Angus, Ph.D., Coordinator of Disability Support Services, at 527-4262 or email claudia.angus@wwcc.edu on the Walla Walla campus. On the Clarkston campus contact Carol Bennett, at 758-1718 or email carol.bennett@wwcc.edu

CHILD CARE

The Walla Walla and Clarkston campuses have on-site daycare facilities for student use. For more information call:

- Walla Walla campus (509) 527-4544
- Clarkston campus (509) 758-1779

INSURANCE

Students are responsible for providing their own injury and illness insurance. **The college and the practicum agencies do not assume any financial responsibility for student accidents occurring during the course of their studies.**

Students may purchase an accident and sickness policy at a low cost at the College Business Office.

NOTE: Each student must complete the “Informed Consent and Acknowledgment of Insurance Availability” form (see Appendices, p. 55).

APPENDICES

Skills Validation Testing for Returning or Transfer Students Entering the Nursing Program after Fall Quarter, First Year

Protocol:

Students will be assessed on an individual basis to determine their ability to perform selected lab skills and medication administration *with safety and competency* prior to being allowed in practicum at clinical agencies. Assessment will be done by level leads or their designees. If a student is unable to pass the selected skill and the Medication Competency Test from the previous quarter within 3 attempts by the time clinical begins, the student will not be allowed to progress and will be advised to withdraw from the nursing courses. The Admission Progression Committee will have the discretion to require additional skills testing based on exit interview recommendations.

Procedure:

- Upon registration for the nursing courses, the student will receive a list of clinical skills on which they may be tested. This list of clinical skills differs based on the quarter of entry or re-entry. (See Clinical Skills by Quarter below). The student will be randomly assigned to test on one skill from the previous quarter within a designated time frame. Possible skills to be tested upon specific to that quarter are based on the following four categories: Sterile Technique, Parenteral Medications, Blood Administration, IV Starts. The student must pass the designated skill within 3 attempts by the time clinical begins.
- Prior to the beginning of the quarter, the student must make arrangements to meet with the Skills Practice Lab Coordinator for a **Mandatory Skills Demonstration/Practice** session. After this demonstration/practice, it is the student's responsibility to contact the Skills Practice Lab Coordinator to schedule times for independent practice sessions and **Skills Validation Testing**. Failure to schedule practice sessions far enough in advance may prevent the student's successful completion of the testing.
- The student will make arrangements with the level lead or their designee to take the Medication Competency test (or retake test) from the previous quarter. The student must pass this test within 3 attempts by the time clinical begins.

Clinical Skills by Quarter:

Entering Winter Quarter, First Year

Practice:

- Basic physical assessment
- Foley catheter insertion
- Sterile wet-to-dry dressing change
- Medication administration: oral, IM (sites), SQ

Skills to be tested:

- Check-off: Basic physical assessment
- Skills Testing:
 - Sterile Skills: Foley catheter insertion

Entering Spring Quarter, First Year

Practice:

- Basic physical assessment
- Foley catheter insertion
- Sterile wet-to-dry dressing change
- Tracheostomy suctioning
- Medication administration: oral, IM (sites and Z-track), SQ (insulin)
- Primary IV and Secondary IV (IVPB) administration

Skills to be tested:

- Check-off: IVPB
- Check-off: Insulin administration
- Skills Testing: Grab bag (test on **ONE** of the following skills):
 - Sterile Skills: Foley catheter insertion, Sterile wet to dry, or Tracheostomy suctioning
 - Parenteral Medications: IM (including Z-track and SQ (insulin) or Primary IV and Secondary IV (IVPB) administration

Entering Summer Quarter, First Year

Practice:

- Basic physical assessment
- Foley catheter insertion
- Sterile wet-to-dry dressing change
- Tracheostomy suctioning
- Medication administration: oral, IM (sites and Z-track), SQ (insulin)
- Primary IV and Secondary IV (IVPB) administration
- NG intubation and medication administration

Skills to be tested:

- Check off: Nasogastric tube medications
- Skills Testing: Grab bag (test on **ONE** of the following skills):
 - Sterile Skills: Foley catheter insertion, Sterile wet to dry, or Tracheostomy suctioning
 - Parenteral Medications: IM (including Z-track and SQ (insulin) or Primary IV and Secondary IV (IVPB) administration

Entering Fall Quarter, Second Year

- Same as Summer Quarter, First Year

Entering Winter Quarter, Second Year

Practice:

- Focused physical assessment
- Foley catheter insertion
- Tracheostomy suctioning
- NG intubation and medication administration
- IM, SQ, and IVPB medication administration
- IV push medications
- Blood administration
- Central Venous Access Devices (management and dressing change)
- IV starts

Possible skill to be tested: (randomly assigned, will test on ONE skill):

- Sterile Technique: Foley catheter insertion, Tracheostomy suctioning or CVAD dressing change
- Parenteral Medications: IM (including Z-track), SQ (insulin), Secondary IV (IVPB), or IV Push
- Blood Administration
- IV Start

Entering Spring Quarter, Second Year

Practice:

- Focused physical assessment
- Foley catheter insertion
- Tracheostomy suctioning
- NG intubation and medication administration
- IM, SQ, IVPB, and IV push medication administration
- Blood administration
- Central Venous Access Devices (management and dressing change)
- IV starts
- Chest Tube Management
- Patient-Controlled Analgesia (PCA)
- Parenteral Nutrition

Possible skill to be tested: (randomly assigned, will test on ONE skill):

- Sterile Technique: Foley catheter insertion, Tracheostomy suctioning or CVAD dressing change
- Parenteral Medications: IM (including Z-track), SQ (insulin), Secondary IV (IVPB), or IV Push
- Blood Administration
- IV Start

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Nursing Education Department
500 Tausick Way
Walla Walla, WA 99362
509/527-4240
FAX 509/527-4226

REFERENCE CHECK AUTHORIZATION

By signing this document, I _____ hereby
(print your name)

authorize _____, at Walla Walla Community College to
(instructor/director)

release the following reference information to _____.
(print name of person or organization)

Date of Release: _____
(list a specific time frame or indefinite)

(Check all that apply.)

- Only student level of completion (no information on performance etc.)
- Program performance information (including level of completion)
- Reference may be given by written or verbal request

Please send the information to: *(name and address)*

(You are responsible for the correct address.)

OR

- Put in my student mailbox.

Signature

Date

SID Number

Page 2 of 2

Are you requesting a letter of support for a scholarship? Yes No
(circle one)

If yes, please indicate the name of the scholarship and a brief summary of why you think you should be selected for the award.

If you have any supporting data, or need more space, please attach.

Are you requesting a letter of support for a prospective employer? Yes No
(circle one)

If yes, please indicate who you want the letter addressed to and/or what job you are applying for:

OR

Make it generic, so you can use it for any agency / position. Yes No
(circle one)

ie: To Whom it May Concern

ANY OTHER INFORMATION THAT YOU THINK WOULD BE HELPFUL?

If you need more space, please attach a separate sheet of paper.

Date/Time of Report ____/____/____/ _____

Student Name: _____	Instructor Name: _____
---------------------	------------------------

Facility: Unit: _____	Date/Time of Incident: ____/____/____/ _____	Copy To Director: Level Lead: Instructor: Student File:
------------------------------	---	---

<p>STUDENT TO FILL OUT:</p> <p>1. Briefly described what happened:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. What actions were taken?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Any actual/potential client complications resulting from incident?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. What factors contributed to this occurrence?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5. Measures to prevent this type of incident from occurring in the future:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

INSTRUCTOR COMMENTS: _____

Instructor Signature: _____ Student Signature: _____

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Needle Stick and Sharp Object Injury and Body Fluid Exposure Report

Name: _____

Birthdate: _____

SID#: _____

Date of Injury: _____

Where did the injury occur? (check one)

- | | |
|--|--|
| <input type="checkbox"/> Patient Room | <input type="checkbox"/> Venipuncture |
| <input type="checkbox"/> Outside Patient Room (hallway, nurse's station, etc.) | <input type="checkbox"/> Dialysis Facility |
| <input type="checkbox"/> Emergency Department | <input type="checkbox"/> Procedure Room (X-ray, EMG, etc.) |
| <input type="checkbox"/> Intensive/Critical Care Unit | <input type="checkbox"/> Clinical Laboratories |
| <input type="checkbox"/> Operating Room | <input type="checkbox"/> Autopsy/Pathology |
| <input type="checkbox"/> Outpatient Clinic/Office | <input type="checkbox"/> Blood Bank |
| <input type="checkbox"/> Service/Utility Area (laundry, central supply, etc.) | |
| <input type="checkbox"/> Other, describe _____ | |

Was the source patient known? (check one)

- yes no unknown not applicable Medical Record # _____

Was the injured worker the original user of the sharp item? (check one)

- yes no unknown not applicable

Was the sharp item: (check one)

- contaminated (known exposure to patient or contaminated equipment)
 uncontaminated (no known exposure to pt. or contaminated equipment)
 unknown

For what purpose was the sharp item originally used: (check one)

- unknown/not applicable
 injection, intramuscular/subcutaneous, or other injection through the skin (syringe)
 heparin or saline flush (syringe)
 other injection into (or aspiration from) I.V. injection site or I.V. port (syringe)
 to connect I.V. line (intermittent I.V./piggyback/I.V. infusion/other I.V. line connection)
 to start I.V. or set up heparin lock (I.V. catheter or Butterfly™ –type needle)
 to draw a venous blood sample
 to draw an arterial blood sample (ABG)
 to obtain a body fluid or tissue sample (urine/CSF, Amniotic fluid/other fluid, biopsy)
 fingerstick/heel stick
 suturing
 cutting (surgery)
 electrocautery
 to contain a specimen or pharmaceutical (glass items)
 other, describe _____

Did the injury occur: (check one)

- before use of item (item broke or slipped, assembling device, etc.)
 during use of item (item slipped, patient jarred item, etc.)
 between steps of multistep procedure (between incremental injections, passing instruments, etc.)
 disassembling device or equipment
 in preparation for reuse of reusable instrument (sorting, disinfecting, sterilizing, etc.)
 while recapping a used needle
 withdrawing a needle from rubber or other resistant material (rubber stopper, I.V. port, etc.)
 other after use, before disposal (in transit to trash, cleaning up, left on bed, table, floor, or other inappropriate place, etc.)
 from item left on or near disposal container

- while putting the item into the disposal container
- after disposal, stuck by item protruding from opening of disposal container
- after disposal item protruded from trash bag or inappropriate waste container

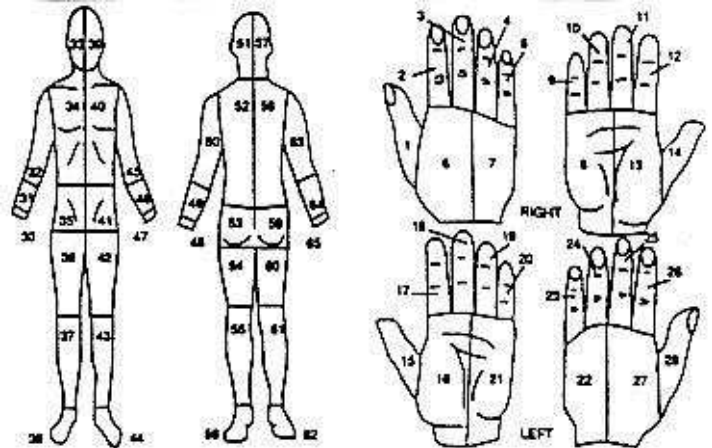
What device or item caused the injury?

Mark the location of the injury:
If the item causing the injury was a needle, was it a “safety design” with a shielded, recessed, or retractable needle?

- yes
- no/not applicable

Was the injury:*(check one)*

- superficial *(little or no bleeding)*
- moderate *(skin punctured, some bleeding)*
- severe *(deep stick/cut, or profuse bleeding)*



Describe the circumstances leading to this injury:

BODY FLUID EXPOSURE:

Which body fluids were involved in the exposure? *(check all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> blood or blood product | <input type="checkbox"/> pleural fluid |
| <input type="checkbox"/> vomit | <input type="checkbox"/> amniotic fluid |
| <input type="checkbox"/> CSF | <input type="checkbox"/> urine |
| <input type="checkbox"/> peritoneal fluid | <input type="checkbox"/> other, describe _____ |

Was the exposed part: *(check all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> intact skin | <input type="checkbox"/> nose |
| <input type="checkbox"/> non-intact skin | <input type="checkbox"/> mouth |
| <input type="checkbox"/> eye(s) | <input type="checkbox"/> other, describe _____ |

Did the blood or body fluid: *(check all that apply)*

- touch unprotected skin
- touch skin through gap between protective garments
- soak through protective garments
- soak through clothing

Which protective items were worn at the time of the exposure? *(check all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> single pair latex/vinyl gloves | <input type="checkbox"/> surgical gown |
| <input type="checkbox"/> double pair latex/vinyl gloves | <input type="checkbox"/> plastic apron |
| <input type="checkbox"/> goggles | <input type="checkbox"/> lab coat, cloth |
| <input type="checkbox"/> eyeglasses | <input type="checkbox"/> lab coat, other _____ |
| <input type="checkbox"/> faceshield | <input type="checkbox"/> other, describe _____ |
| <input type="checkbox"/> surgical mask | |

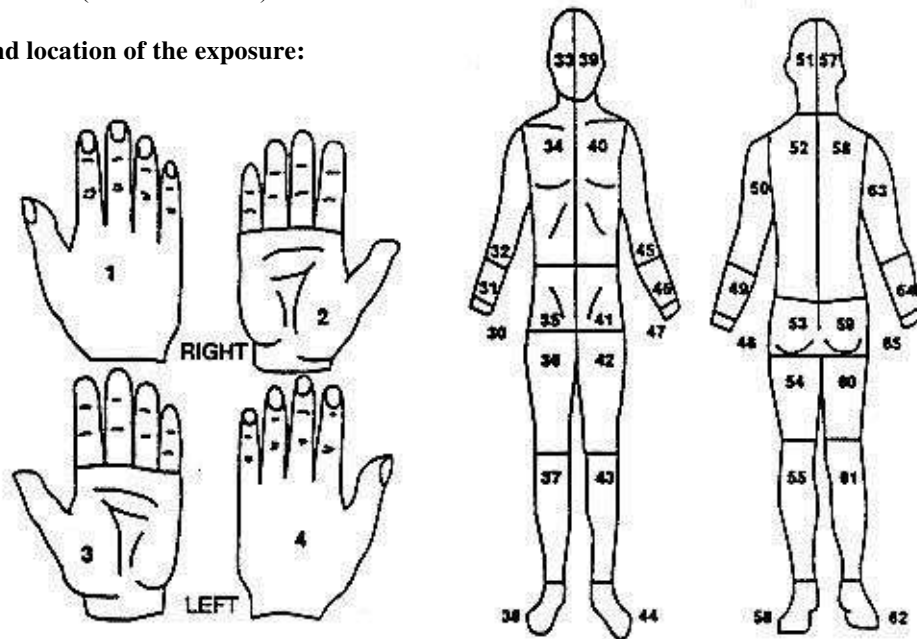
Was the exposure the result of: *(check one)*

- direct patient exposure
- specimen container leaked/spilled
- specimen container broke
- touched contaminated equipment
- touched contaminated drapes/sheets/gowns, etc.
- unknown

Estimate the quantity of blood or body fluid in contact with your skin or mucous membranes: *(check one)*

- small amount (up to 5 cc, or up to a quarter cup)
- moderate amount (up to 50 cc, or up to a quarter cup)
- large amount (more than 50 cc)

Mark the size and location of the exposure:



Describe the circumstances leading to this exposure:

Instructor comments:

Instructor Signature: _____ Student Signature: _____

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**STUDENT NURSE LABORATORY TEST RESULTS
CERTIFICATE OF AGREEMENT**

Under the suspicion of substance abuse, I understand that testing must occur within one hour and, if transportation to a testing facility is required, I may not transport myself.

I hereby authorize _____ to perform a urinalysis and blood tests to determine the use of alcohol and/or controlled substances on specimens provided by me. I authorize Walla Walla Community College Nursing Program to receive these results and utilize the results of this test to determine suitability for continued enrollment in the Nursing Program.

Name (Please Print)

Student Identification Number

Signature

Date

Witness

Date

I hereby refuse to agree to the above testing and realize that my refusal **will** result in immediate suspension from the program.

Student Signature

Date

Witness

Date

Witness

Date

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**INFORMED CONSENT AND
ACKNOWLEDGMENT OF INSURANCE AVAILABILITY**

I am aware that during the practicum and/or lab experience in which I am participating under the arrangements of Walla Walla Community College, certain dangers may occur, including, but not limited to, the following:

Infectious conditions, needle punctures, allergic reactions, musculo-skeletal injuries, etc...

In consideration, and as part payment for the right to participate in this practicum and/or laboratory experience and the other services of Walla Walla Community College, I have and do hereby assume all the risks involved and will hold the State of Washington, Walla Walla Community College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Walla Walla Community College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. My preference is shown by my initials in the boxes next to the choices below:

Personal Health Insurance

Student Health Insurance

I am refusing to enroll in any health insurance program even though I am fully aware of the risks and dangers to my personal health, which may occur during my practicum/laboratory experience arranged for me by Walla Walla Community College.

Date

Signature of Student

Printed Name of Student

The Nursing Faculty have informed me of the above.

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WWCC Plagiarism Procedure

According to the WWCC Nursing application of the ANA code for nurses (page 13), it is expected that all students demonstrate integrity and assume responsibility and accountability for their actions. Please read the follow procedure and place your initials beside each section, then sign and date at the bottom of this form and turn into the level lead.

___ 1) Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own.

A student must give credit to the originality of others and acknowledge indebtedness whenever:

- ___ a. directly quoting another person's actual words, whether oral or written;
- ___ b. using another person's ideas, opinions, or theories;
- ___ c. paraphrasing the words, ideas, opinions, or theories of other, whether oral or written;
- ___ d. borrowing facts, statistics or illustrative material; or
- ___ e. offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

People's ideas may be contained in written text, visual text, multi-media products, including websites, music, and written text.

___ 2) Any student who aids or abets the accomplishment of such activity as defined in subsection one (1) above shall also be subject to reasonable action by the instructor (see below).

___ 3) An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism. Course of action might include, but not be limited to:

- a. student receive warning;
- b. student receive a lowered grade;
- c. student receive failing grade for the course;
- d. student dropped from course;
- e. student be referred to the Vice President of Student Services for violation of Student Code of Conduct

___ 4) An instructor taking action against any student for an act of academic misconduct may report such action to the Vice President of Instruction and the Vice President of Student Services, as soon as possible, but no later than five working days after the incident. Any student subject to action of an instructor for a violation of this section may seek review of that action by referring to the Grievance Procedure for Instructional Issues.

Printed Name: _____

Signature: _____ **Date:** _____

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ATI REMEDIATION CONTRACT

2013-2014

I, the undersigned, acknowledge that:

- As per the WWCC Nursing Student Handbook and nursing course syllabi, I am required to take standardized nursing tests (proctored online ATI tests) throughout the Nursing Program.
- Should I fail to achieve the designated proficiency level or designated percent score on an ATI test, I am required to retake the designated test one time. With the retake, I have the opportunity to improve my score on the failed ATI test up to (but not beyond) 75% of the available points.
- Should I fail any proctored ATI test, it is my responsibility to self-remediate before I re-take the failed test. **I may not retake an ATI test within 48 hours of failing the test.**
- If I fail an ATI test, remediation materials are provided on the ATI web-site as a Focused Review. If other remediation materials beyond the ATI Focused Review are desired, I should contact my advisor (or the designated instructor, if applicable) for further help.
- I may re-take the failed ATI test at the scheduled retake times throughout the quarter. These scheduled retake times will be arranged with the testing center/computer lab or the designated instructor, when applicable. Please see the calendar for retake times.
- If I do not complete an ATI Comprehensive Predictor examination by the end of the quarter (Summer PN or Level II Spring), I will receive an incomplete grade for that course and have two weeks into the subsequent quarter to resolve the incomplete grade.

Printed Name _____

Signature _____

Date _____

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Walla Walla Community College Nursing Program
STUDENT AFFIRMATION FORM

_____ **I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:**

_____ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a WWCC nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a WWCC nursing student. I will adhere to HIPAA guidelines.

_____ I will not share assigned electronic medical record log-in information with another student or staff member.

_____ I will read the syllabus for each of the nursing courses I will attend this academic year. I understand that the grading criteria for each course is explained in the syllabus.

_____ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

_____ I will maintain and uphold the policies of WWCC and the WWCC Nursing Application of the ANA Code (p. 13) related to academic integrity, ethics, professional conduct. I will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation.

_____ I will not recreate any items or portions of any test/quiz for my own use, or for use by others during my enrollment in the WWCC Nursing Program.

_____ I will not accept or access any unauthorized information related to any test/quiz administered during my enrollment in the WWCC Nursing Program.

_____ I will sign my own papers and other documents and will not sign or initial any other student's name to anything, including class roster.

_____ I will not allow any student access to any of my paperwork for the purpose of copying.

_____ I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive.

Student's Signature Date

Student's Printed Name

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PRACTICUM SCHEDULE ACCEPTANCE STATEMENT

I understand that during the course of the WWCC Nursing Program I will be assigned to clinical rotations in which I may be required to work during **day, evening, night, and weekend** shifts. I also understand that the length of shifts may vary and may last up to 12.5 hours. I further understand that I may be required to travel to distant clinical sites and am responsible for my own transportation. I accept and will abide by the clinical assignment scheduling terms above.

Print Full Name

Student Signature

Date

STUDENT ACCEPTANCE STATEMENT

Having read all of the WWCC Nursing Student Handbook program policies, I understand and accept the responsibilities of my role as a nursing student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a nursing faculty member or the Nursing Program director.

Print Full Name

Student Signature

Date

Turn this sheet into your instructor as directed.

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WWCC Nursing Program
Clicker Consent Form

The WWCC Nursing Program requires mandatory use of clicker technology for student responses in various classroom activities.

At the beginning of the year, each student will be assigned a clicker that is **to be used by that student only**. Use of a clicker not assigned to that student would be considered unprofessional behavior and may result in disciplinary action. The assigned clicker will remain with the student for the entire academic year. Students are expected to come to every scheduled class with the clicker.

Read and initial each statement below signifying that you understand the requirements for use of the clickers.

_____ I understand that I am required to bring my assigned clicker to every nursing class at WWCC.

_____ I understand that my clicker is to be used **ONLY** by me.

_____ If I fail to bring my clicker to class, I will report to the nursing education secretary prior to class for a temporary replacement.

_____ I have my own clicker. I understand that the requirements above apply to me

Initial the following **ONLY** if you are being assigned a clicker by the Nursing Program.

_____ At the end of the academic year or upon any exit point during the year, I will return my assigned clicker to the faculty.

_____ I understand that if I lose or damage the clicker, I must pay the replacement cost. Failure to do so will result in an incomplete for the quarter and/or a financial hold being placed on my college account, preventing access to transcripts and registration for classes.

Student Printed Name

Date

Student Signature

Clicker Registration #

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**WWCC NURSING EDUCATION
SIMULATION VIDEO TAPING RELEASE FORM**

I, the undersigned, do hereby consent and agree that **Walla Walla Community College (WWCC)**, its employees, or agents have the right to take videotape recordings of me, during the simulation lab experience, while I am a student of the **Associate Degree of Nursing Program** and to use these for the purpose of:

- educational deliberation for the students involved in the video only

I understand that my name and identity will not be revealed therein or by descriptive text or commentary.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I understand that the video will be deleted after the participants have had the opportunity to view and discuss the contents with the simulation instructor.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Please indicate below with your initials in the box whether you agree or disagree to be videotaped.

AGREE

DISAGREE

Note: by marking “disagree” I understand that I will not be able to participate, in any capacity, in the simulation scenarios during the simulation clinical lab experience.

By my signature on this document, I acknowledge that I understand the above information regarding videotaping during the simulation lab experience.

Print Name

Signature of Student

Date

Program

Entry quarter