Every effort is taken to maintain the accuracy of the information contained in this Handbook. Clark College reserves the right to modify course and program offerings, college policies, and other information at any time without prior notification. Please contact your nursing instructor or the Director of the Nursing Program for clarification of any policies described within.

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General Information -- Nursing Program

MISSION STATEMENT

The Mission of the Clark College Nursing Department, in accordance with the State of Washington and the Mission of Clark College, is to provide quality basic nursing education to a diverse population leading to the ADN level of nursing practice. The Department advocates and promotes continuing education and articulation with upper division nursing programs.

VISION STATEMENT

The Clark College Nursing Division endeavors to provide current, high quality professional education that instills a desire for lifelong learning. The program identifies nursing demands and trends within health care. New technologies and teaching methods, reflective of evidence-based practice, are incorporated into the curriculum in order to adapt to the changing healthcare environment.

NURSING PHILOSOPHY

Nursing is a profession which encompasses both independent and collaborative practice to provide care for clients in a variety of environments. The nurse provides holistic, compassionate care while promoting the highest quality of life for the client. Since nursing practice is continually expanding and increasingly complex, the Clark College graduate will require a commitment to life-long learning to maintain the highest level of nursing practice. Nursing education at Clark College is an academic and clinical discipline designed to meet the needs of the adult learner, and prepare the graduate for entry into the profession. Since each individual learns differently, the curriculum utilizes innovative as well as traditional methods of instruction.

CLARK COLLEGE NURSING PROGRAM CONCEPTUAL FRAMEWORK
Student Centered Learning

Caring: While learning progresses in incremental learning steps. The student participates in self-examination and reflective learning through critical analysis. (Watson, 2000)

Reflective Practice: Is a “process of learning by internally examining and exploring issues of concern, triggered by experience... clarifies meaning in the terms of self... results in changed perspectives.” (Schon, 1987)

Cognitive Flexibility: Students as learners grasp “the nature of complexity” inherent in nursing knowledge through “multiple representations of the same information in different contexts”. Cognitive flexibility fosters the transfer of knowledge utilizing case based scenarios. (Spiro & Jehng, 1990)

The Clark College Nursing Program is student-centered. The faculty strives to provide a safe and nurturing learning environment. Student learning progresses in incremental steps while learning complex content.

ROLE OF THE ASSOCIATE DEGREE NURSE GRADUATE

We believe the roles of the Associate Degree Nurse are to:

a. Provide nursing care across the life span, with emphasis on adults, in acute and community based health care settings. This care is based upon the use of the nursing process in making decisions. The role of the provider encompasses critical thinking, clinical competence, safe patient care, evidence-based practice, accountability and a commitment to the value of caring.

b. Manage nursing care in a variety of settings, where policies and procedures are specified and guidance is available to organize, coordinate and delegate care for clients, provide advocacy and demonstrate accountability within the health care team.
NURSING PROGRAM OUTCOMES

To provide safe, competent and patient centered care, our graduate will:

Knowledge:
Integrate relevant theoretical and practical knowledge

Clinical Judgment:
Demonstrate effective problem solving and decision making

Caring:
Integrate principles of diversity, holism, stewardship, dignity, and respect to reflect an environment of caring

Teamwork and Inter-professional Collaboration:
Model open communication, mutual respect and shared decision making

Professionalism:
Demonstrate personal accountability, ethical practices and continuing competence in nursing

Patient Safety:
Minimize risk of harm to patients and providers through both clinical system effectiveness and individual performance
Professional Values of Clark College Nursing Students

REACH

**Respect**

1. Respect extends to all individuals with whom the student nurse interacts.
2. The student nurse values the uniqueness and honors the dignity of every person.
3. Respect prohibits . . . “any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others”.

**Excellence**

1. The student nurse strives to meet the highest possible standards in all aspects of the Nursing Program.
2. The student nurse consistently demonstrates or performs all tasks to the best of his or her ability.

**Accountability**

1. Student nurses are answerable to themselves and to others for all their actions and behaviors.
2. Student nurses are answerable for their judgment and practice, and they act in a manner consistent with their student responsibilities.

**Compassion & Caring**

1. The student nurse nurtures the spiritual, physical, and emotional well-being of others.
2. The student nurse practices “unconditional positive regard for others”.
3. The student nurse does not base care and compassion on “social or economic status, personal attributes or the nature of health problems”.

**Honesty**

1. The student nurse is honest and truthful in all communications and actions.
2. The student nurse values and encourages honesty in others.
We, the staff of Clark College Nursing Program believe that respect for oneself, for our co-workers and our students is an important value to share in all aspects of our work. Therefore, we pledge to express our respect to others and expect students to do so as well. Respect will be demonstrated by:

Using positive talk

Actively listening. Both verbal and non-verbal

Sharing our perceptions and feelings up front

Trusting others’ abilities for decision-making

Accepting our individual differences as well as group consensus

Honoring the rights of all to be heard

Being aware of our impact upon individual needs for space and time

Practicing non-judgmental attitudes

Acknowledging that we are all experts in something but not in everything

Keeping the group informed

Speaking to the issues and not at the person

Using a caring approach in all our interactions
The Nursing Program is comprised of six sequential quarters, excluding summer quarters. All students in the Nursing Program must complete the following Nursing Curriculum in order to earn an Associate’s Degree, which is required to be eligible to sit for the NCLEX-RN (National Board licensing exam). Nursing courses include lecture, simulation lab, and clinical experiences in a variety of settings.

**First Quarter (Total 12 credits)**

- NURS 110 Foundations of Nursing Concepts 3 credits
- NURS 111 Foundations of Clinical Nursing 4 credits
- NURS 113 Lifespan Assessment Concepts 2 credits
- NURS 114 Nursing Skills Application I 1 credit
- NURS 115 Nursing Skills Lab I 2 credits

**Second Quarter (Total 11 credits)**

- NURS 122 Family Centered Nursing 2 credits
- NURS 123 Family Centered Clinical Nursing 5 credits
- NURS 124 Introduction to Mental Health Nursing 1 credit
- NURS 127 Nursing Skills Application II 1 credit
- NURS 128 Nursing Skills Lab II 2 credits

**Third Quarter (Total 12 credits)**

- NURS 135 Medical-Surgical Nursing Concepts I 3 credits
- NURS 136 Medical Surgical Clinical Nursing I 6 credits
- NURS 137 Nursing Skills Application III 1 credit
- NURS 138 Nursing Skills Lab III 2 credits

**Fourth Quarter (Total 11 credits)**

- NURS 241 Medical-Surgical Nursing Concepts II 3 credits
- NURS 242 Medical Surgical Clinical Nursing II 8 credits

**Fifth Quarter (Total 12 credits)**

- NURS 251 Medical-Surgical Nursing Concepts III 2 credits
- NURS 252 Medical Surgical Clinical Nursing III (5 weeks) 4 credits
- NURS 253 Mental Health Nursing Concepts Advanced 2 credits
- NURS 254 Mental Health Clinical Nursing (5 weeks) 4 credits

**Sixth Quarter (Total 12 credits)**

- NURS 261 Professional Leadership Transition to Practice 2 credits
- NURS 262 Professional Leadership Senior Practicum 8 credits
- NURS 263 Professional Role in Community Service 1 credit
- NURS 264 Capstone NCLEX Preparation 1 credit

**Total 70 credits**
NURSING DEGREE OPTIONS

Students Must Choose a Degree Option:
When planning their course of studies at Clark College, all nursing students must choose one of the two types of Associate Degrees. Academic advisors and faculty are available to assist students in making the appropriate choice. Depending upon the student’s career and academic plans after graduation, financial status, and preferences, each student will select one of the options below:

Option 1:  Associates in Applied Science (AAS)
This option leads to the Associate in Applied Science in Nursing. This degree requires 112 total credits (fewer than the AA degree listed below in Option Two). Students completing the AAS Degree are qualified for entry level positions as Registered Nurses after passing the NCLEX National board examination. This degree is designed for students who wish to complete a nursing program with a specific career and technical education career objective—to become a Registered Nurse. Without additional education, professional options will be more limited for nurses with this degree. After completion of this degree option, however, students are eligible to later continue their education and pursue a Bachelor of Science in Nursing at a variety of colleges and universities. A list of the state approved RN to BSN programs in the state of Washington is available on the following Washington Center for Nursing website: http://www.wcnursing.org/education/WA%20Nursing%20Schools%202-09.pdf

Option 2:  Associate in Arts  (AA)
This option is designed to permit Clark College nursing graduates to transfer seamlessly into Washington State University’s RN to BSN Program. Completing a Bachelor of Science in Nursing degree enables graduates to pursue more career options. Students who are interested in Option 2 (e.g., who wish to transfer to WSU’s RN to BSN Program after graduation) must complete an additional credits to receive an Associate of Arts-Direct Transfer Agreement Degree.

<table>
<thead>
<tr>
<th>Other Required Pre-Requisite Courses for WSUV transfer:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 203 or BUS 203 DESCRIPTIVE STATISTICS</td>
<td>3cr</td>
</tr>
<tr>
<td>MATH 204 or BUS 204 INFERENTIAL STATISTICS</td>
<td>3cr</td>
</tr>
<tr>
<td>PSYC&amp;100 GENERAL PSYCHOLOGY</td>
<td>*5cr</td>
</tr>
<tr>
<td>SOC&amp; 101 INTRO TO SOCIOLOGY</td>
<td>5cr</td>
</tr>
<tr>
<td>ORAL COMMUNICATION</td>
<td>5cr</td>
</tr>
<tr>
<td>HUMANITIES (2 subject areas with an academic focus)</td>
<td>**15cr</td>
</tr>
</tbody>
</table>

**Total Required Credits:** 36

*May have already taken as a recommendation for PSYC 200
**May be less if already taken qualified Humanities for AAS or AA
(See Humanities section of the AA Degree Requirements in Clark’s online catalog for a list of qualifying courses (Sec B, pB9)

(For specific BSN requirements, refer to: www.vancouver.wsu.edu/programs/nurs/rnbsn.html).

Students who complete either nursing degree option (AAS or AA) at Clark College are eligible to sit for the NCLEX National board examination and seek employment as nurses after passing the exam.
1. **FERPA – Student Right to Access to Records and to Non-disclosure of Student Information**

   Consistent with Clark College policies, the Nursing Program complies with the federal laws that govern students’ rights to access to one’s academic record and to certain privacy provisions. Information about the Family Educational Rights and Privacy Act (FERPA) and Clark College policies related to that law can be found at http://www.clark.edu/student_services/ferpa/ferpa_students.php?printVersion=true

   **What are FERPA rights?** Students have three primary rights under FERPA. They have the rights to: inspect and review their education records, have some control over the disclosure of information from their education record, and seek to amend their education records under certain circumstances. This policy upholds the following provision: At the postsecondary level, parents or spouses have no inherent rights to access or inspect their son’s/daughter's/spouse’s education records.

2. **Students Right to Equal Opportunity and Non-Discrimination**

   Consistent with Clark College policies, the Nursing Program complies with the federal laws that govern students’ rights to equal opportunity and non-discrimination.

   The college policy can be found at the following link http://www.clark.edu/academics/catalog/sectionF.pdf. The policy reads, in part:

   **Clark College affirms a commitment to freedom from discrimination for all members of the College community. The College expressly prohibits discrimination against any person on the basis of race, color, national origin, sex, age, creed, religion, sexual orientation, gender identity, gender expression, and marital status, presence of physical, sensory or mental disability, disabled veteran status, or Vietnam-era veteran status.**

   The college president delegates investigation of grievances on the basis of race, sex, creed, religion, color, national origin, age, sexual orientation, gender identity, gender expression and/or marital status to:

   Director for Equity and Diversity
   Baird Administration Building
   360-992-2355

   The college president delegates investigation of grievances on the basis of any physical, sensory or mental disability, or status as a disabled or Vietnam-era veteran to: ADA Compliance Office (ADACO) Room 124C, Health Science (HSC) (360) 992-2580 VP 360.991.0901
Clark College affirms its institutional commitment to diversity by providing a vision and definition of diversity at Clark.

**Vision:** Clark College recognizes, understands, confronts and challenges the institutional systems of privilege, power and inequality so that all members of the Clark College community can support student success.

**Definition:** Diversity at Clark College is defined as the participation of a rich variety of social groups in the college community with particular emphasis on including historically disadvantaged groups in the college. A diverse college community enhances learning through individuals working collaboratively with people from other social groups and backgrounds. Social groups that perpetuate personal or institutional systems of privilege, power and inequality are inconsistent with the intent of this plan.

You can find more information about diversity at Clark at the following link: [www.clark.edu/diversity](http://www.clark.edu/diversity)

3. **Student Representative to Nursing Program**
   During each fall quarter, two students—one FIRST YEAR and SECOND Year -will be appointed as liaisons to provide an avenue for communication among the students AND between students and the faculty/staff. These two student liaisons will serve during fall, winter and spring quarters of that academic year.

4. **Student Nurse Association of Clark College (SNACC)**
   SNACC officially graduated from club to program status in September 2011. As a club, SNACC’s focus evolved largely around fund raising activities through Service Learning projects, to earn money to help pay for Nurse Pinning Ceremonies (graduation). As a budgeted program, SNACC’s focus shifted from fund raising to a student focus, dedicated to provide valuable opportunities and experiences to help students develop skills and attitudes they will need to succeed in the professional world.

   SNACC will continue to provide community service, and will also promote student exploration and success with partnerships, peer networks, leadership opportunities, and a renewed commitment to health and wellness, self-care, and stress management.

   The newly created SNACC Program Mission is five-fold:
   1. Provide exposure to diverse areas of interest in Nursing.
   2. Foster community partnerships and Service Learning.
   3. Build knowledge and professional networks to facilitate advanced education, employment opportunities, social and cultural skills.
   4. Facilitate leadership development opportunities for student nurses.
   5. Promote health and wellness, self-care, and Holistic Stress management skills into daily life.
SNACC meetings are held on Mondays from 12 Noon to 1pm in the Clark Building (CCW) Rooms 120-122, located on the WSU-Vancouver campus. All Clark College students are invited to attend.

SNACC Officers are honored each quarter at a SNACC Officer’s Luncheon, and receive an award acknowledging their community service, volunteerism, and commitment to leadership. Graduates of the Clark College Nursing Program who served as SNACC Officers receive acknowledgement and an award, during quarterly Nurse Pinning Ceremonies. In today’s job market individuals who participate in community service and school activities are perceived as valuable assets in the workplace.

SNACC recruits nursing students every quarter to join its officer ranks. If you are interested in this exciting leadership opportunity, contact the incumbent SNACC President or SNACC Program Director at (360) 992-6089 for more information. Check out SNACC’s website at: http://www.clark.edu/academics/programs/heoc/nursing/student/snacc/

5. Quarterly Director’s Forum, Hosted by SNACC
Each quarter SNACC hosts a Director’s Forum at one of its scheduled meetings. The purpose of the forum is to provide students the opportunity to ask questions, share concerns, and give feedback to the Director of Nursing.

6. Peer Mentoring Program
The Department of Nursing Peer Mentor Program provides an opportunity for seasoned nursing students to share their “pearls of wisdom” and secrets of success with the students who are newer to the nursing program. Research has shown that Peer-Mentor relationships can have a positive impact on overall student retention and success. Peer-Mentor relationships help to establish and create learning communities where students feel like they are supported and belong, and people care about them.

The Clark Nursing Program’s “Pay it Forward” Program includes 1:1 peer mentoring; dose calculation reviews; nursing care plan and concept mapping workshops; pathomap and patient presentation workshops, stress management and relaxation sessions; and assorted pre-test review sessions. To volunteer to be a Peer-Mentor or for more information contact the Student Success and Retention Specialist at (360) 992-6089.

7. Clark College Scholarships: General Information
Many scholarships are available to nursing students. A large number are funded from private donors via the Clark College Foundation. Application forms are available at the Financial Aid Office. Specific scholarship information is available on the college website at http://www.clark.edu/admissions_fin_aid/fin_aid/scholarships.php.
Students who are applying in the spring (normally a mid-April deadline) for scholarships administered by the Clark College Foundation (our fundraising department) will complete a general Clark College scholarship form from the Financial Aid Department. However, many organizations offer scholarships and they administer their own application process with their own separate application forms. Students will need to be diligent to be aware of the various application processes and deadline dates. Occasionally the Nursing Department receives information regarding scholarships from outside sources, such as the federal government, or a local credit union. This information will be made available to students.

Some examples of the wide variety of scholarships available include:

- **Washington State Awards for Vocational Excellence (WAVE)**

- **Walter A. Schultz Memorial Scholarships**—The local American Legion chapter “American Legion 40 et 8” works with the Clark College Financial Aid Office and the Nursing Department to select 25 recipients of these scholarships each year. These scholarships can be applied for and will be awarded each quarter; they are intended to help defray educational costs for students with financial need. A scholarship committee meets at the end of each quarter to review applications. Once a student receives one of these scholarships, it is renewed automatically (so long as the student remains in good academic standing) for the following quarter until that student graduates. Therefore, several new recipients can be brought in each quarter.

- **Jean Hamilton Exit Scholarship** is available to Clark College nursing graduates. Applications are available at the Financial Aid Office. This scholarship is awarded at the end of Spring Quarter each year.

For assistance with scholarship information you may contact:
Lizette Drennan
Scholarship Program Specialist
ldrennan@clark.edu
(360) 992-2582

8. **Disability Services**

Clark College is committed to assisting those with disabilities in pursuing their educational goals. If a student experiences a physical, emotional, learning or psychological disability that is interfering with his/her academic success, it is the student’s responsibility to contact the Disability Support Service office (DSS) office for an evaluation in order to establish the need for either physical or academic accommodation. All pertinent information will be treated confidentially. The office is located in Room 013 in Penguin Union Building (PUB) on the main campus (360) 992-2314, or email ahodukavich@clark.edu.
Qualified persons in DSS will assist students in addressing their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access.

9. **Access to Academic Advisor**
   Each nursing student will be assigned to a member of the Nursing Faculty who will serve as your academic advisor during your progression throughout the nursing program. There are times during the student’s progress when advising is critical. Therefore, students who are enrolled in the 1st, 3rd and 5th quarter of the nursing curriculum are expected to meet with their academic advisor by the end of week seven of the quarter.

10. **Student Success and Retention Service**- CCW Room#107  (360) 992-6089
    The Student Success and Retention Specialist provides students with tools, skills, interventions and resources to facilitate their academic progression quarter to quarter, through program completion and passing of the NCLEX-RN.

    **Key Services Provided:**
    New Student Orientation and ongoing “check-in” sessions.
    Scheduling to promote life balance, time management and goal setting.
    Reading tips, study strategies and note taking.
    How to get the “biggest bang for your buck” from books and on-line tools.
    Test-taking strategies and ways to calm test anxiety.
    Critical thinking skills.
    Clinical organization skills.
    Confidence building and assertive communication skills.
    Nursing care plans and concept mapping.
    Pathomaps and patient presentations.
    Nursing math remediation.
    Self-care and holistic stress management.
    Peer-Mentor Program – “Pay it Forward.”
    Academic Early Warning (AEW) Intervention
    Nursing 150 and 250 courses.

    **Student Referrals to Additional Clark College Resources:**
    Counseling
    Language Center (i.e. English as a Non-Native Language)
    Writing Center
    Tutoring
    Library Support
    Main campus Student Success Workshops
11. **Library Services**

Students in the Nursing Program may access library services through both: Washington State University Vancouver campus library and through Clark College Library.

To access the on-line or hard copies of holdings of the WSUV Library, students must have their Clark College ID and be physically present in the WSUV library building. Students have borrowing privileges from that library as an off-campus user. The WSUV Library website is: [http://library.vancouver.wsu.edu/](http://library.vancouver.wsu.edu/)

Nursing students enjoy full privileges at the Clark College Cannell Library. While that library is located on the main campus, students have access to a wide range of its electronic services. For more complete information, their website is: [http://library.clark.edu](http://library.clark.edu)

12. **Lockers**

Lockers are assigned to nursing students in the Clark Center upon request to the nursing office on a space available basis. Clark College and WSU Vancouver are not responsible for items lost or stolen from lockers. When a locker is no longer being used, the assignee must let the nursing office know, so another student on the waiting list can be assigned a locker.

The assignee’s use of the locker does not diminish Clark College’s ownership or control of the locker. Prior to being assigned a locker, the assignee is required to sign a Release of Liability and Consent form. Lockers are subject to random health and safety inspections at any time and individual lockers may be searched if sufficient suspicious circumstances exist. Clark College retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose as stated in the [Locker Rules](#). Lockers shall not be used to store items that cause, or can reasonably be foreseen to cause, an interference with College or University purposes or educational function. Under no circumstance shall any item be kept in a locker that is illegal to own, have, or possess within the State of Washington the Clark Center or WSU Vancouver premises.

No locks other than those attached to the locker may be used. If any other locking device is used it will be subject to removal and destruction without prior notice.

Wet boots and clothing items may not be placed within the locker due to the risk of mildew forming or causing rust to form on the locker.

Absolutely no writing is allowed on or inside any locker, nor shall stickers or other permanent items be installed. All locker problems (malfunctions) should be reported to the Facilities Operations Department. Assignees will be assessed a charge for locker damages.
13. **Skills Lab**  
The use of a high tech skills laboratory is a critical part of your educational process. Guidelines for student expectations are included in course syllabi

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### General Student Resources-- Clark College at WSUV

1. **Parking**  
Students who drive to campus are required to purchase a parking pass from WSUV Campus Security. The Student Information Center on the main floor of the Clark College West (CCW) Building (Nursing Building) has detailed information about parking pass options. In addition, you may go directly to the WSUV website: [http://admin.vancouver.wsu.edu/finance-and-operations/parking/parking-services](http://admin.vancouver.wsu.edu/finance-and-operations/parking/parking-services)

2. **Bookstore**  
All textbooks and supplies for Clark College nursing classes are available for purchase through the Clark College Bookstore on the main campus in Gaiser Hall. The website for nursing is: [http://www.clarkbookstore.com/site_nursing.asp](http://www.clarkbookstore.com/site_nursing.asp)

3. **Computer Labs**  
CCW 129 is an open computer lab for student use; a lab assistant is available to answer student questions and concerns. Lab may be used when the lab assistant is present.

4. **Health Services**  
Nursing students at the WSUV campus are eligible to use the Health Center at the Clark College main campus (Health Sciences Bldg., Rm 124) for low cost treatment of routine health concerns and for immunizations. A $10.00 office fee is charged per visit. The following immunizations and services are available for students at the Health Center:

- Office Visit
- Lipid Profile (cholesterol testing)
- Immunizations
- Measles/Mumps/Rubella
- Varicella (chicken pox)
- Tetanus/Diphtheria—$35
- Influenza (flu shots)— call for pricing and availability
- Hepatitis A
- Hepatitis B
- TB Skin test (PPD)
- HIV Testing
- Physical Exam for specific HEOC programs
Counseling and Health Center

Located in the Health Sciences Building room 124, the Counseling and Health Center supports student success by providing a range of professional counseling and medical services that are both affordable and conveniently available on the main campus. Counselors provide free, short-term, goal focused counseling. They support students in self-development, goal setting, and problem solving to enhance student success. Both academic and personal counseling is available. Low cost medical services are available on a limited basis. Services (including immunizations, TB testing, and physicals), pricing, and office hours are available online. Self-care items (band aids, aspirin, ibuprofen, cough drops, etc.) are available free of charge. Patient Assistance to cover the cost of immunizations is available to those that qualify. Contact CHC at 360-992-2614 for more information.

Their website for more information is: http://www.clark.edu/student_services/counseling/health.php

5. Emergency Closures or Delays—Clark College, Washington State University Vancouver Campus

The following procedures delineate the actions appropriate for the delay or cancellation of classes and other events, or the suspension of College operations.

In the event of inclement weather and/or campus emergency, which may result in class closure, Clark College classes at WSU Vancouver will follow WSU Vancouver policies. Check WSUV website for inclement weather updates. www.vancouver.wsu.edu Local radio and TV stations provide information regarding school closure and/or class cancellation. Also, School Announcement Network information can be accessed directly at the following website: www.pdxinfo.net

Washington State University, historically, does not close except under the most adverse conditions. When the campus is closed and/or classes are canceled only those personnel as required in accordance with Chapters 50.40 and 60.40 of the Washington State University Business Policies and Procedures Manual are required to report to work. Emergencies forcing either a limited campus closure or the declaration by the Campus Executive Officer and Chancellor of suspended operations may occur at any time during the day or evening, and may affect all or part of the instructional day.

If an emergency occurs during the night the Campus Executive Officer or designee will make one of the following decisions prior to 6:00 a.m.:

   I. Proceed with classes as usual.
   II. Postpone opening for one or more hours
   III. Cancel classes with offices remaining open to the public,
       (a) With those personnel reporting to work if able to do so.
IV. Cancel classes and close all offices to the public,
   (b) With those personnel reporting to work if able to do so.

V. Suspend all campus operations, with only essential personnel reporting as needed.
   If the decision is to proceed with normal operations, no notification will be given. If another option has been determined concerning campus operations, the Campus Executive Officer may direct the Department of Public Safety to notify the media of a delay in starting of classes or campus closure.

   If the emergency occurs after classes are in session, the Campus Executive Officer may elect one of the options as outlined above. Campus closure or class delay information will be available on the following radio and television stations:

VI. Off-Campus site activities and classes.
   Conditions at off-campus sites may also involve delay or closure decisions. If WSU Vancouver has closed or delayed, Clark College courses at WSU Vancouver will be closed or delayed similarly. For all other remote sites, the Clark College employee in charge of the activity (Nursing Program Director) will determine whether to close or delay. This employee is also responsible for communicating this decision to all those affected, including the President or designee.

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Student Responsibilities

1. General Policy for Resources and Processes Available to Students to Address Concerns

   Any student with a concern regarding nursing program policies, procedures, course content, faculty decisions, or their clinical area should follow the steps as outlined below:

   a. If a student has a concern about a class, he/she is expected to discuss that concern with their theory or clinical instructor, at an appropriate time. It is respectful and good practice to approach the individual (e.g., instructor) involved with an open mind and non-judgmental attitude. If the problem is not resolved, the student may then proceed up the chain of command within the nursing department: instructor, lead instructor, Department Chair, Director of Nursing Program, Dean of Business and Health Sciences.

   b. If the problem is not resolved by speaking with the lead instructor, then the student should present his/her problem in writing to the Department Chair. The Department Chair will make every effort to meet with the student and assist in addressing the concern in a timely manner.

   c. If the matter is not resolved with the Department Chair it may be referred to the Director of Nursing. In most matters dealing with nursing education, the decision of the Director of Nursing is final.
2. **Adherence to the Clark College Student Code of Conduct**

Admission to the Clark College Nursing Program carries with it the presumption that students have specified rights as members of the college community. In addition, when they enroll, students assume the obligation to observe standards of conduct that are appropriate to the pursuit of educational goals. See Code of Student Conduct, found at: [http://www.clark.edu/about_clark/policies/student_code.php](http://www.clark.edu/about_clark/policies/student_code.php). This Code applies to all college-sponsored activities, including all nursing activities at clinical settings. It reads, in part:

*Allegations of misconduct that constitute a violation of the Clark College Code of Student Conduct ([http://www.clark.edu/about_clark/policies/student_code.php](http://www.clark.edu/about_clark/policies/student_code.php)) shall be filed in the office of the Dean of Student Success and Retention in writing. The allegation shall state specifically the alleged violation and summarize the supporting evidence. The student conduct officer will be responsible for gathering information and documentation in the investigation of the allegations. Disciplinary proceedings will be initiated by the student conduct officer.*

3. **Professional Classroom Behavior (PCB) (This includes Skills Lab classrooms and regular classrooms)**

Examples of PCB include, but are not limited to:

- Demonstrating respect to professors, peers and all members of the classroom community (Refer to Professional Values of Clark College Nursing Students (R.E.A.C.H.) and RESPECT document on page 6 in the beginning of the Handbook
- Classroom communication being professional in nature and using collegial language.
- Keeping confidential information or patient scenarios shared in the classroom, IN THE CLASSROOM. It is for this reason that the recording of lectures is not permitted.
- NOT using electronic devices for personal use during classroom instruction. This includes texting, gaming, answering phone calls, instant messaging, tweeting and the like. There may be times when classroom learning permits use of electronic devices but it will be ONLY at the discretion of the instructor.
- Punctuality and Attendance—all efforts are made to begin class on time and end on time. It is disruptive and distracting to come into the classroom once instruction has begun. It is generally accepted professional behavior that when an anticipated absence occurs, the instructor be notified in advance. Provisions for “make-ups” are solely at the discretion of the instructor(s).
- Bringing children and/or pets (with the exception of certified service animals) into the classroom is not in keeping with professional behavior.
- Refraining from repeated side-conversations while someone else (instructor or student) has the floor. One person speaking at a time is respectful and professional.
• Eating/drinking during class time in a discreet manner. Be aware of sounds and food smells that may negatively affect student learning and instruction. It is expected that students will clean up after themselves. Lab rules regarding food and drink apply.
• **Gum Chewing is not allowed** in the skills lab or at clinical sites
• Being aware of and refraining from ANY behavior that is distracting or disruptive to either the instructor or students within the classroom setting. This may be defined by the people in the classroom themselves, whether it be instructor(s) or student(s).

4. **Evaluation of Nursing Faculty**
As a nursing student, you are expected to participate and complete evaluations of your faculty and courses throughout the program. Student input is essential to assure the quality of the nursing program. Evaluation of faculty by students is also a requirement of the tenure process for faculty. Faculty considers student input valuable in course revision as well as in program changes for ongoing program evaluation.

The following guidelines will apply to the faculty and course evaluation process:

a. The faculty being evaluated should not be present when student evaluations are distributed, completed, and collected. The student representative returns completed evaluations to the Nursing Department’s Administrative Assistant per instructions on the envelope provided for this purpose.
b. Student evaluations are confidential.
c. Data from the student evaluations are summarized and provided to the faculty as feedback for improvement as well as affirmation of work done well. All student identifiers are removed from the information.
d. Instructors will not see the evaluation summaries until after the grades are posted for the quarter.

5. **Use of Nursing Testing Center – Room 202**

a. The Testing Center is accessible exclusively for test taking. *(An Open COMPUTER Lab –Rm 129 is available to students for general use of computers).* Students are expected to maintain a quiet atmosphere in the Testing Center. Conversations between students are not permitted and will be interpreted to indicate students are inappropriately sharing test information and will be referred to faculty for appropriate consequences.
b. No tests, clarification sheets, or notes are ever to be taken from the Testing Center by students.
c. The calculators on the Testing Center computers may be used during dose calculation testing. Students **cannot** use their own calculators.
d. **Cell phones and other electronic devices must be turned off.**
e. Students must consult the designated lead instructor for test grades and discussion.
f. **Discussion of test content between students is strictly forbidden.** Any evidence of
students sharing test information will be investigated as cheating, and students will be subject to the course syllabus and college policy on cheating.

6. Provide Nursing Office Current Contact Information
   During the course of studies in the Clark College Nursing Program, there are times when it is essential that faculty and/or a clinical facility contact a student. Consequently, students are required to have telephone contact or have a reliable method of receiving messages on a regular basis. It is the student's responsibility to keep telephone, address, and name change information updated with both: Clark College campus system and the Nursing office.

   To inform the Nursing Office, students should send an email to nursedep@clark.edu with their full name and updated information.

   To update the Clark College system, students should access the following site https://www.clark.edu/WebRegistration, log in and follow the links to update their address.

7. Check Clark College Email Account Regularly
   The Nursing Office uses email as a cost-effective means of communicating with students. All faculty and staff members rely upon email to provide critical information to students quickly. Therefore, it is the student’s responsibility to create an email account with Clark College and check it frequently. All enrolled students have access to Clark College email. Directions regarding how to set up this account and how to have your email from this account forwarded to your own personal email account can be found at: http://www.clark.edu/student_services/email/instructions.pdf

8. Policy on use of Cell Phone and other Electronic Devices
   Use of electronic devices such as cell phones, ipads and laptops should enhance learning and not distract from it.

   Use of these devices in the classroom is at the discretion of the instructor. At a minimum, cell phones shall be set to the silent setting. Phone calls and texting are not permitted during class time. If a student needs to have cell phone available for a specific purpose, she/he should speak to the instructor beforehand.

   Use of cell phones in the lab and clinical setting is limited to accessing necessary medical resources or contacting the instructor who may be elsewhere in the facility. Cell phones are NOT to be used in patients' rooms or in the presence of patients, as doing so may be considered a HIPAA violation.

   In the testing center, all electronic devices must be turned off and left on the shelves designated for student belongings. Use of any electronic device during testing will be considered cheating and will be dealt with as such.
Failure to comply with the above policies may result in disciplinary action.

**Audio recording of classes:** Due to our legal obligation of nurses and nursing faculty to protect patient and student confidentiality, audio/video recording of all class lectures, lab courses and pre/post conferences and or any of discussions which may include patient information is **prohibited**.

9. **Adhere to Social Media Policy**

Please review the Clark College definition of Cyber Misconduct [http://www.clark.edu/about_clark/policies/student_code.php#035](http://www.clark.edu/about_clark/policies/student_code.php#035)

Students found in violation of the Clark College Code of Conduct may be subject to disciplinary action as defined by the Nursing Department and/or the Clark College Student Conduct Office up to and including dismissal from the program.

Clark College Nursing students are expected to adhere to the American Nurses Association (ANA) Principles for Social networking and the Nurse.

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.

**ANA’s Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

**6 Tips to Avoid Problems**

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

10. Policy on Student Uniform Code (Clinical or Simulation Lab)

Uniform Regulations

a. The student must be identified by wearing a professional uniform (Clark Nursing Scrubs or, in some situations, professional business casual dress and a lab coat) and Nursing Student Photo ID when in any agency such as a hospital, nursing home, or doctor's office in the role of a student. This policy includes observation experiences, selecting patient assignments, clinical labs or anytime we are in the community representing Clark College. Blue (or any other color) jeans, shorts, tank-tops or athletic wear are never to be worn in a professional setting. This includes the Nursing Simulation Lab.

Exceptions: During 6th Quarter, students may be allowed to wear colored and varied uniforms as directed by the instructor or clinical site.

b. Clark scrub uniform: properly fitting, clean and wrinkle free uniform, white scrub top with patch, (tops worn underneath the white uniform top must be white), navy blue pants from the selected vendor available at the college bookstore, white lab coat with program patch (if appropriate or required), and closed-toe, professional appearing white shoes. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. without cleavage, undergarments or midriff visible, front or back, standing, sitting, or bending. Wrinkled, sheer, tight, or see-through fabrics, denim, spandex, and Lycra materials are not appropriate. Special embellishments such as embroidery, piping, etc., are not allowed. Socks or stockings are required: colors allowed are white, natural tones, and navy blue. Waist packs, if worn, must be white. Nursing Student Photo ID must be worn at all times. No hats of any kind except hospital used protective hats for the operating room.

c. Professional business casual with lab coat with school patch: properly fitting clothing including conservative colored pants or skirts/dresses (black, navy, brown, gray, white) and closed-toe, professional appearing shoes. All clothing should fit to allow for comfortable sitting, bending, stretching, etc. with no cleavage or midriff visible, front or back, standing sitting, or bending. Wrinkled, sheer, tight, or see-through fabrics, spandex, and Lycra materials are not appropriate. Special embellishments such as embroidery, piping, etc., are not allowed. Hosiery is required: colors allowed are white, natural tones, and navy blue. Pants or skirts/dresses should not drape on the floor and the hemline should be knee length or longer. Nursing Student Photo ID must be worn at all times. No hats of any kind. (Policy regarding clothing related to cultural/religious practices will be addressed based on clinical facility policy).
d. School patches are available for sale through the Clark College Bookstore. A school patch on the left shoulder is required on the uniform and lab jacket. Patch shall be 2” below shoulder seam and must be neatly and securely sewn on.

e. Nursing Student Photo ID should be obtained by first purchasing the ID at the Clark College Bookstore and the receipt presented to the Clark College Security Office. The Nursing ID is to include the student’s first name and the first initial of the last name. Nursing Student Photo ID is required and is worn on the left side of the uniform top or lab jacket. Grades may not be released if photo ID is not returned following 3rd and 6th quarters.

f. Students may wear a break-away lanyard. It can be a Clark College or a plain lanyard only. Students who wear lanyards do so at their own risk.

Classroom Dress Code
Jeans and casual clothing are acceptable in the classroom.

Violations of the dress code policies may result in disciplinary action or being sent home.

Personal Appearance – Hygiene and Habits
a. Fingernails must be short, clean and without nail polish while on duty. No artificial nails will be allowed in clinical settings. Makeup, if worn, should be appropriate for the setting.

b. Hair must be clean, be within the range of natural hair colors, neatly arranged, and controlled (tied back and off the shoulders and out of the eyes). Plain clasps or combs may be used to control hair. Decorative ribbons and ornamental clasps are not worn on duty.

c. No visible tattoos will be allowed in the clinical setting.

d. No heavy scents, i.e., smoke, lotion, perfumes, body wash, shampoo, aftershave, hairspray, etc. are allowed.

e. Jewelry is limited. A Nursing Student Photo ID is worn as part of the uniform. Ornamental pins are not worn on the uniform or in the hair. One small, inconspicuous post earring may be worn. Only one earring per ear lobe. No dangling earrings, ear gauges or visible body piercings are permitted. The only ring accepted is the wedding set and these are not acceptable if they are large or dangerous to the patient. (Stones are easily lost and impossible to keep clean in the work area. Stones in rings easily tear skin.) No jewelry, watches, or stethoscopes are worn in NICU or the operating room. The only bracelets or necklaces allowed are medic-alert. The necklace should be worn under the uniform top.

Standard equipment
Standard equipment is expected to be carried on one's person while in uniform. This includes: a black pen, non-latex stethoscope, bandage scissors, watch with a second counting capacity, any specialized equipment indicated for a given course, and other items as indicated by your instructor.
11. Policy on Immunizations for Nursing Students

It is the student’s responsibility to make sure all health and immunizations required by the Nursing Program are up to date by the first day of the quarter in which the immunization expires.

Student Health and Immunization Requirements are:

- Complete Physical Exam (form enclosed in offer letter).
- MMR (Measles (rubeola), Mumps, Rubella) – Two (2) doses of MMR or proof of immunity (positive titer).
- HEP B – Series of three (3) doses and proof of immunity (positive titer) or documentation of non-conversion.
- VARICELLA (Chicken Pox) – Two (2) doses of the Varicella vaccine or proof of immunity (positive titer).
- Tdap (Tetanus/Diphtheria/Pertussis (whooping cough)) – One time dose of Tdap with a booster of Td every 10 years. If it has been less than 2 years since you had a Td vaccination (tetanus/diphtheria only) you will need to wait 2 years before obtaining a Tdap. If you have questions please review with your provider.
- TB – Tuberculosis Skin Testing (PPD/TST) – No prior TB skin test, a negative two step PPD/TST is required (1-3 weeks apart between step 1 and step 2. In case of a positive PPD provide documentation of a negative QFT-G or clear chest x-ray.
  - If you were not born in the United States, it is possible that you received a BCG vaccine which will alter the PPD results. Please consult Health Services Department or your Health Care Provider for guidance.
- FLU – Flu shot must be renewed annually every Fall as soon as the vaccine is available.

The TB test (Tuberculosis) and the Influenza vaccine must be renewed annually.
Washington State requires all individuals who will be working in or attending long-term care facilities to have a two-step TB test or QFT-G.

In addition to the other immunizations, all entering and returning nursing students at Clark College are required to obtain an annual flu vaccine (the only exception to this policy are students who have a bona fide medical excuse) Students who obtain a signed medical exemption from a physician can complete a Declination form in Health Services prior to being allowed into the clinical setting. (Exempt students will follow the policy of the clinical
site regarding the provision of safe patient care during the flu season).

All required immunizations must be kept current and documented in the Health Services Office. **It is the student’s responsibility to submit all Health and Immunization requirements to the Clark College Health Services Office on the main campus.** Students who do not maintain current documentation will not be allowed to participate in the clinical portion of the program. This could result in the student not progressing in the course.

It is the student’s responsibility to keep their clinical passport updated and available for review at all times in the clinical setting. An additional copy of the clinical passport should be kept in the student’s portfolio.

12. **Advising with an Assigned Nursing Instructor**

Nursing faculty advisors are assigned to students as they enter the nursing program. *It is the student’s responsibility in 1st, 3rd and 5th quarters* to set up a meeting with their advisor prior to the seventh week of the quarter. Advising lists will be posted for students to review by the third week of the quarter on the bulletin board next to the second floor elevator.

13. **CPR/AED Infant/Child/Adult Certification Requirement**

All students are required to have an American Heart Association Healthcare Provider certification card. The nursing department requires this card be renewed every two years. However, the card needs to be renewed by the first day of the quarter in which it expires. Online CPR courses are not accepted. **Students who are not in compliance will be removed from clinical.** This could result in the student not progressing in the course.

### Academic Policies

1. **Attendance**

   All students are expected to attend scheduled class sessions (both large groups and small groups) and are held responsible for information presented at such times. Specific policies regarding attendance for each course can be found in the course syllabus. It is the student’s responsibility to notify the instructor of illness and to make arrangements for assignments missed. Auditing a class is at the professor’s discretion. No children or pets are allowed in the classroom.

   All Clinical labs are required, and it is the student’s responsibility to provide transportation to the clinical facility.

2. **Importance and Role of Course Syllabus**

   The syllabus outlines faculty expectations for each course. This includes course reading and
written assignment due dates and testing schedules. Students are responsible for reading and adhering to the requirements of the course syllabus. Consequences of failing to abide by the course requirements will also appear in the syllabi.

3. **Possible Interventions for Students who are not performing at passing level**
   **Academic Early Warning (AEW)**
   Academic early warning is a program to help safety net students who are struggling academically by allowing faculty members to report academic issues that may pose a threat to students’ success.

   **Clinical Incident**
   If a student neglects to follow clinical practice guidelines as outlined in course syllabi and nursing student scope of practice outlined in the Washington Administrative Code (WAC’s), a Clinical Incident Report may be initiated by a faculty member to help the student increase the likelihood of success in that clinical course. This form identifies policies and/or practices that were not followed by the student in a clinical setting. The student is expected to develop a plan to correct the behaviors leading to the incident. The faculty will evaluate the outcome of the student’s plan.
   * See addendum 1

   **Learning Plan**
   Instructors may utilize a learning plan when a student demonstrates unsatisfactory attainment of specific clinical or course objectives. A learning plan may be initiated at any point during the quarter. The purpose of the plan is to outline the student’s deficits as compared with the objectives and to develop, with student participation, a plan to meet the objectives by quarter’s end.

4. **Policy on Grading**
   - Your final course grade is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>75-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-74.99</td>
</tr>
</tbody>
</table>
For computation of the final grade, the Nursing faculty will round the total score to the nearest whole number. For example, if the final score is 79.51, it will be rounded to 80.00 and the letter grade will be a "B-", whereas 79.49 would be a "C+" grade. Rounding will be done only once at the conclusion of the course. **No rounding up will occur for grades below 75.** A minimum grade of 75 is required to pass all Nursing courses.

**Criteria for remaining in program:**
To remain enrolled in the nursing program, the student must maintain at least a C grade (75%) in each course. Course grades below 75% will not be rounded up. A grade of C- is equivalent to 1.7 GPA, which is below the minimum standards for the nursing program.

**Rationale**
The rationale for the policy is that anyone who receives a grade below “75%” has not demonstrated competent or acceptable work.

**Grading Practices**

a. A record of grades and a posting system will be maintained for each course.
b. Test review may be available to students in a supervised setting at the discretion of the instructor and/or the Student Support and Retention Specialist.
c. All requirements for each course must be completed prior to taking the final exam.

5. **Grading Policy for Clinical Courses**
   Nursing students enroll in both clinical and theory courses; grading policies differ between these two types of courses. In clinical, students will receive a final grade of “S” (satisfactory) or “U” (unsatisfactory) on their Clark College transcript. A grade of “U” (unsatisfactory) is the equivalent of failing the course. The clinical instructor will award the grade for clinical. Students will receive feedback on a regular basis with their clinical instructor during the quarter regarding the status of their clinical performance. A clinical evaluation tool will be utilized for each clinical course to indicate to the student those competencies where the student may be having difficulty.

6. **Relationship between Theory and Clinical Courses**
The theory course and its associated clinical practicum must be taken and completed concurrently (simultaneously) and are interdependent. If the student fails either the theory course or its associated clinical practicum, the student will not progress to the following quarter. Theory, clinical practicum, and lab courses are tied together. Students must satisfactorily complete all required courses for each quarter before progressing to the next quarter.
7. **Policy on Academic Dishonesty: supported by WAC 132N-125-035 (Refer to Clark College’s Student Code of Conduct)**

Clark College Nursing Program considers cheating, dishonesty and plagiarism serious offenses within the profession of nursing. Because of the importance of integrity and trustworthiness in caring for vulnerable patients, the Nursing Department takes very seriously any act of dishonesty, including cheating and plagiarism. Such behavior violates professional ethics of the nursing profession as defined in Standard 7 of the ANA Scope and Standards of Practice (2010).

The following definitions are being used with permission from the Washington State University – Vancouver College of Nursing.

**Cheating includes but is not limited to:**

- Use of any unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including, talking, copying information from another student, using electronic devices, or taking an examination for another student.

- Acquisition or possession of tests or other academic material belonging to a member of the college faculty or staff when acquired without the permission of the college or staff member.

- Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes, but is not limited to:
  - Counterfeiting data, research results, information, or procedures with inadequate foundation in fact.
  - Counterfeiting a record of practicum or lab experiences
  - Submitting a false excuse for absence or tardiness or a false explanation for failing to complete a class requirement or scheduled examination at the appointed date and time.

- Engaging in any behavior for the purpose of gaining an unfair advantage specifically prohibited by a faculty member in the course syllabus or class discussion.

- Scientific misconduct. Falsification fabrication, plagiarism, or other forms of dishonesty in scientific and scholarly research are prohibited. Complaints and inquiries involving cases of scientific misconduct are managed according to the college policy for responding to allegations of scientific misconduct. A finding of scientific misconduct is subject to sanctions by the Clark College Code of Student Conduct.

- Unauthorized collaboration on assignments

- Intentionally obtaining unauthorized knowledge of examination materials.

- Plagiarism- presenting the information, ideas, or phrasing of another person as the student’s own work without proper acknowledgment of the source. This includes
submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

- Unauthorized multiple submission of the same work.
- Sabotage of others’ work
- Tampering with or falsifying records

Resources

Guidelines for writing (American Psychological Association format required of all nursing courses) that can help prevent students from inadvertently plagiarizing can be found in multiple locations, including the Clark College library website. If students are in need of assistance with writing, they may obtain appropriate help from the College Writing Center or at the WSUV Library Building, 2nd floor, Room 203.

Examples requiring a reference:
- Direct quotations, statistics, charts, tables, and graphs.
- Information gleaned or paraphrased from any information source, including medical records.
- Anecdotes or personal interviews with patients, physicians, nurses, or other professionals.

Role of Syllabus:

Charges of plagiarism will generally be governed by the nursing instructor’s course syllabus, where the instructor will outline the expectations for writing assignments (e.g., when students may collaborate and to what extent) and the consequences if a student plagiarizes an assignment. Assistance with typing or proofreading the written assignment by others is generally acceptable, but a student’s work must not be rewritten by the helper. If guidelines in the course syllabus are not clear regarding these matters, it is the student’s responsibility to ask the instructor to clarify his/her expectations.

Consequences of Academic Honesty Violations:

If a student is suspected of cheating, dishonesty or plagiarism, the consequences will be determined by the course faculty team, and/or the nursing department. Consequences could range from point deductions on an assignment to dismissal from the program without the opportunity for readmission. The faculty/team member will determine whether cheating, dishonesty or plagiarism has occurred, and will inform the student of the violation and the reason that decision was made.
Appealing Academic Honesty Violations:
If the student who fails a course due to Academic Honesty Violations and wishes to appeal the faculty’s decision, the student must submit an appeal in writing to the Department Chair indicating the grounds upon which he/she believed the charge or decision making process was flawed. Upon receipt of the written appeal, the Department Chair will arrange to meet with the student in a timely manner and render a decision in writing as quickly as feasible. In seeking an appeal, the student must use the chain of command (i.e., first the Department Chair, then the Director of Nursing and then, if needed, the Dean of Health Sciences). The decision of the Department Chair or the Director of Nursing is final when nursing professional standards are involved.

8. Withdrawing from a Nursing Course
Students may withdraw from a nursing course in either Passing or Failing Status. This status affects the conditions upon which they may be considered for readmission. **Important implications**: When a student withdraws from a nursing course, the student is considered to have withdrawn from the Nursing Program. Withdrawal from the nursing program has serious implications; they may include one or more of the following:
- There is no guarantee that a student who withdraws from a course will be readmitted into the nursing program. If a student has been given permission to be re-admitted, he/she is readmitted on a space available basis.
- Financial aid could be effected
- Delayed progression in the nursing program at the discretion of the readmission committee
- Repeat of background check and drug screen
- Must submit a petition for readmission (see information below)
- Meet with lead instructor of the course
- Requirement of a nursing 150/250 course at the discretion of the readmission committee
- Medical release documentation

Withdrawal in Passing Status
Students may find they need to withdraw from a course for serious reasons involving family emergency, death of a close relative or a personal health condition. This student will be considered to be “withdrawn in passing status”, if they are, in fact, passing all courses at the time of withdrawal.

The following procedures are required to withdraw when in passing status:
- Students must follow college policy, and officially withdraw from Clark College before the eighth week of the quarter. This process can be found at: [http://www.clark.edu/admissions_fin_aid/registration/withdrawal.php](http://www.clark.edu/admissions_fin_aid/registration/withdrawal.php)
- Students who wish to be readmitted to the Nursing Program in the future, will:
  a. Meet with their instructor to:
    - Turn in Clark Nursing and Clinical facility ID badges to instructor
- Complete and sign Final Conference form with instructor
- Return Course Orientation Manuals to appropriate faculty
b. Complete a **Petition for Readmission** and submit it to the Nursing Department office to be considered by the readmission committee, by the end of week 8 of the quarter in which the student has withdrawn
c. Possibly wait out one or more quarters, as readmission is on space available basis.
d. Notify the nursing department via e-mail of the quarter in which the student is requesting readmission.

**Withdrawal in Failing Status**

Students may choose to withdraw from a course due to failing course grades. This student will be considered to be “withdrawn in failing status”.

The following procedures are required to withdraw:

- Students must follow college policy, and officially withdraw from Clark before the eighth week of the quarter. This process can be found at: [http://www.clark.edu/admissions_fin_aid/registration/withdrawal.php](http://www.clark.edu/admissions_fin_aid/registration/withdrawal.php)
- Students who wish to be readmitted to the Nursing Program in the future, will:
  a. Meet with their instructor to:
    - Discuss the situation
    - Turn in Clark Nursing and Clinical facility ID badges to instructor
    - Complete and sign Final Conference form with instructor. (Failure to meet with instructor for a Final Conference may hinder the student’s chances for readmission.)
    - Return Course Orientation Manuals to appropriate faculty
  b. Complete a **Petition for Readmission** and submit to the Nursing Department office to be considered by the readmission committee, by the end of week 8 of the quarter in which the student has withdrawn.
  c. Possibly wait out one or more quarters, as readmission is on space available basis
  d. Notify the nursing department via e-mail of the quarter in which the student is requesting readmission.

**Readmission to Nursing Program (Repeating a Nursing Course)**

Students may be considered for readmission to the Nursing Program under the following conditions:

- **Withdrawal in Passing Status** (e.g., medical or personal reasons)
  
  The student may be considered for readmission a total of **two times** during his/her progress through any level of the nursing program.

b. **Withdrawal in Failing Status.** For students who withdraw while in failing status, in theory or clinical, the withdrawal will be considered an **academic/clinical failure. A nursing course may be repeated only once. If a student who fails a nursing course is readmitted and fails any additional nursing course, he/she will be ineligible for readmission to the Nursing Program.**
Criteria for Re-admission.

A. The Readmission Committee (coordinated by the Director of Nursing, on an annual basis) will meet during final exam week of each quarter and will consider the student’s request for readmission. The decision of the committee will be based upon a number of factors related to the student’s likelihood of future success in the program, including, but not limited to: the student’s pattern of clinical behavior, the clinical faculty recommendation, and evidence of remediation.

B. Student must complete a Petition for Readmission form and return it to the Nursing Program Coordinator immediately (during the term) when the student fails or withdraws from a course. A student may only wait out a maximum of three quarters (summer is not included) before they are readmitted. If the student waits out more than three quarters (summer not included) they will be required to reapply to the Nursing Program through the general selection process. Rare exceptions are at the discretion of the Readmission Committee.

C. Students who have failed may be required to wait out one or more quarters and take a Nursing 150/250 course at the discretion of the Readmission Committee. The student may request, or he/she may be required, to meet with the Readmission Committee by appointment.

D. Prior to the end of the 8th week of the quarter in which the student has been waiting out, the student will submit a Progress Report to the Nursing Department outlining how the factors that led to the student’s academic difficulties had changed and the student’s likelihood of success. Students will provide documentation (e.g., proof of attendance at remedial course, change in work schedule, timesheet of hours worked as NAC) of progress made toward completing their remedial plan (as outlined by faculty on Petition for Readmission form) and the rationale for why they would succeed, if readmitted.

E. Final decisions regarding whether to permit a student to be readmitted will be made during Final Exam week. The committee’s decision regarding readmission will be sent to the student in writing.

F. Students who have been accepted for readmission will be assigned a time (quarter) for readmission upon a priority, space available basis:
   1. Clark student who left/withdrew in good academic standing
   2. Clark Students who failed or withdrew in failing status

G. Individuals who do not reply to the offer of readmission prior to the deadline will not be considered for readmission for the eligible quarter. Individuals may decline the opportunity for readmission only one time. After that, they will be required to reapply to the Nursing Program through the general selection process.
1. General Policy Regarding Expectations of Students in the Clinical Setting

Rationale
The Clark College Department of Nursing acknowledges the responsibility to educate its students while maintaining the public trust. We, therefore, believe it is necessary to provide guidelines within which we can protect the public from harm during the educational process.

Professional Standards
Professional nurses have the privilege of interacting with a diverse group of people. During the course of a nursing student’s professional education he/she will be expected to develop and/or strengthen his/her personal communication skills. Communication involves interactions between students, clients, faculty, staff, and guests located on campus or at off-campus learning sites (clinical facilities or other settings). Respect for individual differences in opinions, beliefs, gender, lifestyle practices, religious, racial, cultural, or social backgrounds should be demonstrated by effective listening and communication skills as well as respect for physical space and privacy issues. Professional conduct standards at Clark College are based on the American Nurses Association (ANA) Code of Ethics, Washington State law RCW 18.130.180, and in accordance with the state law of student conduct WAC 132N120-101, and the College Code of Conduct as stated in the college catalog. Therefore, professional communication and behavior is expected in all interactions and in all settings. Unethical or unprofessional conduct may result in dismissal from the program.

Student’s Responsibilities:
Responsibility to Patient
- Comply with HIPAA standards at all times (including patient identifiers on written assignments).
- Keep in confidence all information learned from and about the patient.
- Identify the needs of the patient as being unique to that person.
- Anticipate the patient’s needs
- Listen to the patient.
- Demonstrate kindness, understanding, and respect toward each patient.
- Provide the best possible care for the patient regardless of own feelings.
- Protect the patient. Safe practice must be maintained at all times.*
- Medication information will be required for all drugs given to patients to whom the student is assigned.

The Clark College Nursing Department is committed to student success and the safety of our patients in both inpatient and outpatient clinical settings. In an effort to promote both, please contact your instructor privately if you have any concerns about your ability to be successful and/or provide safe patient care. If you have a disability and need accommodations, please contact the Disability Support
Services Office on the main campus at 360-992-2314. You can also meet with the Director of the Nursing program directly to discuss your concerns or potential barriers.

Responsibility to Nursing Staff
- Report to the assigned unit on the scheduled date and time for clinical experience.
- Report any significant change in condition to the nursing staff.
- Show courtesy and respect.
- Relate any concerns regarding another nurse’s actions to instructor-supervisor only.

Responsibility to classmates:
- Utilize instructor's time appropriately.
- Prepare assignments prior to clinical/lab time.
- Relate any concerns regarding a classmate's actions to instructor only.
- Show courtesy, respect and consideration of other students’ needs.

Responsibility for professional conduct
- Come to clinical prepared according to nurse requirements.

General Guidelines Regarding Student Responsibilities in the Clinical Area
- Each student is responsible for obtaining his/her own clinical assignment during designated hours.
- No family members or significant others are allowed in the clinical area.
- Participate in pre and post conference.
- Be attentive.
- Show alertness in the clinical area by being oriented to the immediate situation in which she/he is involved.
- Ask pertinent questions. Ask for help when needed.
- Complete assignments on time.
- Relate new learning to previous experience.
- Be responsible for own improvement by seeking additional related learning opportunities.
- Demonstrate initiative.
- Demonstrate good judgment in nursing situations.
- Perform nursing care as instructed.

2. Policy on Student Nurse Scope of Practice
Students do NOT perform the following activities in the clinical area:
Student nurses may observe—under the supervision of a facility-employed registered nurse-- but may not directly participate in any of the following activities:
   a. Anti-neoplastic medication administration
   b. Administration of medications for procedures to be done under sedation
   c. Administration of investigational medications
   d. Signing documents that require a licensed care provider such as waste of controlled substances, verification of blood products, witness of consents, and signing off physician orders.
Students MAY do the following with supervision:
The involvement of student nurses in the process of taking verbal or telephone orders is dependent upon the ability to meet the patient safety guidelines as established by the facility. At a minimum, taking physician orders over the phone or verbally must involve a facility-employed registered nurse listening in person or via conference call. All verbal orders must be verified by repeating/reading back orders as given to the student (This applies to second year students only).

Note: Prior experience does not permit students extra freedom to perform additional nursing skills. Students will always function under the guidance of the nursing instructor or nursing preceptor. For the student’s protection and client’s safety, students may not perform skills before they have been covered in the nursing program and the student’s competency has been checked off, regardless of the student’s previous experience.

3. Policy Regarding Medication Administration
Certain medications are so potentially harmful to patients, that nursing policy mandates that nursing students may NEVER administer them. These include:
   a. IV chemotherapy
   b. Experimental drugs
   c. Any drugs restricted by the clinical facility

Other medication, while potentially lethal to patients, can be administered by students, but only under very strictly controlled circumstances. For the following categories of medications, students are required at all times to check dosage and measurement with a registered nurse (instructor or facility nurse) prior to administration:
   a. Narcotics and sedatives (Except for PO meds for second year students)
   b. All intravenous medications (direct administration and addition to IV infusion)
   c. Insulin
   d. Anticoagulants
   e. In addition to above limitations, the administration of all IV push medications must also be directly observed by a registered nurse

4. Policy on Professional Boundaries
The role as a professional student nurse demands appropriate professional boundaries. As a health care professional, a nurse strives to inspire the confidence of clients, treat all clients and other health care providers professionally, and promote the clients’ independence. Clients can expect a nurse to act in their best interests and to respect their dignity. This means that a nurse abstains from obtaining personal gain at the client’s expense and refrains from inappropriate involvement in the client’s personal relationships.

   As a nursing student it is non-therapeutic to become friends with clients. Clients are vulnerable during treatment and a new social relationship with a professional person will create added problems for them.

   If a client asks for your address or phone number, DO NOT GIVE IT OUT. Explain this with
respect and encourage the client to seek out their own support system. Under no circumstances do you transport a client in your car or ride in theirs. If you encounter a personal friend or relative on the unit to which you are assigned, please inform your staff and instructor so you may receive assistance in dealing with the situation.

The issue of confidentiality is vitally important. To protect the client’s welfare, you may be asked in some courses to sign a confidentiality statement each time you come onto a unit, or you may sign a confidentiality statement at the beginning of your rotation. This means you may not discuss the client and his/her situation with anyone. Confidentiality does allow students and the instructor to discuss specifics related to clients, BUT THIS IS ONLY DONE IN A CONTROLLED ENVIRONMENT SUCH AS THE CLINICAL SETTING/CLASSROOM AND/OR CONFERENCE TIME. Discussion of clients is never done in a public place.

Failure to comply with any of these policies could result in limiting the student’s experience on the unit, invoking unsafe practice (psychosocial injury), and/or breach of professional ethics, in accordance with policies in the Clark College Nursing Programs Policies and Practices for Nursing Students.

5. Drug Screening Required of Students prior to Clinical Placement

Drug Screening is required of all employees at clinical facilities, including students. Therefore, Clark College Nursing students must take and pass a 12 panel urine screen upon entry as a 1st quarter student and re-entry after being readmitted after a withdrawal from the program. Additional testing may be required depending upon the clinical placement site at any given time during the program in which case the student will need to take and pass the urine screen required by the facility prior to beginning the clinical rotation.

a. Drug Screening must be performed at one of the approved testing sites.
b. Students are responsible for the cost of any required drug screen (approx. $45).
c. Results are provided to student following testing by the testing body.
d. Students must sign a release and share the confidential results of the drug screening in a secure manner, assuring its accuracy, to the nursing administration prior to being allowed in the clinical setting.

6. Policy on Smoking in the Clinical Area

The Surgeon General of the United States has issued a statement that smoking is injurious to one's health. It has also been demonstrated that "second hand smoke" can cause serious harm to those in the vicinity of the smoke. Therefore, Clark College has a non-smoking policy that pertains to all campuses and off-campus sites where college activities are conducted. Smoking or the use of tobacco products is strictly prohibited at clinical sites, even after the clinical hours are completed. Smoking while participating in school-related activities, such as at clinical sites, is grounds for discipline according to the Clark College Code of Conduct. http://www.clark.edu/about_clark/policies/student_code.php#060.
7. **Student Adherence to Federal Law protecting patient privacy—HIPAA (Patient Information and Privacy)**
   Students are required to complete a HIPAA tutorial prior to assignment in the clinical area. Due to strict federal law (HIPAA) and facility policies, taking photos of any kind in the clinical setting in patient care areas is strictly prohibited. Cell phones may be used, but they are limited to areas away from patient rooms and only during breaks in the cafeteria. Violation of this policy may result in disciplinary action.

8. **Requirement for Student Health Insurance**
   All nursing students must be covered by a Comprehensive Health insurance policy, during all 6 quarters of the nursing program. (This insurance policy must cover sickness and injury.) All students must sign a Verification of Comprehensive Health Insurance Form verifying proof of insurance before being allowed to attend their clinical practice sites. It is the responsibility of the student to let the nursing office know of any changes to their insurance. Students will need to go to the nursing program coordinator’s office to complete a new insurance form.

9. **Policy Regarding Responsibility for Student Injury or Illness**
   The cost of care for injury or illness resulting from clinical experience is the responsibility of the individual student. The college and hospital assume no responsibility for providing such services. It is required that each student carry comprehensive health insurance plan (see #8 above) that includes injury, sickness, medical-surgical coverage and hospital benefits. Any cost of services needed which are not covered by the student’s health insurance policy must be the responsibility of the student. Incidents in which a student is injured that occur at the clinical site must be immediately reported according to the facility policy and college policy.

   Medical clearance may be required following an illness or injury in order to return to clinical.

   If the faculty has reason to believe a student’s participation in clinical may adversely affect the health of other students and/or public safety, the nursing faculty member reserves the right to restrict student participation in clinical. The Nursing Program is obligated to follow the clinical facility’s policies which may restrict a student’s attendance at clinical. It is the student’s responsibility to report communicable disease to the clinical facility and to adhere to the facility’s policies.

10. **Policy on Violence** *(See page 43)*
Protection of public safety is a critical value of all health care providers. This primary principle is enshrined in the Nurse Practice Act and the American Nurses Association Professional Code of Ethics for Nurses. Any words or action that place patient safety at risk could result in the immediate removal of the student from the clinical area.

- Unsafe Behavior
- Substance Abuse
- Dishonesty
- Violence – verbal, physical, psychological

Definitions
1. Unethical behavior in the clinical area is a broad term that includes, but is not limited to: dishonesty; disregard for patient safety; substance abuse; violation of patient privacy rights; inappropriate or disrespectful treatment of patients, fellow staff, students, or faculty (including violence or verbal abuse).
2. Unsafe practice is a sub-category of unethical behavior. It is defined as: any behavior, omission or commission, which may or does place the client/patient in danger of death, loss, or physical and/or psychological injury.
3. Psychosocial injury is defined as that which may include but is not limited to psychological, sociological, cultural/ethnic, and spiritual trauma.
4. Omission is defined as something that is omitted, neglected, left out, and/or not included which may or does place the client/patient in danger of death, loss, or physical and/or psychosocial injury.
5. Commission is defined as an act, whether or not authorized, that may or does place the client/patient in danger of death, loss, or physical and/or psychosocial injury.

Examples of unsafe practice include but are not limited to:
1. Ineffective, inaccurate or dishonest verbal or written communication that may or does result in danger to the client/patient or others in the health care setting.
2. Attempting activities without appropriate orientation or theoretical preparation or appropriate supervision.
3. Inconsistent clinical performance that may or does place the client/patient in danger. This may include any or all documented behaviors from previous quarters.
4. Failure or refusal to comply with direction from health care professionals which may or does result in harm to others.
5. Behaviors demonstrating unstable mental, physical, or emotional health which may or does have a negative impact on the wellbeing of others.
6. Violation of the Clark College Department of Nursing Policy on Substance Abuse.
**Procedure for Removal of Student for Unsafe or Unethical Behavior**

1. When a student has demonstrated unsafe or unethical behavior in the clinical area, the faculty will explain the violation to the student and request that he/she leave the clinical area immediately. Due to the importance of maintaining patient safety and the availability of faculty to other students, the student is expected to cooperate with the faculty in a professional manner and leave immediately without arguing or drawing other students into discussion. The student will have a future opportunity to discuss this situation with faculty. The student may not return to the clinical area until a meeting with the faculty has occurred and they have been given permission to do so.

2. After leaving the clinical area, the student should plan to meet with the instructor as soon as is mutually agreeable.

3. In that meeting with the student, the faculty will provide documentation of the inappropriate behavior in the clinical area to the student, and the student will have the opportunity to provide an explanation of his/her behavior, if desired. This may be in writing or orally, or both. In many cases, there may be two nursing instructors present.

4. The instructor will make a determination regarding the student’s behavior—that the behavior was unsafe or unethical and the student deserves a “U” for the course, or not. This decision may be finalized during the meeting, or it may occur very shortly thereafter.

5. Once a decision is made, it will be conveyed to the student in writing and verbally as quickly as possible. (This will occur during the meeting in many cases.)

6. If the student was deemed to be unsafe, that student will receive a “U” for the course, because unsafe and/or unethical clinical practice is a serious violation of professional nursing standards of care.

7. The student will then be expected to complete a Final Conference with his/her Instructor. At that time, the instructor will provide the student with a Final Conference Form (which may contain the Petition for Readmission).

8. Student should also know that when he/she receives a clinical grade of “U” that regardless of the earned theory grade, the student will be required to repeat clinical, theory, and lab courses again if granted readmission by the readmission committee.

**Appeal process:** If the student who fails a course due to unsafe or unethical performance wishes to appeal the faculty’s decision, the student must schedule an appointment with the Nursing Department Chair to discuss why he/she believed the charge or decision making process was flawed. The Nursing Department Chair will meet with the student in a timely manner and render a decision as quickly as feasible. In seeking a formal appeal, the student must submit in writing their concerns to the Director of Nursing after using the chain of command (i.e. first the Instructor, Lead Faculty, the Nursing Department Chair, if needed the Director of Nursing). The decision of the Director of Nursing is final when nursing professional standards are involved.
Note: In serious cases, when a student’s behavior demonstrates particular disregard for patient safety or is especially unethical, the Nursing Department Chair will be consulted and appropriate consequences will be determined. In such situations, the student may not only fail the course, but he/she could be dismissed from the Nursing Program with no possibility of readmission. The only route of appeal open to students in such a situation would be to submit in writing an appeal to the Director of Nursing.

1. Policy on Student Substance Use/Abuse in Clinical Area
Clark College Nursing Program recognizes that use of alcohol, illegal drugs, or misuse of prescription and nonprescription drugs by students is a potential problem for academic and clinical performance and patient safety. In conjunction with our clinical partners, we are committed to maintaining a drug and alcohol free patient care environment.

Impairment by drugs or alcohol is a violation of WAC 246-840-710(5)(b) which states “Practicing nursing while affected by alcohol or drugs, or by a mental, physical or emotional condition to the extent that there is an undue risk that he or she, as a nurse, would cause harm to him or herself or other persons.” Impairments of a nurse or student to practice safely may result in the commission suspending a license or denying initial licensure. Practicing under the influence of drugs, marijuana or alcohol is considered a breach of Professional Misconduct by the Washington State Nursing Care Quality Assurance Commission.

Students whose behaviors suggest use of alcohol, marijuana, drugs or medications (including those taken with valid prescriptions for legitimate medical purposes) which impair or limit the ability to practice nursing safely are subject to removal from the clinical area and possible dismissal from the School of Nursing.

Please review the Clark College Student Code of Conduct regarding drug and alcohol use: http://www.clark.edu/about_clark/policies/student_code.php#035

Drug testing may be required of students at the following times:

a. Prior to beginning the nursing program
b. Prior to re-entering the program after a withdrawal from the program for any reason
c. If there is reasonable cause to believe a student is under the influence of alcohol or other drugs
d. If further testing is required by a clinical partner

Responsibility of Students in Clinical Area related to Drugs: (Violation of any of these will result in disciplinary action, and may include dismissal from the program.)
1. Reporting to a clinical sessions with the odor of alcohol or illegal chemicals on the breath is prohibited.
2. Possessing any illegal narcotics, hallucinogen, stimulant, sedative or similar drug while on clinical time is prohibited.
3. Failure to follow the clinical facility’s policies and procedures for administering controlled substances is prohibited.

4. Removing any drug from the clinical site for any reason is prohibited.

5. All students have a responsibility to notify their instructor(s) if they are taking medications that may affect their performance in order to protect the welfare of patients, students, instructors, Clark College and Affiliated clinical facilities.

6. All students have an ethical responsibility to report other students who are suspected substance abusers. This may be done by contacting nursing instructors or the Nursing Program Director and may be done anonymously.

**Procedure for handling students with questionable behavior in clinical area:**

Patient safety demands that if a student is demonstrating questionable judgment in the clinical area, the student will be removed from the clinical site expeditiously.

The cause of the questionable behavior will be investigated, and appropriate disciplinary action will be pursued, as follows:

a. If the faculty determines that the clinical performance is adversely affected by *legitimately prescribed medication*, the student will be considered ill for make-up purposes.

b. If there is reasonable cause to believe that the student’s performance is affected by alcohol, controlled substances, or unauthorized prescription drugs, disciplinary action will be undertaken within the Nursing Department. The chain of command will be utilized: instructor, Director of Nursing, Dean of Health Sciences, if needed.

c. Based on the instructor’s observations, instructions for Reasonable Suspicion Testing will be followed.

d. The student will be barred from attendance at clinical, lab, and classroom sessions until the test results have been received by the Department of Nursing. Then, appropriate action will be taken, depending upon the results. Consequences could include immediate dismissal from the program.

e. Any student dismissed from the program for substance use may apply for readmission with evidence of having successfully completed a treatment program through an approved provider. Other aspects of the readmission process will be handled under the standard procedures for readmission.

2. **Policy on Violence**

   *(This policy applies in all college-related settings, not merely in clinical.)*

The College is committed to maintaining an environment that is free from all acts or threats of violence perpetrated by or against employees, students, or members of the public. The Student Code of Conduct definition of violence [http://www.clark.edu/about_clark/policies/student_code.php#060](http://www.clark.edu/about_clark/policies/student_code.php#060) includes the following actions that might be committed while on College property or while conducting College business at other locations. These are subject to a range of disciplinary actions:
Assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct which harms, threatens, or endangers the health or safety of any person.

Violent action on College property or facilities, or while on College business, will not be tolerated or ignored. Individuals who engage in violent or threatening behavior may be:
   a. Removed from the premises;
   b. Subject to disciplinary action, up to and including dismissal or expulsion; and/or
   c. Subject to arrest and criminal prosecution

APPLICABILITY
This policy applies to:
   a. All levels and areas of College operations and programs;
   b. Students
   c. Faculty
   d. Staff
   e. Visitors, volunteers, and all other personnel.

RESPONSIBILITIES
All Employees, students, and visitors:
   a. Must refrain from violence or the threat of violence
   b. Are encouraged to seek assistance to resolve personal issues that may lead to violence.
   c. Report the offending individual/situation to the Nursing Director/Associate Dean of Health Sciences.
   d. If the offending individual is a student, once the immediate threat is over, report the offending student to the Behavioral Intervention Team for follow up at the Clark College level. Guidelines can be found at http://www.clark.edu/about_clark/bit/BIT.php

DEFINING VIOLENCE
Violence is defined as any physical assault, threatening, or intimidating behavior, or verbal abuse occurring in the workplace or classroom setting. Workplace/classroom violence may involve, but is not limited to:
   a. A violent, threatening, or intimidating act by any individual who has no legitimate relationship to the workplace/classroom and enters it to commit a criminal act.
   b. A violent, threatening, or intimidating act by an individual who is the recipient (or object) of a College service provided by the affected workplace/classroom or the victim. This could include but is not limited to a current or former client, student, or customer.
   c. A violent, threatening, or intimidating act by an individual who has some employment-related involvement with the College.
EXAMPLES
Some examples of workplace/classroom violence include:

a. Verbal threats to inflict bodily harm, including vague or covert threats.

b. Verbal harassment, abusive or offensive language, or gestures towards supervisors, fellow employees, students, or the public.

c. Disorderly conduct, such as shouting, throwing or pushing objects, punching walls, and slamming doors.

d. False or malicious statements made against coworkers, supervisors, or others.

PROCEDURES
Any employee, student, or visitor who perceives an immediate threat of bodily harm should:

a. Contact Security immediately - WSUV campus security 360.546.9001 or call 911.

b. Disengage and evacuate oneself and others from the area.

c. Isolate the threatening individual if it is safe to do so.

d. Notify the supervisor as soon as possible.

e. Do whatever is reasonable to keep other employees, students, or visitors from harm.
addendum 1

Clark College Department of Nursing
Student Incident Report

Student’s Name________________________ Course________________Date________________

You must complete this Clinical Incident Report and turn it into your Clinical instructor by__________________.

Has a similar incident occurred previously?  ☐ Yes  ☐ No

Describe the incident/behavior that has resulted in this Clinical Incident Report.

Who could be affected by your action/inaction?

What policy and/or practice were not adhered to? (Reference circle or write in: Policy & Practices for Nursing Students Handbook, Course syllabus, HIPAA violation, other___________________)

What are your measurable goal(s) to correct the behavior(s)?

What are your interventions for success in obtaining your goals?

What are your rationales for each of your interventions?

How will you evaluate your goal(s)?

Student Comments:

Student Signature_____________________________ Date________________

Is student’s self-care plan to correct behaviors:  Satisfactory  Unsatisfactory
Student record reviewed?
Instructor Comments:

☐  ☐  ☐

Instructor Signature___________________________ Date_____________________
I acknowledge and understand my instructor’s additions and comments to my plan.

Student Signature_____________________________________ Date________________

I/Clinical evaluations and tools/Clinical Incident Report; w09
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Student Acknowledgements


I, ____________________________________________, have reviewed the Handbook of Policies and Practices for Nursing Students, the Code of Student Conduct in the Clark College Catalog and related links referred to throughout the Student Handbook.
I understand that I am responsible for this material. I am also responsible to review and understand student handbook revisions, which will be made available on the nursing website upon notification by the nursing department.
I further understand that individual courses may have additional requirements.

Signed: ___________________________________________ Date: ______________________

2. Statement of Responsibility for Adherence to Portfolio Policy

Each quarter the student is responsible to bring their updated portfolio to their clinical instructor no later than at final conference. Portfolios must be complete by week ten for the student to be eligible to sit for the final exam. Ineligibility to take the final exam will result in failure of the current course. A complete portfolio includes all required components up through the previous quarter.
I understand that I am responsible for my portfolio and meeting the deadlines.

Signed _______________________________ Date __________________________________

3. Statement of Understanding Regarding Clinical Incident Report

The purpose of the Clinical Incident Report is for the student to make a plan to correct a behavior in which a policy or practice was not adhered to. These are usually behaviors that are beyond a verbal warning or where a behavior resulted or could result in an incident report being created at your clinical site. Your instructor will give you a copy of the Clinical Incident Report from the Nursing Department web site. This form must be completed (typed only), signed and turned in by the required date. Your instructor will review your plan and may make additions and/or comments. The instructor will also indicate if your plan is satisfactory or unsatisfactory. If your plan is unsatisfactory, your instructor may have you redo your plan.

Your interventions for correcting this behavior needs to start as soon as possible so that this behavior is not repeated, even before you fill out the Clinical Incident Report. Your instructor will review your progress in meeting your goals during the quarter and/or at the final conference. Behaviors that are not corrected may result in failure of the course.

Signature ___________________________________________ Date __________