

CLARK COLLEGE NURSING PROGRAM



POLICIES & PRACTICES FOR NURSING STUDENTS

2011--2012

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

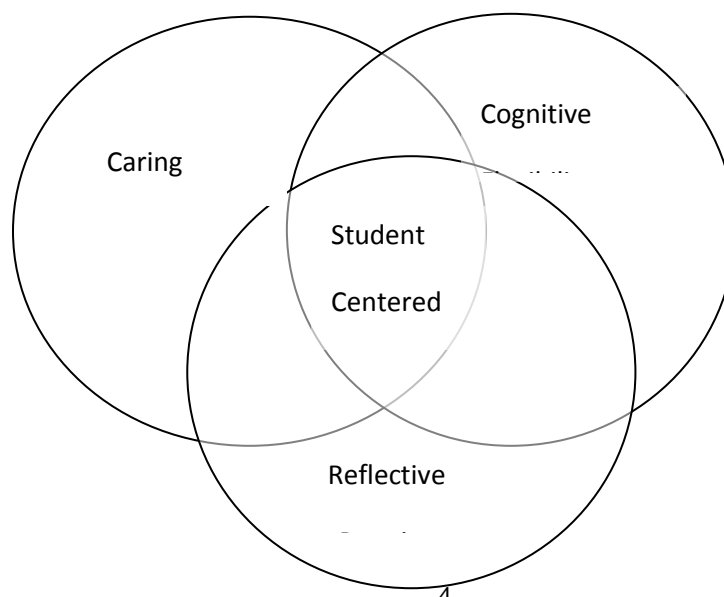
The Clark College Nursing Division endeavors to provide current, high quality professional education that instills a desire for lifelong learning. The program identifies nursing demands and trends within health care. New technologies and teaching methods, reflective of evidence-based practice, are incorporated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



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. (Clark College Nursing Program, 2008, p.6)

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 setting. 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 to 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 Interprofessional 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

ASSOCIATE DEGREE NURSING PROGRAM STUDENT LEARNING OUTCOMES

Course Outcomes: (theory)

1. Evaluate the patient's health in relation to normal and abnormal Pathophysiology.
 - (a) Normal and abnormal (body systems)
2. Describe the appropriate nursing management of client care.
 - (a) Skills
 - (b) Therapeutic care
 - (c) Evidence-based practice
 - (d) End of life, rehab, etc.
3. Evaluate the pharmacological management of the patient – Disease specific.
4. Recommend methods of health maintenance and promotion for individual clients and their families.
5. Determine the roles of the professional nurse in the community.
 - (a) Collaboration
 - (b) Education
 - (c) Professional role

Clinical Outcomes:

- I. Assimilate to the role of the professional nurse in the community.
 - (a) Boundaries
 - (b) Ethics
 - (c) Legal
- II. Formulate sound clinical decisions based upon critical thinking abilities, the nursing process, and the principles of evidence-based practice.
 - (a) Nursing process (care plans)
 - (b) Apply theory
 - (c) Nursing skills
 - (d) Safe practice
- III. Communicate effectively as a member of the health care team.
 - (a) Therapeutic
 - (b) Co-workers, team, patients
- IV. Integrate holistic nursing concepts when providing care to the patient, family, and community.
 - (a) Health promotion/wellness
 - (b) Cultural
 - (c) Spiritual
 - (d) Mental
 - (e) Patient / peer education

Nursing Curriculum

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 (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 Professional Nursing	3 credits
NURS 111 Foundations of Nursing Practice (Clinical)	4 credits
NURS 113 Professional Nursing Skills I (Physical assessment)	2 credits
NURS 114 Nursing Skills Practice I	1 credit
NURS 115 Nursing Competencies and Simulation I (Lab)	2 credits

Second Quarter (Total 10 credits)

NURS 120 Nursing Concepts I	2 credits
NURS 121 Nursing Concepts in Practice I (Clinical)	4 credits
NURS 126 Professional Nursing Skills II	1 credit
NURS 127 Nursing Skills Practice II	1 credit
NURS 125 Nursing Competencies and Simulation II (Lab)	2 credits

Third Quarter (Total 11 credits)

NURS 130 Family Centered Nursing	2 credits
NURS 131 Nursing Care of the Emerging Family (1 st 5 weeks-Clinical)	4 credits
NURS 132 Nursing Care of the Child (2 nd 5 weeks-Clinical)	4 credits
NURS 133 Family Centered Nursing Skills	1 credit

Fourth Quarter (Total 12 credits)

NURS 210 Nursing Concepts II	3 credits
NURS 211 Nursing Concepts in Practice II (Clinical)	8 credits
NURS 212 Nursing Skills Practice III (Lab)	1 credit

Fifth Quarter (Total 12 credits)

NURS 220 Nursing Concepts III	2 credits
NURS 221 Nursing Concepts in Practice III (1st 5 weeks-Clinical)	4 credits
NURS 222 Advanced Mental Health Concepts	2 credits
NURS 223 Mental Health in Practice (2nd 5 weeks-Clinical)	4 credits

Sixth Quarter (Total 11 credits)

NURS 230 Professional Leadership	2 credits
NURS 231 Professional Leadership in Practice (Clinical)	8 credits
NURS 232 Professional Role in the Community	1 credit

Total 68 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 Associates 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: Associates 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 pursuing Option Two (e.g., who wish to transfer to WSU's RN to BSN Program after graduation) must complete an additional 31 credits to receive an Associate of Arts Transfer Degree.

MATH 203 or BUS 203 DESCRIPTIVE STATISTICS	3cr
MATH 204 or BUS 204 INFERENCE STATISTICS	3cr
PSYC&100 GENERAL PSYCHOLOGY	5cr
SOC& 101 INTRO TO SOCIOLOGY	5cr
ORAL COMMUNICATION	5cr
HUMANITIES (2 subject areas with an academic focus) *	15cr

Total Required Credits: 31

*See the Humanities section of the Associate of Arts Degree Requirements in section B of Clark's catalog for a list of qualifying courses.

(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.

Student Resources—Nursing Program

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/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 does not discriminate on the basis of race, color, national origin, sex, disability, age, religion sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Director for Equity and Diversity
Baird Administration Building
(360)992-2355
(360)992-2835 (TTY)*

3. Student Representative to Nursing Program

During each fall quarter, two students—one from second-quarter and one from fourth-quarter--will be appointed as liaisons to provide an avenue for communication among the students AND between the faculty and 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 recently graduated from club to program status!

As a club, SNACC's focus evolved largely around fund raising activities through community service, to help pay for Nurse Pinning Ceremonies (graduation).

As a budgeted program, SNACC will now shift to a student focus to provide students with valuable opportunities and experiences to help them develop skills and attitudes they will need to succeed in the professional world.

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

All students attending Clark College are welcome to become members of SNACC. The meetings are fun, informative, and often there are guest speakers, food, and prizes. Meetings are held in the Community Room, Mondays at noon, and last approximately 1 hour.

SNACC members are encouraged to visit the SNACC web site to stay well apprised of current happenings within the program. It is especially important for program representatives to visit the web site prior to attending the SNACC meetings. This web site is:

<http://web.clark.edu/bneely/index.html>

The nursing department honors SNACC students at their pinning ceremony for participation in service learning and other program activities. These students are acknowledged for their community service, volunteerism and commitment to leadership. These honors include certificates of merit, campus wide acknowledgement and letters of recommendation. In today's job market individuals who participate in community service and school activities are perceived as valuable assets in the workplace.

5. Forum with Nursing Program Director

A meeting (Forum) of nursing students and the Nursing Program Director is held quarterly during the regularly scheduled Student Nurses of Clark College meeting. The purpose of the forum is to provide students the opportunity to ask questions, share concerns, and give feedback to the nursing program director.

6. Peer Mentoring Program

Departmental goals include an emphasis on establishment of a peer mentor program within the office of the Success and Retention Specialist. Peer mentoring is a dynamic support system for students by students. Mentors provide one-on-one support and guidance to assist students with transitions to the college environment encouraging personal and academic success. Peer mentors help to increase the numbers of students who succeed from semester to semester and who graduate from Clark College. All first quarter students are assigned a third quarter peer tutor.

Information and training for peer mentors is provided at the “Meet Your Instructor” meeting prior to the beginning of each course, thus giving an opportunity to connect with their mentee prior to the first day of class. Information about the peer mentoring program is given to entering students at orientation.

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. Specific scholarship information is available on the college website at http://www.clark.edu/admissions_fin_aid/fin_aid/scholarships.php. Application forms are available at the Financial Aid Office.

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)**
<http://www.wtb.wa.gov/WAVEWebpagenew.asp>.
- **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 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.

8. Disability Services

Clark College is committed to assisting those with disabilities in pursuing their educational goals. If a student experiences a physical, emotional, 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 located in Room 137 in Gaiser Hall on the main campus (360) 992-2314, or email tjacobs@clark.edu.

Qualified persons in DDS 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 critical 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 Services

The Nursing Program provides academic support to students who are experiencing difficulty in their theory or clinical courses. Students may obtain these services by contacting Ms. Terri Nosack directly at 360-992-6089; her office is room 107A, located Nursing Building; or students may be referred to Student Success services by their faculty member. The support and retention specialist helps to provide tutoring and special guidance for students, including students with learning disabilities or speakers of English as a second language.

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/>

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>

12. Lockers

Lockers are assigned to nursing students in the Clark Center upon request to 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 inspection 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 and WSU Vancouver retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose; to prevent fire or other hazardous conditions, unauthorized or illegal items are being stored on campus, such as weapons, illegal drugs or alcohol, or any other material forbidden by statute or College or University policy. Lockers shall not be used to store items that cause, or can reasonable 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 with the State of Washington or in the Clark Center or WSU Vancouver premises.

No other 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.

Storage and organizational devices may be installed in the locker as long as the installation of the device or removal of the device does not alter or damage the existing locker structure. 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 any damaged locker.

13. Skills Lab

Nursing students enjoy the use of a high tech skills laboratory as a critical part of their educational process. Guidelines for student expectations are included in course syllabi.

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>

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

3. Computer Labs

CCW 202 is an open 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.

Fee Schedule 2011-2012

- Lipid Profile (cholesterol testing)—\$20
- Immunizations
 - Measles/Mumps/Rubella—\$15
 - Varicella (chicken pox)—\$15
 - Tetanus/Diphtheria—\$40
 - Influenza (flu shots)— call for pricing and availability
 - Hepatitis A—\$70
 - Hepatitis B—\$55
- TB Skin test (PPD)—\$10
- HIV Testing —\$30
- Women's Health Exam (Pap Smear)—\$50
- Physical Exam for specific HEOC programs - \$20.00

Their website for more information is:

http://www.clark.edu/student_services/health_services/index.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:

www.kgw.com www.koin.com www.oregonlive.com
www.katu.com www.columbian.com www.kptv.com

- 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.

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, Director of Nursing Program, and Associate Dean of 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 Director of Nursing. The Director will make every effort to meet with the student and assist in addressing the concern in a timely manner.
- c. If, after meeting with the Nursing Program Director, the student's concern is not addressed in a satisfactory manner and he/she wishes it to be considered by the Associate Dean of Health Sciences, the student must submit **in writing** his/her concern to the Associate Dean of Health Sciences. The Associate Dean will make every effort to meet with the student and assist in addressing the concern in a timely manner. In most matters dealing with nursing education matters, the decision of the Associate Dean of Health Sciences 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. 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 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 Dean or designee will be responsible for gathering information and documentation in the investigation of the allegations. Disciplinary proceedings will be initiated by the Dean or his/her designated representative. Dr. Tim Cook is the designated student Conduct Officer.

3. 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 may 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.

4. Use of Nursing Testing Center – Room 129

- a. Nursing students have access to the Testing Center exclusively for **test taking. (An Open Lab –Rm 202 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 math testing. Students **cannot** use their own calculators.
- d. **Cell phones, beepers 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.**

5. Student Responsibility to Keep Nursing Office Informed of 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 nursingdept@clark.edu with their full name and updated information.

To update the Clark College system, students should access the following site and follow the links to update their address with Clark College:

<https://www.clark.edu/WebRegistration/wrapper/>

6. Student Responsibility to 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

7. Policy on use of Cell Phone and other Electronic Devices

Because of the distraction of cell phones to the learning environment, the use of cell phones is strictly forbidden in the class room, Testing Center, or patient care areas at clinical facilities. This includes texting or other uses of hand held devices. **All devices are to be turned OFF.** The only exception is the use of a cell phone to retrieve medical information. Failure to comply could result in disciplinary action. If a student needs to have a phone on for a specific purpose, the student should speak to his/her instructor beforehand. Emergency calls maybe routed through the Nursing Office (360) 992-6075 during business hours or via the clinical instructor on clinical days.

Portable electronic devices, such as a laptop, may be used in the classroom for learning purposes only. Students who use their laptop for anything other than classroom activities will have their laptop privileges revoked.

Tape recording of class lectures must be **pre-approved by the classroom instructor.**

8. Gum Chewing is not allowed in the skills lab or at clinical sites.

9. Policy on Student Uniform Code

Uniform Regulations

- a. The student must be identified by wearing a professional uniform (or, in some situations, 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 and getting assignments, as well as attending clinical labs. Blue jeans, shorts, halter-tops or sweat clothes are never to be worn in a professional setting

Exceptions: During the Pediatrics and 6th Quarter, students wear colored and varied uniforms.

- b. A complete uniform includes properly fitting, clean and wrinkle free uniform, school patch, Nursing Student Photo ID and closed-toe, closed toed professional appearing white shoes. Waist packs must be white.
- c. The uniform for Clark College nursing students includes the following: white top with patch, knit 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. 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. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. **No cleavage visible, front or back.** Hosiery is required. Colors allowed are white, natural tones, and navy blue.
- 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.
- 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.

Personal Appearance – Hygiene and Habits

- a. Fingernails must be short, clean and without colored 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. 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 perfume or cologne may be worn during clinical

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.

Jewelry

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. Small, inconspicuous metal posts may be worn for pierced ears. Dangling earrings, ear gauges, nose piercings, and eyebrow piercings are not 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 or watches 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.

Classroom Dress Code

The casual classroom dress code excludes tight fitting jeans and tops; no cleavage visible either top or bottoms.

10. Policy on Immunizations for Nursing Students

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

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. It is the student's responsibility to keep their clinical passport updated and available for review at all times in the clinical setting.

Policy on TUBERCULOSIS Immunizations for Nursing Students

If you meet this criteria . . .	Then follow these guidelines . . .
1. Documented positive TB skin test . . .	Should not have a skin test
2. Previous treatment for TB disease . . .	Should not have a skin test
3. Previous treatment for TB infection . . .	Should not have a skin test
4. Two (2) Step TB test within the last 6 months, with proof of negative results . . .	No further skin test needed at this time.
5. First or second step of TB test is positive	No further skin testing, should have symptom screen, chest x-ray or QFTG within 7 days and follow directions of health care professional
6. 2-step TB skin test with negative results, But given longer than 6 months ago . . .	Need 1 step TB skin test or QFTG

7. 1-step TB skin test within last 12 months and results were negative.	Need 1 st -step TB skin test or QFTG
8. 1-step TB skin test with negative results, but test more than 12 months ago and no documentation of previous 2-step TB skin test . . .	Need 2-step TB skin test or QFTG
9. Never had a TB skin test	Need two (2)Step TB skin test, unless first step is Positive, see #5 or QFTG

Source: Washington State Department of Health

Students who have a history of a positive PPD or who otherwise should not do annual skin testing must have a QFT-G blood test done annually. It is the student's responsibility to submit the test results to the Clark College Health Services Office on the main campus. Without proper documentation, students may not be allowed in clinical labs.

In addition to the other immunizations, all entering and returning nursing students at Clark College are required to obtain **an annual flu vaccine** (or sign an official Clark College Declination Form obtained through Health Services) and submit evidence of completion of this requirement (or medical exemption) prior to being allowed into clinical. Newly admitted students must complete this requirement one month prior to the beginning of their first quarter---except for fall admissions. This requirement will be delayed because the seasonal flu vaccine will not be available until the middle of fall quarter.

All required immunizations must be kept current and documented in the Health Services Office. 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.

11. Student Responsibility to seek Advising

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.

12. Requirement for CPR/AED Infant/Child/Adult Certification

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. Policy on Grading

GRADING SCALE

A	= 90-100%
B+	= 87-89.99%
B	= 83-86.99%
B -	= 80-82.99%
C+	= 77-79.99%
C	= 75-76.99%
C -	= 70-74.99%
D	= 60-69.99%
F	= 0-59.99%

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 record of grades and a posting system will be maintained for each course.
- 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.
- All requirements for each course must be completed prior to taking the final exam.

2. 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.

3. 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 complete all required courses for each quarter before progressing to the next quarter.

The exception to this policy is the 5th quarter: medical/surgical nursing 220/221 and psych/mental health 222/223. Students may pass one of these pairs (e.g., medical/surgical nursing), without failing the other course pair (e.g., mental health).

4. Policy on Dishonesty and Plagiarism

Clark College's Nursing Program considers plagiarism a serious offense 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 plagiarism. Such behavior violates professional ethics.

Definition of Plagiarism:

Much of a student's nursing education will involve learning what other professionals have written or researched and then integrating that information into his/her own knowledge base. In academic writing, any information not credited to another author is assumed to belong to the student author. Failure to properly reference information and/or ideas of another person will be interpreted as plagiarism. Employing another person or agency to generate a written assignment is considered by the Nursing Department to be cheating.

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: http://www.clark.edu/Library/Instruction/citing_sources.html. 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.
- 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 Plagiarism:

If a student is suspected of plagiarism, the consequences outlined in the course syllabus will be followed. The faculty member will determine whether plagiarism has occurred, will inform the student of the violation and the reason that decision was made, and will implement the consequences as described in the syllabus. In most cases the student will fail the assignment in which the plagiarism has occurred. Other remedial actions may be required, such as: re-writing the assignment or completing some additional writing activities associated with learning how to prevent plagiarism. If a student fails the assignment, ***this may result in a course failure.***

Appealing Charge of Plagiarism

Any student desiring to appeal the decision of faculty will be handled by the chain of command within the Nursing Program: The student must submit in writing to the Director of Nursing the reasons for the appeal and evidence to support his/her position. The Director will consider all relevant evidence, will meet with the student, and will convey a decision in a timely fashion in writing. If the student wishes to appeal the decision of the Director, he/she must submit the request in writing to the Assistant Dean of Health Sciences. The Associate Dean will consider all relevant evidence, meet with the student, and will convey a decision in a timely fashion in writing.

5. Withdrawing from a Nursing Course

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
- Wait out one quarter
- 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
- Medical release documentation

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.

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”.

The following procedures are required to withdraw when in passing status:

- Students must follow college policy, and officially withdraw from Clark College before the seventh week of the quarter. This process can be found at: 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, preferably before the end of the quarter in which the student has withdrawn.
 - c. Possibly sit out a quarter, as readmission is on space available basis.

Withdrawal in Failing Status

Students may choose to withdraw from a course due to failing test scores.

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 seventh week of the quarter. This process can be found at: 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
 - 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, preferably before the end of the quarter in which the student has withdrawn.
 - c. Possibly sit out a quarter, as readmission is on space available basis.

6. Readmission to Nursing Program (Repeating a Nursing Course)

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

- a. **For a student who withdraws 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. **For the student who fails a course or who withdraws in Failing Status.** For students who withdraw while in failing status, in theory or clinical, the withdrawal will be considered an **academic/clinical failure**. In the case of any student who fails a course

(or withdraws in failing status), the student will be considered for readmission **only one time** during his/her enrollment in the Nursing Program. ***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 of students who have failed:

- A. The Readmission Committee (appointed by the Director of Nursing, on a quarterly 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. As soon as a student learns that he/she has received a failing grade in theory or clinical, that student must make an appointment for a Final Conference with his/her instructor and obtain a ***Petition for Readmission*** at that time. The instructor will indicate remedial work for the student on the Final Conference form. (Failure to meet with instructor for a **Final Conference** may hinder the student's chances for readmission.) No student will be readmitted without submitting a ***Petition for Readmission*** to the Nursing Department.
- C. 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.
- 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. Students who have failed may not be considered for readmission until after they have ***waited out*** a quarter. The student may request to meet with or he/she may be required to meet with the Readmission Committee.
- F. 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.
- G. 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. Qualified LPN's for advanced placement for Fall 4th Quarter
 - 3. Clark Students who failed or withdrew in failing status

7. 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.

8. 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.

9. Possible Interventions for Students who are not performing at passing level

Academic Early Warning

Academic early warning is a specific early alert system that allows faculty members to electronically report key academic behaviors that may pose threats to student success. That information is then translated into hard copy letters and mailed to students if their performance needs to improve.

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 II

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.

Policies Related to Clinical Settings

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.

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. The requirement is a 10 panel urine screen, done upon entry as a 1st Quarter student and re-entry after being readmitted after a withdrawal from the program.

- a. 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.
- b. Drug Screening must be performed at one of the approved testing sites.
- c. Students are responsible for the cost of the drug screen (approx. \$40).
- d. Results are provided to student immediately following testing by testing body.

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 37)

BEHAVIORS THAT PLACE PATIENTS AT RISK IN CLINICAL AREA

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 has 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 submit an appeal in writing to Director of Nursing indicating the grounds upon which he/she believed the charge or decision making process was flawed. If Director was involved in the process outlined above to determine the student was unsafe/unethical, the student will be instructed to follow the chain of command within the Nursing Department and direct his/her written appeal to the Associate Dean of Health Sciences. Upon receipt of the written appeal, the appropriate administrator will arrange to meet with the student in 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 Director and then, if needed, the Associate Dean of Health Sciences). The decision of the Associate Dean of Health Sciences 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 Director 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 Associate Dean of Health Sciences.

1. Policy on Student Substance Abuse in Clinical Area

All students are expected to follow the Clark College Code of Conduct related to controlled substances and alcoholic beverages as defined in the college catalog:

http://www.clark.edu/about_clark/policies/student_code.php#010

It states:

1. *Use, possession, delivering, selling or being under the influence of alcoholic beverages, except at sanctioned events approved by the college president or designee and in compliance with state law; or public intoxication.*
2. *Use, possession, delivering, selling or being under the influence of legend drugs, including anabolic steroids, narcotic or any other controlled substance, except upon valid prescription by a licensed health care professional or practitioner*

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, Associate 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 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.

Student Acknowledgements

1. Statement of Responsibility for Adhering to the Policies in the Clark College Student Code of Conduct and Nursing Student Handbook 2011/2012

I, _____, have reviewed the Policies and Practices for Nursing Students and the Code of Student Conduct in the Clark College Catalog.

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 _____

Clinical Incident Report Statement

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 _____

I/ Faculty Info/ Clinical Incident Statement

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: Student record reviewed?	Satisfactory	Unsatisfactory
Instructor Comments:	<input type="checkbox"/>	<input type="checkbox"/>

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