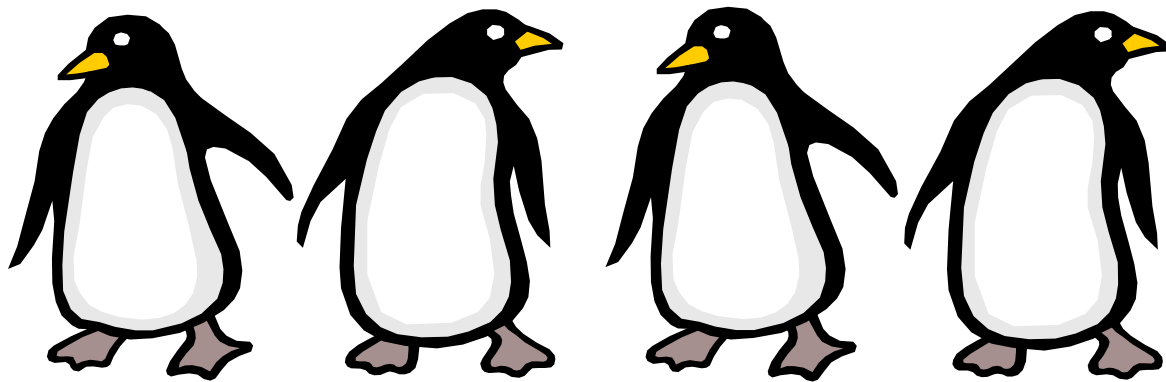


CLARK COLLEGE NURSING PROGRAM



POLICIES & PRACTICES FOR NURSING STUDENTS

2009-2010

CLARK COLLEGE
DEPARTMENT OF NURSING

Policy & Practices for Nursing Students

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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 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.

Nursing complies with Clark College Family Educational Rights and Privacy Act (FERPA) non-discrimination and equal opportunity policy as stated in the Clark College catalog.

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)*

PROGRAM EXPECTATIONS

1. The program will prepare graduates who will be successful at passing the NCLEX Examination.
 - a. Goal 100% annually
 - b. Benchmark 99% - 95% annually
2. The program will provide education to a diverse population.
3. The program will foster professional development in its graduates.
4. The program will provide quality education by evaluating a wide range of data to develop, maintain and revise the program.
 - a. Course and clinical assessment
 - b. Clinical facility assessment
 - c. Employer assessment of the program
 - d. Promotion of growth in critical thinking
 - e. Student and graduate satisfaction
 - f. Employment data
 - g. Admission, retention and graduation data
5. The program will provide a quality learning environment
 - a. Student and graduate satisfaction

**ASSOCIATE DEGREE NURSING PROGRAM
LEARNING OUTCOMES**

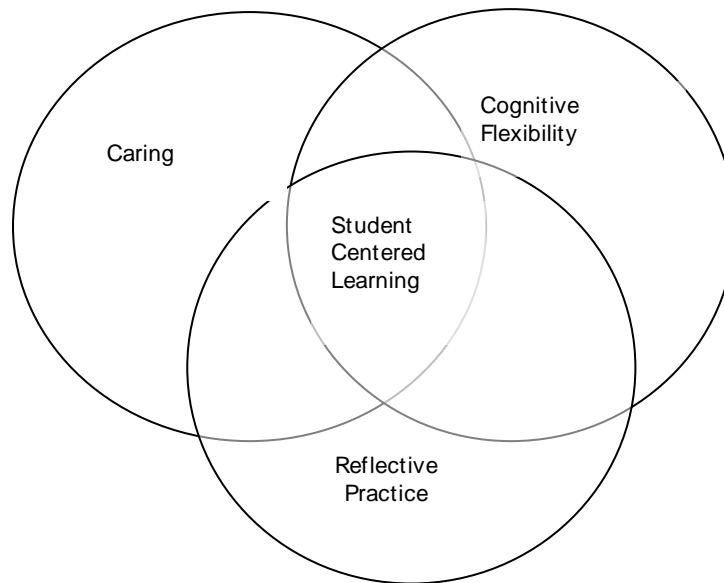
Course Outcomes: (theory)

- I. Evaluate the patient's health in relation to normal and abnormal pathophysiology.
 - A. Normal and abnormal (body systems)
- II. Describe the appropriate nursing management of client care.
 - A. Skills
 - B. Therapeutic care
 - C. Evidence-based practice
 - D. End of life, rehab, etc
- III. Evaluate the pharmacological management of the patient – Disease specific.
- IV. Recommend methods of health maintenance and promotion for individual clients and their families.
 - A. Cultural variations
 - B. At risk populations
 - C. Prevention
- V. Determine the roles of the professional nurse in the community.
 - A. Collaboration
 - B. Education
 - C. Professional role

Graduate Outcomes: (clinical)

- I. Assimilate into the role of the professional nurse.
 - A. Boundaries
 - B. Ethics
 - C. Legal
- II. Formulate sound clinical decisions based upon critical thinking abilities, the nursing process, and principles of evidenced-based practice.
 - A. Nursing process (care plans)
 - B. Apply theory
 - C. Nursing skills
 - D. Safe care (meds, etc.)
- 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. Culture
 - C. Spiritual
 - D. Mental
 - E. Patient/peer education
 - F. Community Based

NURSING DEPARTMENT CONCEPTUAL FRAMEWORK



Caring: While learning progresses in incremental learning steps. The student participates in self-examination & reflective learning through critical analysis.

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

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.

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.

PRELIMINARY REQUIREMENTS

To meet preliminary entrance requirements, candidates must:

- Submit the Community College application for Admission and Nursing Statement of Intent forms to the Clark College Admissions office with the \$40.00 non-refundable fee. Contact the Health occupations Advisor for specific deadline dates.
- Complete ENGL& 101 with a 2.0 or higher grade and an applicable science GPA of 2.0 or higher.
- Send all official college transcripts to the Credential Evaluations office for complete transcript evaluation.
- Complete at least seventeen (17) credits of the following sciences with a 2.0 or above:

BIOL& 251	Human Anatomy & Physiology I	4 credits
BIOL& 252	Human Anatomy & Physiology II	4 credits
BIOL& 253	Human Anatomy & Physiology III	4 credits
CHEM& 121	Introduction to Chemistry	5 credits
NUTR 103	General Nutrition	3 credits

Note: all of the above sciences must be completed prior to entrance into the fourth quarter of the Nursing program.

GENERAL EDUCATION REQUIREMENTS

The following courses must be completed with a 2.0 or higher grade point prior to graduation.

Humanities	Humanities Elective*	3 credits
PE	PE Activity	1 credit

The following courses must be completed with a grade of 2.0 or above before entrance into the fourth quarter of the Nursing program.

ENGL& 102 or 109	Composition II	5 credits
PSYC& 200	Lifespan Psychology	5 credits

* See the Humanities section of the Associate of Applied Science Degree Requirements in section B of the Clark College Catalog for a list of qualifying courses.

NURSING CURRICULUM

First Quarter

NURS 110 Foundations of Professional Nursing	2 credits
NURS 111 Foundations of Nursing Practice	4 credits
NURS 112 Introduction to Mental Health Concepts	1 credit
NURS 113 Professional Nursing Skills I	2 credits
NURS 114 Nursing Skills Practice I	1 credit

Second Quarter

NURS 120 Nursing Concepts I	2 credits
NURS 121 Nursing Concepts in Practice I	4 credits
NURS 126 Professional Nursing Skills II	1 credit
NURS 127 Nursing Skills Practice II	1 credit

Third Quarter

NURS 130 Family Centered Nursing	2 credits
NURS 131 Nursing Care of the Emerging Family	4 credits
NURS 132 Nursing Care of the Child	4 credits
NURS 133 Family Centered Nursing Skills	1 credit

Fourth Quarter

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

Fifth Quarter

NURS 220 Nursing Concepts III	2 credits
NURS 221 Nursing Concepts in Practice III	4 credits
NURS 222 Advanced Mental Health Concepts	1 credit
NURS 223 Mental Health in Practice	4 credits

Sixth Quarter

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

OVERALL CURRICULUM PLAN

The Nursing Program leads to the degree of Associate in Applied Science in Nursing. Persons completing the Nursing Program are qualified for entry level positions as Registered Nurses after passing the NCLEX state board examination. Nursing courses include lecture, lab and clinical experiences in a variety of settings. The program is comprised of six sequential quarters designed for students who wish to complete a program with a specific career and technical education career objective.

ASSOCIATE OF ARTS

Students intending to transfer to Washington State University to receive a Bachelor of Science in Nursing Degree must complete the additional following graduation requirements to receive an Associate of Arts transfer degree. **(Refer to the catalog year in which you started Clark College).**

Courses	Credits
Health (If Associate of Arts Degree is completed with or after completion of the RN program, Health class is not required).	2
Humanities <ul style="list-style-type: none">• 3 subject areas with academic focus.	15
Social Science <ul style="list-style-type: none">• 3 subject areas (must include Sociology 101 & Psychology 101).	15
Quantitative Skills <ul style="list-style-type: none">• Complete a minimum of 5 credits (100 level or above) with an intermediate algebra pre-req.	5

ROLE OF THE ASSOCIATE DEGREE NURSE GRADUATE

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

1. 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 provider encompasses critical thinking, clinical competence, accountability and a commitment to the value of caring.
2. 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.
3. Contribute to professional nursing through evidence-based practice and research.

Student Evaluation/Director Forum

Student feedback is essential to assure the quality of the nursing program as well as to maintain its accreditation approval status. As a nursing student, you are requested to participate and complete the following student evaluations throughout your program:

1. The instructor may not be present when student evaluations are distributed, completed, collected, and returned to the Administrative Assistant who will summarize them.
2. Student evaluations are confidential. Compilation of data will be viewed by the instructor providing opportunity for improvement.
3. Evaluations are summarized exactly as written by the student; no editing will be done by the compiler.
4. Instructors will not see the evaluation summaries until after grades are posted for the quarter.

Director Forums are held throughout the year and provide students the opportunity to ask questions, share concerns and give feedback.

STUDENT NURSES ASSOCIATION OF CLARK COLLEGE

The Student Nurses Association of Clark College Club is a social, service, and political organization composed of all nursing students presently attending classes at Clark. The purpose of this club is to promote social activities among nursing students, to promote service activities both on and off campus, and to keep nursing students informed of current issues and events that relate to them as students and future nursing professionals. All students interested in nursing are welcome. Student Nurses Association of Clark College (SNACC) is your student club. All students currently enrolled in the nursing program are members. The meetings are fun and often there are guest speakers, food, and prizes. Meetings are held in the community Rooms at noon and last approximately 1 hour.

SNACC participates in the Associated Students of Clark College (ASCC) club by submitting a yearly charter. ASCC requires student club representation at a minimum of 90% of ASCC weekly meetings. Representation is required of both 1st and 2nd year nursing students. By participating in these weekly meetings, SNACC members are allowed to earn points which translate into monetary reimbursement towards the pinning ceremony at the time of graduation. It is through this process that SNACC is able to earn points or money for our club. Activities like community blood pressure clinics, flu shot immunization clinics, and attendance of SNACC sponsored guest speaker events are examples of how SNACC earns points.

SNACC members are encouraged to visit the SNACC web site to stay well apprised of current happenings within the club. It is especially important for club representatives to visit the web site prior to attending the ASCC meetings. This web site can be accessed through the Department of Nursing homepage. Simply follow the SNACC link.

The nursing department honors SNACC students at their pinning ceremony for participation in service learning and other club 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 club activities are perceived as valuable assets in the workplace.

STUDENT REPRESENTATIVE

Each fall quarter, a second-quarter and a fourth-quarter nursing student will be elected as liaisons to provide an avenue for communication not only between the faculty, staff, and students, but also among the students themselves. The liaisons will serve during fall, winter and spring quarters of that academic year.

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 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.

GENERAL INFORMATION ABOUT CLARK COLLEGE SCHOLARSHIPS

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://cf.clark.edu/financial_aid/scholarships.cfm. Application forms are available at the Financial Aid Office. Students will need to note deadline dates; students who are applying in the spring (normally a mid-April deadline) for scholarships administered by the Foundation will complete a general Clark College scholarship form. Organizations that administer their own scholarships have developed specific forms. Washington State also has awards for vocational excellence (WAVE).

The Nursing Department scholarship committee works with the American Legion 40 et 8 representatives to select the recipients of the twenty five 40 et 8 (Walter A. Schultz Memorial) scholarships. These scholarships are intended to help defray educational costs for students with financial need. Students may obtain application forms from the Financial Aid office at any time during any quarter of their progress through the nursing program; application forms are returned to the Financial Aid Office. The committee meets at the end of each quarter to review applications; once obtained, a 40 et 8 scholarship is renewed automatically for the following quarter until that student graduates. Therefore, several new recipients can be brought in each quarter.

Occasionally the Nursing Department receives information regarding scholarships from outside sources, such as the federal government, or a local credit union. The information will be made available.

Clark College nursing graduates may apply for the Jean Hamilton exit scholarship via application forms available at the Financial Aid Office. This scholarship is awarded at the end of Spring Quarter each year.

DISABILITY STATEMENT

Through the Disability Support Services office located in Room 137 in Gaiser Hall, (360) 992-2314, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. It is the responsibility of the individual with a disability to contact the DSS office.

POLICY ON CELL PHONE USE

Absolutely **NO** cell phones or cell phone functions of portable electronic devices in the classroom, testing center, or in patient care areas at clinical facilities. If you need to have your phone on for a specific purpose, speak to your instructor beforehand. All emergency calls should be routed through the Nursing Office during business hours or via the clinical instructor on clinical days. (In addition, clinical facility policies on cell phone use must be followed at clinical, in the Testing Center and in the classroom). Outside patient areas or during breaks in the cafeteria, cell phones may be accessed. Violation of this policy will result in disciplinary action.

POLICY ON ETHICS IN PUBLIC SERVICE

All College employees (faculty, staff, administrators, and student employees) are subject to the Ethics in Public Service Act (RCW Chapter 42.52).

In general, all College employees are prohibited from accepting gifts of any kind however, faculty do appreciate cards.

POLICY ON GRADING

Students are responsible for reading and following the course syllabus.

In order to progress from one course or quarter to the next after beginning the Nursing Program, students must achieve a grade of 75% or higher.

Satisfactory completion of the clinical and laboratory components of the course is required.

The primary theory course and its associated clinical practicum must be taken and completed concurrently. If the student fails to complete either the primary theory course or its associated clinical practicum, the student will need to withdraw from the entire course resulting in "Withdraw in Failing Status". Students must complete all required courses for each quarter before progressing to the next quarter.

Any student who is determined to be unsafe will receive a grade of "U" regardless of the earned grade in the theory component of the course.

The instructor may consider the student's previous clinical behaviors in determining a pattern of unsatisfactory or unsafe behavior.

A grade of "C" or higher is needed to pass each course. Course grades below 75% will not be rounded up.

Grading Scale	A	=	90-100%
	B+	=	87-89%
	B	=	83-86%
	B-	=	80-82%
	C+	=	77-79%
	C	=	73-76%
	C-	=	70-72.99%
	D	=	60-69%
F	=	Below 60%	

Grading Practices

1. A record of grades and a posting system will be maintained for each course.
2. Module test review will be available to students in a supervised setting on campus at the discretion of the instructor or the Student Success Specialist.
3. Tests and activities may have specific deadlines. Refer to course syllabi for details.

Requirements for Attendance and Module Completion

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. Only persons registered for a class shall attend that class. No children or pets are allowed in the classroom.

All personal communication devices must be shut off during designated class, clinical and Testing Center.

All clinical labs are required.

- a. It is the student's responsibility to provide transportation to the clinical facility.
- b. It is the student's responsibility to notify the instructor in the clinical setting of illness and to make arrangements for make-up.

All module/unit assignments for each course must be completed prior to the final exam. If this is not done, a failing grade will be given for the course.

Procedure for Using the Testing Center

1. The Testing Center is for testing only - maintain a quiet atmosphere. **No conversation between students!!**
2. No tests, clarification sheets, or notes are ever to be taken from the Testing Center by students.
3. The calculators on the Testing Center computers may be used during math testing. Students **cannot** use their own calculators.
4. **Cell phones and beepers must be turned off.**
5. Test items with multiple answers marked will be counted as incorrect. (In paper/pencil tests)
6. Confer with the designated instructor for test grades and discussion.
7. **Discussion of test content between students is strictly forbidden.**

POLICY ON ACADEMIC STANDARDS FOR NURSING STUDENTS

Rationale

This policy applies to all nursing students. The rationale for the policy is that anyone who receives a grade below "75%" has not demonstrated competent or acceptable work. A C- is a 1.7, below the minimum standards of the nursing program.

Criteria

1. The student enrolled in the Clark College nursing program must earn at least 75%.
2. All courses that are prerequisites to second-year nursing classes must be satisfactorily completed, or the student will not progress to the second year. The student must then apply for readmission.
3. A nursing course may be repeated only once.
4. Two failures within the Nursing Program will make the student ineligible for readmission.

5. If a student withdraws during a quarter with failing test scores or does not meet established course standards, the student's grade will be considered a "withdrawal in failing status."
6. In order to progress from one course or quarter to the next after beginning the Nursing program, students must achieve a grade of 75% or higher in all required courses. Any student who chooses not to progress in the nursing sequence as stated in the program curriculum forfeits his/her place in that class and may return only under admission criteria.

LEARNING PLANS

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.

In the case of academic failure, the student will be considered for readmission only once. In the case of a withdrawal while in failing status, academically or clinically, the withdrawal will be considered an academic failure. In the case of a withdrawal while in good standing, the student will be considered for readmission only twice through any level of the nursing program.

POLICY ON ADMISSION BY READMISSION OR TRANSFER

Advanced Placement or Transfer

A. Re-admission Priority Policy

- 1.** Clark students who left/withdrew in passing status (good academic standing).
- 2.** LPN's advanced placement (Fall only admission to 4th quarter).
- 3.** Clark Students who failed (1 readmit)
- 4.** Space available advanced placement other than LPN.

There may be a quarter wait for readmission. The readmission committee is appointed each quarter by the Director of Nursing.

Students in 1st quarter who drop after the first day of the quarter for personal reasons will be reconsidered for admission either by

- 1-** Reapplying for future selection or by
- 2-** Readmission by petition. Each student will be considered on a case by case basis by the Director.

Any student not meeting entry requirements to the Nursing Program must reapply for future selection and will forfeit the \$200 deposit.

POLICY ON PROBLEM SOLVING*

Any student with a problem concerning nursing program policies, procedures, personnel or facilities should follow the chain of command as outlined below:

1. Discuss the problem with the instructor. If the problem is not resolved, proceed to step 2.
2. Discuss the problem with the lead instructor in the course. If the problem is not resolved proceed to step 3.
3. Present the problem verbally and in writing to the Director of Nursing. The Director will provide the student with an opinion verbally and in writing. If the problem is not resolved, proceed to step 4.
4. Present the problem verbally and in writing to the Interim Associate Dean of Nursing. The Associate Dean will provide the student with an opinion both verbally and in writing. If the problem is not resolved, proceed to step 5.
5. Present the problem verbally and in writing, together with written opinion in steps three and four to the Dean of Health Sciences. The Dean will provide the student with an opinion both verbally and in writing.

*This policy does NOT apply to course grades. Refer to the Clark College Catalog for the policy on **Grade Change/Academic Appeal Policy**.

POLICY ON PLAGIARISM

Definition Much of a student's nursing education will involve learning what other professionals have written or stated and then integrating that information or ideas into his/her own knowledge base. In academic writing any ideas or information not credited to another are assumed to be those of the 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. Students may obtain appropriate help from the College Writing Center or at the WSUV Library Building, 2nd floor, room #203. Assistance with typing or proofreading the written assignment by others is acceptable, but it must not be rewritten. Individual instructors will describe penalties and clarify this policy for students as they apply to their respective courses. Students should refer to the Clark College Code of Student Conduct for status offenses.

**Examples
Requiring a
Reference**

- Material obtained from patients' charts.
- 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.
- Please refer to the Publication manual of the American Psychological Association (APA)

POLICY ON DISHONEST BEHAVIOR

Rationale The Clark College Department of Nursing acknowledges its responsibility to educate its students while maintaining the public trust. Honesty is a professional quality that is vital to the practice of nursing. Illegal or unethical behavior can place the public at risk for harm. Dishonest behavior cannot be professionally tolerated.

Policy The Code of Student Conduct for Clark College will be followed by the Department of Nursing in matters related to suspension from the college.

The individual faculty member will determine the consequences for such behavior in accordance with Nursing Department Policies and Procedures.

Criteria Disciplinary action and/or suspension may result from any violations of the Code of Student Conduct or any violation of a civil or criminal law.

The Code of Student Conduct is available on Clark College's Web page, in the current college catalog and the Nursing Department office.

POLICY ON UNIFORM CODE FOR NURSING STUDENTS

Uniform Regulations

1. 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.
2. A complete uniform includes properly fitting, clean and wrinkle free uniform, school patch, Nursing Student Photo ID and closed-toe, closed heel professional appearing white shoes. Waist packs must be white.
3. 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, are not appropriate. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. **No cleavage allowed.** Hosiery is required. Colors allowed are white, natural tones, and navy blue. White, professional shoes or all white, athletic shoes are required.
4. 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.
5. 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.**
6. 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

1. 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.
2. 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.
3. No visible tattoos will be allowed in the clinical setting.
4. 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 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.

POLICY ON IMMUNIZATIONS FOR NURSING STUDENTS

Immunizations

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 they expire**. The TB test must be renewed annually.

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

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.

POLICY ON 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 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
7. One – step TB skin test within last 12 months and results were negative.	Need 1-step TB skin test
8. One – 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
9. Never had a TB skin test	Need 2-step TB skin test, unless first step is Positive, see #5

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. Without proper documentation, students may not be allowed in clinical labs.

POLICY ON CPR FOR NURSING STUDENTS

American Heart Association Healthcare Provider CPR cards must be renewed every 2 years and must be up to date by the first day of the quarter in which they expire. Students who are not in compliance may be removed from the program.

POLICY REGARDING NURSING STUDENT RESPONSIBILITIES AND EXPECTATIONS

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 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 expulsion from the program

Instructor's Responsibilities

Instructor's responsibilities to students:

1. Enhance the learning environment.
2. Act as consultant and resource person to facilitate learning.
3. Assume performance evaluation and grading functions.

Student's Responsibilities

1. Responsibility to the patient
 - a. **Comply with HIPPA standards at all times.**
 - b. Keep in confidence all information learned from and about the patient.
 - c. Identify the needs of the patient as being unique to that person.
 - d. Anticipate the patient's needs.
 - e. Listen to the patient.
 - f. Demonstrate kindness, understanding, and respect toward each patient.
 - g. Provide the best possible care for the patient regardless of own feelings about the patient.
 - h. Protect the patient.
 - i. Medication information will be required for all drugs given to patients to whom the student is assigned.
 - j. A Nursing Care Plan will be required on each assigned patient as directed.
 - k. All evaluations will remain strictly confidential.
2. Responsibility to the nursing staff:
 - a. Report to the unit on the scheduled date and time for clinical experience.
 - b. Relate any concerns regarding another nurse's action to the instructor or supervisor only.
 - c. Show courtesy and respect.
3. Responsibility to classmates:
 - a. Utilize instructor's time appropriately.
 - b. Prepare assignments prior to lab time.
 - c. Relate any concerns regarding a classmate's actions to instructor only.
 - d. Show courtesy and respect.

4. Responsibility for professional conduct:
 - a. 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.
 - b. Participate in pre and post conference.
 - c. Be attentive.
 - d. Show alertness in the clinical area by being oriented to the immediate situation in which she/he is involved.
 - e. Ask pertinent questions.
 - f. Complete assignments on time.
 - g. Relate new learning to previous experience.
 - h. Be responsible for own improvement by seeking additional related learning opportunities.
 - i. Demonstrate initiative.
 - j. Demonstrate good judgment in nursing situations.
 - k. Perform nursing care as instructed.

5. 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.

6. Responsibility for providing a background check every twenty-four months.

7. It is the 1st, 3rd, and 5th quarter student's responsibility to meet with their advisor by week eight of the quarter.

HEALTH RELATED REQUIREMENTS FOR CLINICAL PLACEMENTS

Providence Health Care System Shriner's Hospitals for Children

Drug Screening – Providence health Care System and Shriner's hospitals for Children requires drug screening of all employees, including students. The requirement is a five panel urine screen.

You must show the results of the drug screening to the appropriate Providence health Care/Shriner's Hospital employee on your first clinical day.

Drug Screening performed at:

Accudiagnosics

11800 95th Street, Suite 200
Vancouver, WA 98682
360.597.4543

Students are responsible for the cost of the drug screen (\$20 - \$25).

Results report provided to student immediately following testing.

Legacy Health System:

Legacy health System requires all nursing students to carry health insurance (an injury only plan meets this requirement). Currently Clark College nursing students may be placed at a Legacy facility in the second, third, fourth and/or sixth quarter of the Nursing Program. Students must have proof of insurance before being assigned to Legacy for clinical practice.

POLICY ON STUDENT NURSE SCOPE OF PRACTICE

Under the supervision of a *facility-employed* registered nurse, student nurses may observe but not directly participate in:

- Anti-neoplastic medication administration
- Administration of medications for procedures to be done under sedation
- Administration of investigational medications
- 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

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 and verification by repeating/reading back orders as given to the student.

POLICY REGARDING MEDICATIONS

Nursing students are required at all times to check dosage and measurement with a registered nurse (instructor or nursing service personnel) for the following medications:

- a. Narcotics and sedatives.
- b. All intravenous medications (direct administration and addition to IV infusion).
- c. Insulin.
- d. Anticoagulants.
- e. All IV push medications must be directly observed by an RN.

Nursing students cannot administer:

- a. IV chemotherapy
- b. experimental drugs
- c. any drugs restricted by the clinical facility.

POLICY ON TELEPHONE AVAILABILITY

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, e-mail address as well as physical address **and** name change information updated with Clark College campus system **in the Nursing office.**

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" may be even more damaging.

The odor of tobacco products emanating from a provider may result in a variety of adverse effects upon the client including refusal to accept care. It is for these reasons that the faculty has adopted the following smoking policy.

Students must comply with the agency's rules and regulations with the following additional limitations:

1. The student may be removed from the patient care areas if the odor of smoking impacts client care or if facility's non-smoking policy is violated.
2. No smoking in the facility or on the grounds of those facilities where prohibited.

Failure to comply with the above limitations will result in the following consequences:

The student may be removed from the patient care areas if the odor of smoking impacts client care or if facility's non-smoking policy is violated.

POLICY REGARDING RESPONSIBILITY FOR 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 recommended that each student carry a voluntary health insurance plan including medical-surgical coverage and hospital benefits. If this is not done, cost of service needed must be paid directly by the student.

- Incidents 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.
- The nursing faculty reserves the right to restrict student participation in clinical in order to protect student and/or public safety.
- The Nursing Program is obligated to follow the clinical facility's policies which may restrict attendance at clinical.

POLICY ON STUDENT SUBSTANCE ABUSE

General Policy Statement

All students are expected to follow the code of conduct related to controlled substances and alcoholic beverages as defined in the Clark College catalog.

In addition, students are expected to perform their clinical activities efficiently and safely, without the influence of drugs or alcohol.

Clark College does not require drug testing of students for admission to the College or to any program of the College. However, some clinical practicum sites used by the Nursing Program require drug testing of students for clinical practicum placement. If a student chooses or is assigned to a clinical practicum site that requires drug testing, the student will be required by that practicum site to submit to drug testing. The student needs to inform the practicum site that the results of drug testing are to be sent directly to the student and not to the College. The College only requires notification from the practicum site of the student's acceptance for the clinical practicum. The student will be responsible for paying for the test. If you are not accepted by a clinical practicum site for any reason, the College may not be able to find a substitute site and you may not be given credit for the class.

The following actions/conditions are prohibited:

1. Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath.
2. Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on clinical time.
3. Removing any drug from the institution or patient supply for any reason.
4. Failure to follow the clinical facility's policies and procedures for controlled substances.
5. 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.

All students have a responsibility to notify their instructor(s) if they are taking any medications that may affect their performance.

Purpose

To protect the welfare of patients, students, instructors, Clark College, and affiliated clinical facilities.

Procedure

All questionable student behavior will be dealt with through the following procedure:

1. If clinical performance is adversely affected by a prescribed medication, the student will be sent home and considered ill for make-up purposes.
2. If there is reasonable cause to believe that the student's performance is effected by alcohol, controlled substances, authorized or unauthorized prescription drugs, the student will be dismissed from clinical, lab or class activities.
3. Based on the instructor's observations instructions for Reasonable Suspicion Testing will be followed according to college policy.
4. 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:
 - c. If test results are negative, the student may return to the nursing program, but will be expected to make up any time missed.
 - d. If test results are positive, the student will be dismissed from the program.
5. Any student dismissed from the program for substance use may apply for readmission with evidence of having successfully completed a treatment program. Other aspects of the readmission process will be handled under the standard procedures for readmission.

POLICY ON UNSAFE CLINICAL PRACTICE**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.

Policy

A student whose behavior is unsafe may be terminated from a nursing course at any time during the quarter and receive a grade of "U/F" for the course.

Definitions

1. Unsafe practice 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.
2. Psychosocial injury is defined as that which may include but is not limited to psychological, sociological, cultural/ethnic, and spiritual trauma.
3. 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.
4. 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**

Examples of unsafe practice include but are not limited to the following:

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 affect the well being of others.
6. Violation of the Clark College Department of Nursing Policy on Substance Abuse.

**Procedure for
Unsafe
Clinical
Practice**

If the issue of safety is of concern affecting one or more parameter(s) of safe clinical practice and/or jeopardizes the well being of client/patients, staff, or peer, the clinical instructor will:

1. Remove the student from the clinical practicum.
2. Document inappropriate behavior. (Documentation may include but is not limited to: anecdotal records, quality assurance memos or incident reports, reports by faculty or staff, comments from clients/patients.)
3. Provide student both verbally and in writing with a description of the unsafe behavior.
4. Notify the Team Leader/Course Coordinator and Director of Nursing Program (or designee) of the situation as soon as possible.
5. Unsafe clinical practice violates professional nursing standards of care. The student will receive a clinical grade of "U".

CLARK COLLEGE

POLICY ON PROFESSIONAL BOUNDARIES

Your 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.

You will always function under the guidance of the nursing instructor or nursing preceptor. For your protection and your client's safety, you may not perform skills before they are covered in the nursing program regardless of your previous experience.

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. Unsafe and/or unethical practice may result in dismissal from the nursing program.

CLARK COLLEGE

POLICY ON VIOLENCE

POLICY

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.

While on College property or while conducting College business at other locations, each employee, student, or individual is prohibited from subjecting any other employee, student, or individual to any violence or threat of violence.

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:

- Removed from the premises;
- Subject to disciplinary action, up to and including dismissal or expulsion; and/or
- Subject to arrest and criminal prosecution

APPLICABILITY

This policy applies to:

- All levels and areas of College operations and programs;
- Students;
- Faculty;
- Staff; and
- Visitors, volunteers, and all other personnel.

RESPONSIBILITIES

All Employees, students, and visitors:

- Must refrain from violence or the threat of violence
- Are encouraged to seek assistance to resolve personal issues that may lead to violence.

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 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.
- 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.
- 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:

- Verbal threats to inflict bodily harm, including vague or covert threats.
- Verbal harassment, abusive or offensive language, or gestures towards supervisors, fellow employees, students, or the public.
- Disorderly conduct, such as shouting, throwing or pushing objects, punching walls, and slamming doors.
- False or malicious statements made against coworkers, supervisors, or subordinates which could damage their reputations or undermine their authority.

PROCEDURES

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

- Contact Security immediately - WSUV campus security **360.546.9001** or call **911**.
- Disengage and evacuate the area.
- Isolate the threatening individual if it is safe to do so.
- Notify the supervisor, if appropriate.
- Do whatever is reasonable to keep other employees, students, or visitors from potential harm.

CODE OF STUDENT 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 on page F6 of the Clark College catalog.**

*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.***

Emergency Closures or Delays - Clark Center, WSU Vancouver

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.** Most radio and TV stations provide information regarding school closure and/or class cancellation. Additionally, 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.:

Proceed with classes as usual.

Postpone opening for one or more hours

Cancel classes with offices remaining open to the public,

with those personnel reporting to work if able to do so.

Cancel classes and close all offices to the public,

with those personnel reporting to work if able to do so.

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.kptv.com

www.katu.com

www.columbian.com

www.oregonlive.com

Continued – Emergency closures or delays –

(6) 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 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.

The College subscribes to the Portland Information Network which transmits the selected message to the media. All major newspapers, television and radio stations will get messages about delays, cancellations, or the suspension of College operations.

LOCKER POLICY – CLARK CENTER, WSUV CAMPUS

Lockers are assigned to nursing students in the Clark Center upon request to nursing office.

Clark College and WSU Vancouver are not responsible for items lost or stolen from lockers.

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.

**STATEMENT RELATING TO STUDENT HANDBOOK
2009/2010**

Student Identification Policy

Some outside agencies such as the State Board of Nursing and some off-campus clinical agency sites require access to student social security numbers for identification purposes. Therefore, nursing students are required to provide the Nursing Program with their social security numbers with the understanding that this information will only be shared with those agencies that require this information for student identification. All other department activities requiring student identification will be conducted according to the college policy and as mandated by state law (SB5509) using the confidential system of student code numbers.

SID# _____

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: _____

Portfolio Statement

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 _____