



# **Nursing Program**

# **Student Handbook**

# **2013-2014**

**This handbook is part of every Nursing Course syllabus**

# Whatcom Community College Nursing Program Student Handbook

## TABLE OF CONTENTS

Welcome .....	1
Mission .....	3
Philosophy .....	3
Framework: Domains of Teaching & Learning.....	3
Framework: Essential Elements.....	4
Associate Degree Nursing Education.....	4
Outcomes of the WCC Nursing Program Defined .....	5
Nursing Program Outcomes and WCC Core Learning Abilities .....	8
Prerequisite Course Requirements .....	11
Teaching-Learning Process .....	12
Full-Time Nursing Program Description.....	12
Full-Time Nursing Program Sequence of Courses .....	13
Part-Time Online/Hybrid Nursing Program Description .....	13
Part-Time Online/Hybrid Nursing Program Learning Support .....	13
Part-Time Online/Hybrid Nursing Program Course Requirement.....	14
Part-Time Online/Hybrid Nursing Program .....	14
Specific Technology Requirements .....	14
Part-Time, Online/Hybrid Nursing Program Sequence of Courses .....	14
Typical Week of a Full-Time Nursing Student .....	16
Typical Week of a Part-Time Online/Hybrid Nursing Student .....	16
Expenses for the Program .....	17
Credit Hours.....	17
Essential Requirements .....	17
Disability Support Services .....	21
Post-Acceptance.....	21
Pre-Entrance Health Examination .....	21
Immunization Documentation.....	21
Health Insurance.....	22
Malpractice Insurance.....	22
Cardiopulmonary Resuscitation (CPR) Requirements.....	22
Background Criminal History.....	22
Progression in the Nursing Program .....	23
Transfer into the Nursing Program .....	23
Withdrawal.....	23
Readmission.....	23
Advanced Placement.....	24
POLICIES.....	25
Academic Assistance .....	27
Academic Dishonesty.....	27
Alcohol and Controlled Substances, Use/Abuse of.....	27
Attendance Guidelines .....	28
Bad Weather Cancellation.....	29
Books.....	29
Chemical Dependency and Abuse .....	29
Children in Nursing Laboratory and Classrooms .....	31
Classroom Etiquette.....	31
Clinical Assignment Policy .....	31

Clinical Performance Guidelines .....	32
Contact Information, Student.....	33
Counseling.....	33
Dress Code .....	33
Drug Calculation Competency .....	34
Drug Screening .....	35
Eating and Drinking .....	36
Electronic Communication, Online Social Networking, and Texting .....	36
Employment .....	37
Exposure to Body Fluids Guidelines .....	38
Exposure Guidelines .....	38
Financial Aid.....	39
Grading Guidelines.....	40
Graduation .....	41
Grievance Procedure: Informal.....	41
Grievance Procedure: Formal.....	42
Incomplete Grade .....	43
Informed Consent.....	43
Invasive Procedures .....	44
Latex Allergy Response Plan.....	45
Lines of Communication .....	46
Line of Communication for Problem Resolution .....	46
Medication Errors .....	46
Medication Administration Error Examples .....	48
Code of Academic and Clinical Conduct of the National Student Nurses Association, Inc. ...	49
Nursing Technician.....	50
Nursing Technician Employment Criteria.....	50
Progression in the Program Nursing Skills Lab.....	52
Personal Communication Device .....	54
Photocopy Machines and Locations.....	54
Preceptorships.....	54
Pregnancy .....	55
Probationary Status .....	55
Professional Boundaries.....	56
Professional Conduct Standards .....	57
Record Systems.....	58
Remediation Plan and Outcome .....	58
Representative to Faculty Committee.....	58
Smoking Policy.....	58
Student Mail Folders .....	59
Student Nurse Club of Whatcom Community College (SNOW) .....	59
Student Opportunities for Committee Participation .....	60
Student Records.....	60
Student Records Review Request.....	61
Students Rights and Responsibilities.....	61
Tape Recorders.....	61
Test-Taking Policy.....	62
Theory Grade Advisement Worksheet .....	63
Transportation .....	64
Unsafe or Unethical Clinical Conduct .....	64
Written Assignment Guidelines.....	65

Duplicate Papers.....	65
Nursing Program Contract .....	67
Our Health Industry Partners.....	69
References .....	70

Welcome

Dear Nursing Student:

Welcome to the Nursing Program at Whatcom Community College. The Nursing Faculty and staff at Whatcom Community College are here to assist you in your academic and clinical experiences to attain the goal of becoming a knowledgeable and accountable Registered Nurse.

The faculty at Whatcom Community College are prepared to be mentors, and supportive to the adult learner. We believe that students will have an excellent and satisfying Nursing education experience that prepares them for entry-level Nursing practice. Students will be amazed at the growth they experience as they have the opportunity to work with talented educators and health care team members in learning to provide care for those with health care needs.

This program is academically rigorous, requiring dedication of time which will require many outside study hours for every credit taken in the classroom, clinical area, campus Nursing Skills and Computer Laboratories, and Library, as students develop and recognize their learning style.

This handbook contains policies and guidelines for the Associate in Science Degree Nursing Program and prescribes standards of conduct for Nursing Students enrolled at Whatcom Community College. Each student is expected to be familiar with the contents of this handbook and will be accountable for following the guidelines provided. However, this handbook does not replace the college catalog. Therefore both the Nursing Program Student Handbook and the College catalog policies and procedures must be followed.

Wishing you the greatest success,

Annette Flanders, MSN/Ed, RN  
Nursing Program Director

BJ Millan, MSN, RN  
Faculty, 1st Year

Grace Kolodychuk, MSN, RN  
Lead Faculty, 1st Year

Angela Lochridge, MS, RN  
Faculty, 2nd Year

Kathryn Saulsbury, MSN, MBA, RNC  
Lead Faculty, 2nd Year

Susan Windnagel, MSN/Ed, RN  
Nursing Laboratory Educator

Jennifer Leisegang, MSN, RN  
Faculty, Pharmacology



## **Mission**

The Nursing Program supports the mission of the Washington State Community College System and the mission of Whatcom Community College (WCC). The faculty is committed to providing high quality, evidenced-based Nursing education to meet the diverse and changing health care needs of the population and to promoting the development of qualified students prepared for the professional role of Registered Nurse at the entry level. Graduates meet the education requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Within this mission, the Nursing Faculty will promote high quality Nursing care for the individual, families and significant others, and the community, to facilitate and support optimum health, quality of life, and realization of potential.

## **Philosophy**

The philosophy of the Whatcom Community College Nursing Program (NP) is reflected in and derived from definitions and statements about the individual, Nursing practice, health care system, health, quality of life, achievement of potential, internal and external environment, and the education of the Associate Degree Nurse (ADN). The faculty support the American Nurses Association Code of Ethics.

### **Framework: Domains of Teaching & Learning**

*Individual* The faculty of Whatcom Community College believe that each individual is a complex, multidimensional, unique, and significant being possessing inherent value and worth, and a member of a family, community, and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to information that will assist him or her to participate actively in his or her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood, and assisted. In order to provide and manage care, nurses must view the individual at the center of any Nursing activity.

Within the Individual Domain, the student will encounter concepts related to individual and family processes to develop the program outcomes related to Nursing Care (Nursing care, technologies which assist in Nursing care, and individually centered care).

*Nursing* Nursing is the science and art of assimilating and integrating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. Through caring, ethical behavior, and the development of a therapeutic relationship with the individual and the significant support person(s), the nurse integrates the art of Nursing with the scientific foundation for practice that uses the Nursing process. Incorporating documented best practice, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential. Nursing assists individuals through promotion of wellness, prevention of illness, and restoration of health, or assistance in achieving a dignified death.

Within the Nursing Domain, the student will encounter concepts related to aspects of Nursing to develop the program outcomes related to Caring & Self-care (caring, cultural

competence, and lifespan health); Professionalism (professional comportment, Nursing values, lifelong learning); Communication (communicator, teacher); Clinical Judgment (critical thinker, problem solver, creative thinker, reflective practice); Collaboration (with individuals and health care team members).

*Health Care System* The healthcare system in our nation and community is a macro-system consisting of many components or micro-systems. The system is energized by the connections and relationships within it. Hospitals, health care provider offices, clinics, pharmacies, laboratories, long term care, and internet sites are some of the micro-systems that are connected by individuals and information.

Within the Health Care System Domain, the student will encounter concepts related to aspects of Nursing to develop the program outcomes related to Leadership and Safety (safety in the environment, continuous quality improvement, systems thinking and awareness, use of evidence based practice and information technology).

### **Framework: Essential Elements**

*Environment* The individual is in constant interaction with a changing environment of both internal and external forces that varies throughout the lifespan and has the potential to cause distress in the individual. The nurse assists the individual to alter aspects of the environment and to use innate and learned coping mechanisms to adapt to these stressors.

*Health* Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, existing on a continuum from optimal wellness to illness and death. The individual's needs for healthcare are determined by his/her position on the continuum. Each individual's perception of health is based on his/her cultural experiences and beliefs about health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

*Quality of Life* Quality of life is reflected in five domains: physical, functional, psychological, social, and spiritual well-being. The individual's perception of and satisfaction with aspects of daily life contributes to her/his perception of self-worth, meaning of life, or satisfaction with the lived experience.

*Potential* Potential is the capacity for fulfillment of one's aspirations and personal best health and quality of life. The individual's choices, perceptions, personal goals, life experiences, and holistic health determine the realization of potential. The nurse assists individuals in realizing their potential.

### **Associate Degree Nursing Education**

Nursing education at the associate degree level is a process that facilitates changes in behavior and the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level professional nurse. The NP curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, using adult experience, and problem- and activity-centered learning. The curriculum incorporates evidence-based Nursing theory and practice, general education, and the sciences into an environment conducive to learning.

The curriculum is based on learning theory rooted in neurobiology. The brain develops and grows as a result of experience and learning. Learning is about making connections and organizing information. Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge.

Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty is to facilitate the student's learning and ability to meet the competencies for Nursing practice through the design and evaluation of learning experiences. The Nursing Student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual centered Nursing care.

Through purposefully designed educational experiences and reflection, successful students will develop critical thinking, problem solving and creative thinking skills to establish a foundation for clinical reasoning and judgment in their Nursing careers.

Adapted from the work of the *Whatcom Community College Nursing Program* and the *North Carolina Curriculum Improvement Project*. Found at: <http://adn-cip.waketech.edu/>

## **Outcomes of the WCC Nursing Program Defined**

Graduates of the WCC Nursing Program conceptualize a framework for practice consisting of the definitions and relationships of three domains: *Individual, Nursing, and Healthcare*. Within these domains are concepts for the student to learn and competencies for the student to demonstrate. The student learns and integrates the concepts in order to demonstrate the competencies. Ultimately, on graduation the student is described by the program outcomes.

### ***The WCC Nursing Program graduate demonstrates...***

#### **Nursing Care (Individual Domain)**

Nursing Care is defined as the provision of safe and effective physical, psychosocial, cultural, and spiritual interventions requiring substantial knowledge, judgment, and skill. Nursing Care incorporates the principles of relationship-based and individualized care of the individual/family. This relationship is based on mutual trust and respects the individual's autonomy, values, needs, and preferences. The provision of Nursing Care includes the following: formulation of Nursing Diagnoses based on individual data and scientific principles; provision of direct care; clinical knowledge; proficiency in numerous technical skills; supervision of other team members; maintaining and promoting health or illness prevention; and, the support of a dignified death.

#### **Caring & Self-care (Nursing Domain)**

Caring & Self-care are principles based on the values of kindness, concern, love of self and others, and respect for the spiritual dimension of the person. The nurse will practice in a manner which conveys a sense of personal commitment to and responsibility for the individual/family, including respect for the cultural and life-stage aspects of the individual/family. The nurse will demonstrate caring by advocating for the individual/family to promote health and choices; adhering to ethical principles; demonstrating integrity; and,

acting responsibly. The nurse will extend the concept of caring to interactions with peers and coworkers. The nurse will demonstrate self-care by pursuing and advocating healthy behaviors, including reflection and self-analysis.

### **Professionalism (Nursing Domain)**

Professionalism is a commitment to the Nursing profession and the profession's values. Nursing's values are the basis for the nurse's professional conduct. Nursing's values are expressed in various codes of ethics, and include justice, beneficence, non-maleficence, respect for self and others, and ethical behavior. The nurse demonstrates professionalism by: reflecting on practice and clinical dilemmas in order to interpret and respond in a humanitarian way; developing personal accountability; and, engaging in life-long learning, studiously seeking new knowledge and skills.

### **Communication (Nursing Domain)**

Communication is an interactive, dynamic process that describes the exchange of information. Communication with the individual/family and among professionals is vital to the interest of the individual/family. The nurse is an effective communicator in the written and spoken word, and has awareness of the importance of tone, cultural influences, and body language. The nurse uses effective communication techniques to: therapeutically interact with the individual/family; provide health education; completely and accurately convey information to other professionals and coworkers; establish rapport; educate; and, resolve conflict.

### **Clinical Judgment (Nursing Domain)**

Clinical Judgment is founded in scientific knowledge and personal experience, and developed in the nurse through the use of several habits of thought, observation, and reflection. The nurse will be skilled in critical thinking, creative thinking, problem solving, and reflection. Habits of thought, observation, and reflection include: analyzing situations, hypothesizing causes, and anticipating events (critical thinking); imagining solutions (creative thinking); using the Nursing process (problem solving) by assessment, diagnosis, planning, implementing, and evaluating; and taking time and energy to give thought to past situations or actions (reflecting). Clinical Judgment supports decision making.

### **Collaboration (Nursing Domain)**

Collaboration is effective and collegial functioning of the nurse within Nursing and interdisciplinary teams. The nurse demonstrates collaboration by: assuming responsibility for working with others cooperatively; using open professional communication; including the individual/family as a member of the healthcare team; recognizing that collaboration is essential for quality care; giving and receiving feedback; and supporting colleagues.

### **Leadership (Healthcare Domain)**

Leadership in Nursing is influencing others toward healthy goals and decisions. Leadership may be the supervision of another's Nursing practice by teaching, motivating or directing. Leadership includes: safely delegating to others; taking a leadership role when needed; and effectively using management skills.

### **Safety (Healthcare Domain)**

Safety, for self and others, is a primary concern of every nurse. Safety broadly encompasses the principles of minimizing risk of harm, systems awareness and proficiency with systems (including Information Technology), data-based quality assessment and improvement, and evidence-based practice. The nurse demonstrates Safety by: acting

within the legally defined scope of nursing practice and the professionally defined standards; operating effectively within the macro and micro healthcare systems; managing information; using the best available evidence for practice decisions; engaging in activities to collect data, improve safety and mitigate error; and, demonstrating responsibility for efficient management and use of resources.

**The Nursing Program Outcomes align with the Whatcom Community College Core Learning Abilities.**

<b>WCC Core Learning Abilities</b>	<b>WCC Nursing Program Outcomes</b>	<b>Rationale for Differences</b>
<p><b>Communication:</b> is the ability to accurately identify/address a purpose or audience, and convey information so that it is easily received and understood</p>	<p><b>Communication:</b> is an interactive, dynamic process that describes the exchange of information. Communication with the individual/family and among professionals is vital to the interest of the individual/family. The nurse will be an expert communicator in the written and spoken word, and has awareness of the importance of tone, cultural influences, and body language. The nurse uses effective communication techniques to: therapeutically interact with the individual/family; provide health education; completely and accurately convey information to other professionals and coworkers; establish rapport; and, resolve conflict.</p> <p><b>Collaboration:</b> is effective and collegial functioning of the nurse within Nursing and on interdisciplinary teams. The nurse demonstrates collaboration by; assuming responsibility for working with others cooperatively; using open professional communication; understanding that the individual/family is a member of the healthcare team; understanding that collaboration is essential for quality care; giving and receiving feedback; and supporting colleagues.</p>	<p>Communication is shared by the college and NP, the NP's definitions stress Nursing competencies. Effective communication is underlies professional collaboration.</p>
<p><b>Critical Thinking:</b> is the ability to cultivate the thinking process</p>	<p><b>Clinical Judgment:</b> is founded in scientific knowledge and personal experience, and is developed through the use of several habits of thought, observation, and reflection. The nurse is skilled in critical thinking, creative thinking, problem solving, and reflection, to support decision making. Habits of thought, observation, and reflection include: analyzing situations, hypothesizing causes, and anticipating events (critical thinking); imagining solutions (creative thinking); using the Nursing process (problem solving) by assessment, diagnosis, planning, implementing, and evaluating; and taking time and energy to give thought to past situations or actions (reflecting).</p>	<p>In addition to critical thinking, the NP uses additional habits of thought, observation, and reflection that support the student in acquiring clinical judgment.</p>
<p><b>Global awareness:</b> is the ability to (1) engage with</p>	<p><b>Caring &amp; Self-care:</b> are principles based on the values of kindness, concern, love of</p>	<p>Caring &amp; self-care, Professionalism, and</p>

WCC Core Learning Abilities	WCC Nursing Program Outcomes	Rationale for Differences
<p>others to take responsibility for our local and global communities and to (2) assess how the world and their (the students') lives have been and continue to be shaped by natural, social, and economic processes.</p>	<p>self and others, and respect for the spiritual dimension of the person. The nurse will practice in a manner which conveys a sense of personal commitment to and responsibility for the individual/family, including respect for the cultural and life-stage aspects of the individual/family. The nurse will demonstrate caring by advocating for the individual/family to promote health and choices; adhering to ethical principles; demonstrating integrity; and, acting responsibly. The nurse will extend the notion of caring to interactions with peers and coworkers. The nurse will demonstrate self-care by pursuing and advocating healthy behaviors, including self-analysis.</p> <p><b>Professionalism:</b> is a commitment to Nursing and the profession's values. Nursing's values are the basis for the nurse's professional conduct. Nursing's values are expressed in various codes of ethics, and include justice, beneficence, non-maleficence, respect for self and others, and ethical behavior. The nurse demonstrates professionalism by: interpreting and responding to clinical dilemmas in a humanitarian way; developing personal accountability; and, engaging in life-long learning, studiously seeking new knowledge and skills.</p> <p><b>Leadership:</b> in Nursing is influencing others toward healthy goals and decisions. Leadership may be the supervision of others' Nursing practice by teaching, motivating or directing. Leadership includes: safely delegating to others; taking a leadership role when needed; and effectively using management skills.</p>	<p>Leadership each contain elements related to Global awareness. Additional concepts emphasized in the NP reflect professional values and practice. The graduate nurse uses these competencies interacting with the client as individual, family, or community.</p>
<p><b>Information Literacy:</b> is the ability to identify an information need and to locate, evaluate, and use information effectively and ethically.</p>	<p><b>Nursing Care:</b> is defined as the provision of safe and effective physical, psychosocial, cultural, and spiritual interventions requiring substantial knowledge, judgment, and skill. Nursing Care incorporates the principles of relationship-based and individualized care of the individual/family. This relationship is based on mutual trust and respects the individual's autonomy, values, needs, and preferences. The provision of Nursing Care includes the following: formulation of</p>	<p>Provider of Nursing Care is a core Nursing role for which the student must acquire a body of knowledge and information. Continued information literacy is essential to professional practice.</p>

WCC Core Learning Abilities	WCC Nursing Program Outcomes	Rationale for Differences
	Nursing Diagnoses based on individual data and scientific principles; provision of direct care; application of clinical knowledge; proficiency in numerous technical skills; maintaining and promoting health or illness prevention; and, the support of a dignified death.	
<p><b>Quantitative Literacy:</b> is the ability to interpret and analyze mathematical, scientific, or other symbolic information in order to solve problems and support arguments.</p>	<p><b>Safety:</b> broadly encompasses the principles of minimizing risk of harm, systems awareness and proficiency with systems (including IT), data-based quality assessment and improvement, and evidence-based practice. The nurse demonstrates Safety by: understanding that Nursing has a legally defined scope of practice and professionally defined standards; understanding the macro and micro healthcare systems and how the components relate; managing information; using the best available evidence for practice decisions; engaging in activities to collect data, improve safety and mitigate error; and, understanding the nurse's responsibility for efficient management and use of resources.</p>	<p>Safety is emphasized in the NP to promote best practices, interpreting and using scientific data and research in order to maintain an evidence-based practice.</p>

**Prerequisite Course Requirements  
For the  
Associate in Science Degree Nursing Program**

\*\* These courses must have been taken within five years of the program application deadline.

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
English 101	English Composition	5
Math 146	Introduction to Statistics	5
Psychology 200 Psychology 100 is a prerequisite for this course at WCC. The grade for Psych 100 will not be factored into the admissions process.	Psychology of Human Development	5
Biology 241 **	Human Anatomy and Physiology I	5
Biology 242 **	Human Anatomy and Physiology II	5
Biology 260 Biology 160 is a prerequisite for this course at WCC. The grade for Biology 160 will not be factored into the admissions process.	Introduction to Microbiology	5
Chemistry 121 or higher	Chemistry	5
<b>Recommended but not required</b>		
ANTH& 235	Medical Anthropology	5

## **Teaching–Learning Process**

Billings and Halstead (2009) discuss the Teaching-Learning process in the following excerpt.

The teaching–learning process or transaction is a complex cooperative and personal relationship between faculty and students. When viewed from the perspective of the “learning paradigm” rather than the “instructional paradigm,” the teaching–learning process is a personal interactive relationship that extends beyond the subject matter. Within the interactive relationship faculty relate to students with dignity and respect, with the expectation that students will be supported and stimulated to develop intellectual integrity and independent judgment (Hyman, 1974). The roles of the teacher are facilitator, learner, guide, coach, and mentor acting in partnership with students. The student roles become those of learner inquirer and seeker of knowledge within an active participative student–faculty relationship.

In a humanistic model both the faculty, as senior learners, and student, as junior learner, are engaged in the teaching–learning process (Rogers, 1969). According to Diekelmann (1989), both teacher and learner engage in a transformed relationship as a result of meaningful dialogue with one another.

Bevis (1988) identified the purpose of Nursing education as twofold: to ensure safety and to provide the climate, structure, and dialogue that promote praxis (the application of a skill as opposed to its theory). The roles associated with these purposes include raising questions; nurturing creative drive, caring, assertiveness, and ethics; designing ways to engage mental processes; and interacting with students as persons of worth, dignity, intelligence, and high scholarly standards.

(p. 191)

## **Full-Time Nursing Program Description**

The traditional face-to-face Nursing Program requires full-time attendance for six quarters (two academic years). Class and clinical schedules may change each quarter. Students must be available for daytime lecture and lab classes in addition to both daytime and evening clinicals. Students will need reliable transportation since clinical sites may be located as much as an hour away.

## ***Full-Time Nursing Program Sequence of Courses***

### **First Year**

	<b>Credits</b>
<b>Quarter 1 / Fall</b>	
Nursing 160: Introduction to Concepts in Pharmacology .....	2
Nursing 161: Introductions to Nursing Concepts with Practicum .....	12
<b>Quarter 2 / Winter</b>	
Nursing 162: Nursing Concepts with Practicum I .....	12
<b>Quarter 3 / Spring</b>	
Nursing 163: Nursing Concepts with Practicum II.....	12

### **Second Year**

<b>Quarter 4 / Fall</b>	
Nursing 261: Nursing Concepts with Practicum III.....	12
<b>Quarter 5 / Winter</b>	
Nursing 262: Nursing Concepts with Practicum IV.....	12
<b>Quarter 6 / Spring</b>	
Nursing 263: Nursing Concepts with Practicum V.....	12
Total credits:	74

## **Part-Time Online/Hybrid Nursing Program Description**

Whatcom Community College Nursing Program's online/hybrid option is a part-time program, combining online lectures with campus labs and community based clinicals. The "hybrid" program allows students to complete an Associate Degree in Nursing in 12 consecutive quarters rather than the face-to-face program's six quarters. Students will need reliable transportation since clinical sites may be located as much as an hour away.

## **Part-Time Online/Hybrid Nursing Program Learning Support**

Whatcom Community College uses the CANVAS course management system for online and hybrid learning. Students who have not previously taken a course using CANVAS are strongly encouraged to attend a week zero CANVAS training for students.

In addition to CANVAS support, Whatcom also offers online support services through the library, writing center, and learning center. Online tutoring is available for math, writing,

accounting, biology, anatomy and physiology and chemistry. See the following links for information about the online math center and the online writing center.

<http://math.whatcom.ctc.edu/>

<http://writing.whatcom.ctc.edu/>

***Part-Time Online/Hybrid Nursing Program Course Requirement***

Access to a computer with a high speed internet connection must be maintained throughout the course. Students must access the online class forum at least twice weekly in order to get new information and maintain required class correspondence.

***Part-Time Online/Hybrid Nursing Program Specific Technology Requirements***

Students enrolled in the online Nursing program must have access to a computer with a high speed internet connection throughout the course. The student should also be familiar with Windows based computer applications, word processors, and web browsers. Specific recommendations are listed below.

1. Computer with Windows XP, Windows Vista, or Windows 7 or 8 operating system
2. Web browser (Internet Explorer or Mozilla-Firefox)
3. Word processing program (Microsoft Word, Microsoft Works, or other)
4. Cable, DSL, or wireless internet connection

***Part-Time, Online/Hybrid Nursing Program Sequence of Courses***

**First Year**

<b>Quarter 1</b>	<b>Credits</b>
Nursing 150A: Pharmacology .....	1
Nursing 151A: Fundamentals of Nursing with Practicum .....	6
<b>Quarter 2</b>	
Nursing 150B: Pharmacology .....	1
Nursing 151B: Fundamentals of Nursing with Practicum .....	6
<b>Quarter 3</b>	
Nursing 152A: Nursing Care of the Adult and Child with Practicum I .....	6
<b>Quarter 4</b>	
Nursing 152B: Nursing Care of the Adult and Child with Practicum I .....	6

**Second Year**

**Quarter 5**

Nursing 153A: Nursing Care of the Adult and Child with Practicum II ..... 6

**Quarter 6**

Nursing 153B: Nursing Care of the Adult and Child with Practicum II ..... 6

**Quarter 7**

Nursing 201A: Nursing Care of the Adult and Child with Practicum III ..... 6

**Quarter 8**

Nursing 201B: Nursing Care of the Adult and Child with Practicum III ..... 6

**Third Year**

**Quarter 9**

Nursing 202A: Nursing Care of the Adult and Child with Practicum IV ..... 6

**Quarter 10**

Nursing 202B: Nursing Care of the Adult and Child with Practicum IV..... 6

**Quarter 11**

Nursing 203A: Nursing Care of the Adult and Child with Practicum V ..... 6

**Quarter 12**

Nursing 203B: Nursing Care of the Adult and Child with Practicum V..... 6

Total credits: 74

### Typical Week of a Full-Time Nursing Student

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Prep time: 2 <sup>o</sup> Clinical: 6-8 <sup>o</sup> Post-Clinical: minimum: 6 <sup>o</sup>	Prep time: 2 <sup>o</sup> Clinical: 6-8 <sup>o</sup> Post Clinical: Minimum: 6 <sup>o</sup>	Library time Class Prep/plan: Minimum of 4 <sup>o</sup> Skills Lab Study time/Learning Center	Class: 3 <sup>o</sup> Math Practice Computer Lab Class Prep/plan: Minimum of 4 <sup>o</sup>	Class: 3 <sup>o</sup> Student Nurse Club Skills Lab Study time	Review previous week's readings and Prepare for week: Minimum: 10 <sup>o</sup>

Recommended total hours for the 12-credit course: 36 hours study time per week  
12 to 16 hours clinical time per week  
6 hours class time per week

### Typical Week of a Part-Time Online/Hybrid Nursing Student

Monday	Tuesday & Wednesday	Thursday	Friday, Saturday, & Sun EVERY OTHER WEEK
Online Assignments: 2 <sup>o</sup>	Reading & Discussion Board Posting	Weekly Assignments Due	Clinicals: 8 <sup>o</sup>

Recommended total hours for the 6-credit course: 18 hours study time per week (minimum)  
16 to 24 hours clinical time every other Friday  
through Sunday  
3 hours lecture content per week

NOTE: Individual time varies from student to student.

## Expenses for the Program

Cost of the Nursing Program course is at the current community college tuition rate. Information on financial aid may be obtained by calling the Financial Aid Office or by visiting the WCC website.

Listed below are the approximate expenses for the two-year Nursing Program in addition to general college expenses (tuition and college expenses).

### Supplies

Textbooks and web-based tools	\$ 1,300
Student Lab Fee (quarters)	\$ 1,250 (\$250 per quarter for 5 quarters)
Uniforms (including shoes)	\$ 200
Watch (with second hand)	\$ 40
Personal health insurance	(cost varies)
Stethoscope (price varies with quality)	\$ 15 and up
Nationwide background inquiry	\$ 42-90
Nursing Pin	\$ 50-75

### Test Fees

NCLEX-RN Predictor Exam	\$ 45
Registered Nurse Exam and licensure	\$ 370 (not a program fee)

## Credit Hours

All traditional Nursing courses have one hour of credit for 50 minutes of class time per week per quarter. Clinical hours are computed as one hour of credit for two hours of clinical in the Nursing Laboratory or the clinical facilities.

## Essential Requirements

Nursing Students are expected to be proficient in communication skills, mathematics, science, computer, and learning skills. The educational process to achieve the Associate of Science Degree in Nursing requires assimilation of these, as well as the development of judgment for appropriate decision making. With the acquisition of this knowledge, students and graduates must be able to function as safe practitioners. Client safety is a major concern in establishing requirements for student capabilities.

Because Nursing Students are being prepared to perform a broad range of entry-level Nursing skills, Nursing Students must be able to carry out the following essential functions

with or without reasonable accommodation. It is the responsibility of the student to determine what, if any, accommodations would need to be made. This information must be provided in advance in writing to Disability Support Services at 360-383-3045 to allow adequate time to determine reasonableness of accommodations and to make necessary arrangements.

The Nursing Faculty hold the belief that the profession of Nursing is a highly respected one for many reasons. Clients put their lives into nurses' hands. Clients place their trust in nurses, and nurses must be worthy of that trust. There are several essential requirements to become a member of this highly trustworthy profession, including: responsibility, accountability, knowledge, skill, and safety. The Nursing Program is responsible to the public to assure that its students and graduates are competent in all of these areas at the appropriate level.

Nursing professionals deal with many responsibilities. The Washington Administrative Code #246-840-700: the Law Relating to Nursing Care, states, *"Each individual, upon entering the practice of Nursing, assumes a measure of responsibility and public trust and the corresponding obligation to adhere to the standards of Nursing practice. The nurse shall be responsible and accountable for the quality of Nursing care given to clients. This responsibility cannot be avoided by accepting the orders or directions of another person."* Nursing Students, as well as graduates, are held to the law.

Client safety is a major concern in establishing requirements for the capabilities of student nurses. To function safely in the role of a student and/or registered nurse one must exhibit the physical, cognitive, and behavioral abilities that are required for satisfactory completion of all aspects of the Nursing Program. Additionally, there are professional attributes required by the profession of Nursing that are equally as important as the knowledge and skills.

The education of a nurse requires acquisition and assimilation of knowledge, acquisition of skills, and development of judgment through client care experiences in order to make appropriate independent and/or interdependent decisions required for clinical practice. The practice of Nursing emphasizes collaboration among physicians, nurses, allied health care professionals, and the client.

The curriculum for the Nursing Program requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential Nursing skills and functions. These functions are necessary to ensure the health and safety of clients, fellow students, faculty, and other healthcare providers.

Students are required to perform all of the essential requirements below:

### Observation Function

Use the physical senses to gather information.

- a. Assess color changes in the skin, drainage, mucus.
- b. Hear blood pressure readings, heart and lung sounds through a stethoscope (assistive technology, such as a hearing aid, is acceptable to enable the student to achieve functional use of the senses).
- c. Palpate pulses.
- d. Palpate masses.
- e. Feel temperature changes on the skin, i.e. warmth, coldness.
- f. Smell odors.

### Communication Function

The student is expected to be able to effectively communicate verbally and non-verbally.

This includes the use of speech, body language, reading, and writing to communicate with clients, families, peers, faculty, and other health care members.

- a. Ask clients questions to discover their concerns and problems in a manner that can be comprehended by the client.
- b. Read client records and references written in English.
- c. Explain client's condition to other members of the health care team.
- d. Document Nursing care clearly, accurately, and in English on legal records in a timely manner.
- e. Demonstrate responsive, empathetic listening to establish rapport.
- f. Demonstrate professional verbal and non-verbal communication with peers, faculty, and the health care team.

### Motor Function

Provide physical care to clients. Engage in physical activity for up to twelve-hour shifts, lifting, and moving clients on day, evening, or night shift. Student is able to perform gross and fine motor movements to provide Nursing care.

- a. Perform CPR.
- b. Transfer incapacitated clients from chair to bed or chair to chair, through lifting a minimum of 40 pounds.
- c. Manipulate equipment such as syringes, intravenous administration sets, and glucometers used for client care.
- d. Work with multiple tubes, drains, and monitoring equipment.

- e. Work for up to twelve-hour shifts in a situation where the majority of time is spent in physical activity.
- f. Assessments may require student to bend, squat, reach, kneel, or balance.

### Intellectual/Conceptual Function

Synthesize information from a variety of sources and apply it when making decisions regarding client care.

- a. Calculate medication dosages and intravenous administration rates.
- b. Measure intake and output.
- c. Evaluate the effectiveness of treatments based on the expected outcome.
- d. Prioritize needs for one client and between multiple clients and establish plans of care.
- e. Determine when it is essential to obtain medical care for a client.
- f. Organize and form appropriate conclusions.
- g. Problem solving.
- h. Make correct judgment in seeking supervision and in consultation.
- i. Follow directions consistently and accurately.
- j. Quickly read and comprehend extensive written material.
- k. Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

### Professional Conduct

Possess the ability to reason morally and practice Nursing in an ethical manner.

- a. Learn and abide by standards of professional conduct: punctuality, respect for others, confidentiality, accountability, reliability, and good hygiene.
- b. Possess attributes that include compassion, empathy, altruism, honesty, responsibility, and tolerance.
- c. Demonstrate integrity and honesty.
- d. Perform Nursing activities within scope of practice.
- e. Provide client care delivery in all settings and be able to deliver care to all client populations including children, adolescents, adults, developmentally disabled persons, medically compromised clients, and vulnerable adults.

## Disability Support Services

Any student with a disability requiring auxiliary aids, services, or other reasonable accommodations should contact the Disability Support Services office in the Entry and Advising Center (LDC116, 360-383-3080 or 360-255-7182 [VP]).

## Post-Acceptance

After acceptance to the Nursing Program the following requirements must be completed.

- Pre-entrance health examination
- Health insurance
- CPR – American Heart Association Healthcare Provider
- Satisfactory state and national background criminal history check
- Satisfactory drug test from the WCC-approved site.

## Pre-Entrance Health Examination

The Nursing Program at Whatcom Community College requires that every Nursing Student have a pre-entrance health examination. The record of this will be maintained in the student's file located in the Nursing office. Current immunizations and TB test must be submitted prior to program admission.

## Immunization Documentation: evidence of the following is required:

1. **MMR**: Injections and booster completed or positive serology (titer)
2. **DTap**: Proof of vaccination, one lifetime dose
3. **VARICELLA**: A positive serology or two doses of varicella vaccine four weeks apart
4. **INFLUENZA**: when available, yearly
5. **HEPATITIS B SERIES or Titer**: Student must document the **first dose at the time of application** to the Nursing Program. **Second** dose administered at **least 30 days after the first dose**. **Third** dose is administered at least **four months after the first dose** and at least two months after the second dose. Required prior to entry into any clinical setting. **Final evidence of immunity** is to be provided 30 days after third dose and prior to entry into the second quarter of the Nursing Program.
6. **PPD**: Tuberculin skin test must be repeated every 12 months, unless a test has shown positive. (Tine test is NOT acceptable). If the PPD expires during time in a clinical facility, the student must update the test prior to the beginning of the quarter in which it expires. If the first PPD occurred more than 12 months ago, the student will need a **two-step PPD** performed 1-3 weeks apart. **Two negative test results are required to be considered negative**. If any PPDs are positive, a chest x-ray with written results and physician's statement of no symptoms of TB is required.

## **Health Insurance**

Students must provide proof of health insurance and this will be recorded in the student's file. Insurance information is available through the Student Information Center in the Syre Center. Neither the clinical facility nor Whatcom Community College is responsible for the expense of medical care, injury, or illness occurring as a result of classroom, lab, or clinical experiences. Students are responsible for all costs related to emergency or follow-up care associated with any injury sustained during a clinical that is not covered by their health insurance. Students are responsible to notify the Program Director of any lapse in health insurance coverage.

## **Malpractice Insurance**

All students will have insurance coverage for malpractice/liability provided by the college. This will be in effect during classes, clinicals, and practicums taken as part of the WCC Nursing Program.

## **Cardiopulmonary Resuscitation (CPR) Requirements**

Students in the associate degree program are required to have current training in CPR prior to beginning any Nursing course with a clinical component. The CPR training required is at the Basic Life Support (BLS) level.

A copy of a card indicating satisfactory completion of **American Heart Association: Health Care Provider Course (2-year certification)** training must be on file for the student in the Nursing department.

Students will not be permitted to attend any clinical rotations without the appropriate CPR training recorded in their file.

## **Background Criminal History**

A background check for criminal history (RCW 43.43.830 and 43.43.840) by the Washington State Patrol will be conducted prior to beginning Nursing courses. Our health care industry partners also require a national background check prior to starting clinical assignments. The cost of the background check will be paid by the student.

Additionally, the Washington State Board of Nursing may deny a license to any person who has been convicted of any "crime(s) against persons" or "crime(s) relating to financial exploitation." A student who cannot participate in client care in clinical settings based on the background check will not be able to continue in the program.

The application for licensure asks specific questions regarding previous licensure and felony and drug convictions. Further information may be obtained from the Washington State Nursing Commission, P.O. Box 1099, Olympia, Washington.

### **Progression in the Nursing Program**

Courses in the Nursing Program are offered in a sequential manner with knowledge building on the foundation of the previous course. Progression through the clinical sequence of the curriculum is dependent upon demonstration of satisfactory application of theory to clinical practice and satisfactory clinical performance. Students must achieve a grade of 78% in theory and a grade of Pass in lab/clinical in order to progress to the next course.

### **Transfer into the Nursing Program**

Transfer students may be accepted from other Nursing Programs on a “space available” basis following evaluation of all transcripts and prior Nursing courses. Transfer students must meet all WCC program requirements.

### **Withdrawal**

When a student becomes ineligible to continue in the program, it is the student’s responsibility to immediately and officially withdraw from subsequent Nursing courses by completing an add/drop form in the Registrar’s Office. A student may officially withdraw from any course through the eighth (8<sup>th</sup>) week of the quarter. Official withdrawals occurring after the twentieth (20<sup>th</sup>) calendar day of the quarter are posted on the student’s permanent record with a grade of “W”.

### **Readmission**

A student who withdraws or is dismissed from the program may apply to re-enter the program by completing and submitting an “Application for Readmission” form to the Program Director at least one quarter prior to the quarter he/she intends to re-enroll. The Program Director will review the application and inform the student of the outcome of the review no more than ten (10) days after receiving the application. Readmission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Director may request additional documentation from the student to support the application for readmission. If the student is readmitted to

the program, s/he must complete the requirements that led to the dismissal before continuing the program sequence. Students will not be allowed to enter the Nursing Program more than twice.

As noted above, the entire course including theory, Nursing laboratory, and Nursing clinical components must be repeated for the quarter from which the student withdrew or did not meet expectations. At the time of readmission, all Nursing Program criteria related to immunizations, current CPR certification, and Washington State Patrol background inquiry must be met. Any returning student must submit a hard copy letter of intent to return accompanied by the Application for Readmission to the Nursing Program Director. Electronic submissions will not suffice.

A student may repeat a Nursing course only once. In the event of a failure, the student may apply for readmission to the class if all requirements for admission are met (based on space availability). If the student is not successful in a Nursing course the second time, the student will not again be readmitted to the Nursing Program. A student who withdrew from or was not academically successful in NURS 161, who wishes to reapply to the program must compete again in the competitive ranking process for re-entry, a seat will not be held. A student who did not progress academically will need to reapply, will not have priority over other applicants, and will need to follow the procedure in the handbook.

### **Advanced Placement**

Advanced Placement applicants are selected by the following prioritized list:

1. WCC students in good academic standing seeking re-entry to the program.
2. WCC students who have received an unsatisfactory grade (below a C) in a Nursing course and are requesting re-entry.
3. Students from other schools with unsatisfactory grades (below a C) in Nursing courses. These students must meet the minimum 2.7 grade in all prerequisites.

Typically there is minimal advance notice of a student's advanced placement admission status. Students should be aware that there is no guarantee of advanced placement admissions. All advanced placements and readmissions are dependent upon space availability.

# **POLICIES**



### ***Academic Assistance***

In addition to the Theory Advisement by Nursing Faculty, the Learning Center offers help with study skills, math skills, test-taking, tutoring, and academic counseling. Students are reminded that the Nursing Program is demanding. Success may require that students adjust work schedules and other demands on their time to allow adequate study time.

### ***Academic Dishonesty***

Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty.

The policy of the Nursing Program is that dishonest behaviors such as plagiarism or cheating on a quiz or test will earn the student a grade of 0%. Further, the student is placed on Academic Probation for the rest of the program. A second incident will result in expulsion from the Nursing Program with a commentary of “do not readmit.”

1. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity.
2. Plagiarism includes submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.
3. Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic activity.
4. Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate a provision of this section of the disciplinary code. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
  - a. Any student who commits or aids in the accomplishment of an act of academic dishonesty shall be subject to disciplinary action.
  - b. In cases of academic dishonesty, the instructor or dean of students may adjust the student's grade. The instructor may also refer the matter to the dean of students for disciplinary action.

### ***Alcohol and Controlled Substances, Use/Abuse of***

Students are prohibited from using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance, except when the use or possession of a

drug is specifically prescribed as medication by an authorized medical doctor or dentist. Students are further prohibited from being demonstrably under the influence of any form of alcoholic beverage or possessing or consuming any form of alcoholic beverage on College property, with the exception of sanctioned events approved by the president or his designee and in compliance with state law. These prohibitions apply to every student whenever said student is present upon or in any College facility and whenever said student is present at or engaged in any college-sponsored activity which is held in College facilities or non-College facilities. [WAC 132U-120-030 (1) and 050 (3) (f) and (g)].

### ***Attendance Guidelines***

Knowing and understanding emerges from both clinical and classroom experiences, thus attendance is vital in both. All Nursing courses are viewed as seamless, thus one grade will be given for the course that encompasses classroom and clinical experiences. Classroom attendance is expected. The student has a professional standard responsibility to notify instructor of intended absence. Students are responsible for obtaining lecture notes/handouts from classmates for a class missed. Students are responsible for attending all clinical assignments on the dates and times assigned.

Missed clinical times are missed opportunities to meet course objectives. Make-up time is **not** an inherent feature of any clinical course. Clinical absences may lead to the inability to meet clinical objectives that will result in a clinical failure, thus failure of the class.

Clinical hours are 60 minutes in length. In the event of an absence, the student must:

1. Notify the instructor at least two hours prior to the assigned clinical time.
2. Talk to the instructor via telephone or in person (**not** on an answering machine or a text message).
3. Call the clinical facility and leave a message for the appropriate contact person at least two hours prior to the rotation time.
4. At the discretion of the faculty member, submit a release signed by a health care provider to return to the clinical.

More than two absences from clinical in a quarter jeopardizes the student's ability to achieve the learning outcomes. **There will be no opportunity to make up missed campus or clinical lab experiences.** The instructor may require the student to complete an assignment when an absence has occurred. Regardless of whether the student completes an assignment or not, the student who misses more than two campus/clinical experiences may be required to withdraw from the course and repeat the course the next time it is offered.

### ***Bad Weather Cancellation***

During adverse weather conditions it may be necessary to cancel class or clinical. Classes will be cancelled when Whatcom Community College is closed for inclement weather. Listen to the radio KPUG (1170 AM) and KGMI (790 AM) for announcements to this effect. The Nursing Faculty may also choose to cancel class or clinical during inclement weather and students will be notified by their clinical instructors in that case. Be sure the Nursing Program Assistant has your current phone number.

### ***Books***

Students are urged to purchase the required textbooks and web-based tools. Textbooks will not be available from the Nursing Faculty. The list of required books/tools will be provided to all students enrolling in the program. A variety of books located in the Nursing Laboratory may be used when preparing research topics. The WCC Library has a selection of Nursing texts.

### ***Chemical Dependency and Abuse***

The Washington State Department of Health Nursing Commission under RCW 18.130.180 (concerning the misuse of alcohol, controlled substances or legend drugs) has defined chemical dependency as unprofessional conduct.

*The Nursing Program at Whatcom Community College has adopted the following positions:*

- Chemical dependency may have a negative impact on all aspects of life.
- Chemical dependency is a condition that can be successfully treated.
- Chemical dependency of a Nursing Student will compromise client safety and clinical standards of performance.
- Nursing Faculty have a primary responsibility to the students enrolled in the Nursing Program.
- Nursing Faculty have a responsibility to intervene when client safety in the clinical setting is compromised.
- Nursing Faculty have a responsibility to demand professional behavior from students in all aspects of the curriculum, as professionalism is one of the industry's standards. Professional behavior is defined in the Washington State Department of Health Law Relating to Nursing Practice and this handbook.
- All students are expected to perform their clinical activities efficiently and safely, without the influence of drugs or alcohol.

- Nursing Students who are chemically dependent must address that problem before they resume pursuing their professional Nursing career.

*To protect the welfare of clients, students, and instructors at Whatcom Community College and affiliating facilities, the following activities are prohibited:*

- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath or person.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on clinical time.
- Removing any drug from the institution or client supply for any reason.
- Using any intoxicating liquor or illegal substances within 24 hours prior to or while on clinical time, on the premises, or away from the premises when required to return to the clinical facility.
- Failure to follow the clinical facility's policies and procedures for controlled substances.
- 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 questionable student behavior will be dealt with through the following procedure:*

- If clinical performance is adversely affected by a prescribed medication, the student will be sent home and considered ill.
- Should an incident occur the student may be required to submit immediately to a drug/alcohol test at the site designated by the instructor. The expense for such testing will be the responsibility of the student. If the student refuses testing, s/he will be dismissed from the program on the grounds of implied admission to substance use. In the event of suspected use in the clinical setting, the instructor has the right to confiscate the substance for identification.
- All tests will be processed using identification other than the student's name. All tests and test results will be considered confidential.
- The student will be barred from attendance at clinical sessions until the Nursing Program Director has received the test results.
- If test results are negative, the student may return to clinical practice, but will be expected to make up any time missed.
- If test results are positive, the student will be dismissed from the program on the grounds of substance abuse.
- Should an incident occur after the student has shown negative test results and the results are again negative, the student will be barred from clinical practice until the cause of the problem has been determined. All missed time will be subject to make-up.
- Any student dismissed from the program for substance abuse may apply for readmission with evidence of having successfully completed a treatment program.

Other aspects of the readmission process may be handled under the standard procedure for readmission.

### ***Children in Nursing Laboratory and Classrooms***

Children are not allowed in classrooms, the campus Nursing Laboratory, or resource areas as this could be dangerous and there is no one to supervise children when the student is busy. Further, only individuals officially registered for a course may attend classes, laboratories, or clinicals.

### ***Classroom Etiquette***

The student's undivided attention in the classroom is a requirement. An atmosphere of mutual respect should be maintained at all times in the classroom. Students are expected to come to class on time, remain for the entire period and refrain from "private" conversations and naps. Students disrupting class may be asked to leave. Repeated disruptions would reflect a pattern of behavior. Professionalism is an expectation in the classroom and on campus, as well as Nursing laboratory and clinical sites.

### ***Clinical Assignment Policy***

Students are assigned to clinical sites on the basis of faculty and site availability to assure that maximum learning will be accomplished for each student in the program. A student who fails a clinical course will not automatically repeat the clinical at the same site. Assignments for repeat course work will be scheduled at the site, or an alternative site at the discretion of the Nursing Faculty, based on the specific learning experience needed by the student.

Students, with the exception of preceptorships or previously designated alternate clinical sites, should not be in a clinical facility without the presence of an instructor. The student may not return to the facility to gather more client data after the clinical session is completed.

## **Clinical Performance Guidelines**

### **EXAMPLES of Performance Errors Regarding Omissions**

### **SAFETY MEASURES**

#### **1. Unsatisfactory Skill Performance**

Two or more errors in skill performance. Performance checklists outline correct procedural steps for each skill.

#### **2. Communication**

Failure to clearly communicate with primary nurse or auxiliary staff prior, or during the clinical shift and/or at end of shift, Re: Client/nursing care/medication administration. Inability to clearly give a complete end of the shift report to appropriate health professional.

#### **3. Documenting/Reporting**

Failure to document on check-off list, graphics, narrative notes, client assessments or patient care notes in a timely manner throughout the clinical day or by the end of the shifts.

#### **4. Integrity/Judgment**

*Failure to notify primary nurse and instructor when error or omission is made.*

*Failure to notify appropriate nursing staff or physicians of significant client status changes.*

*Failure to notify instructor prior to administering any parenteral medications.*

#### **5. Unexcused Absence From Clinical**

No notification to instructor given prior to the clinical experience or during the first hour of clinical.

#### **6. Late Arrival**

Late arrival to clinical or consistent late arrival to scheduled post-conferences.

- Individual practice in campus lab. Minimum: q 2 weeks.
- Review check-off lists.
  
- Ongoing communication with primary nurse and instructor throughout shift.
- Practice shift report with tape recorder.
  
- Report to primary nurse at end of shift and complete documentation.
  
  
- Immediately notifies instructor, primary nurse and other identified personnel when error is made.
  
- Instructor verbal approval of all parenteral meds and IV status.
  
  
- Immediately notifies instructor of absence from clinical setting.
  
  
- Informs instructor if late to clinical or post-conferences via phone, pager, or over paging system.

### ***Contact Information, Student***

There are times during college classes when it is essential that faculty and/or a clinical facility contact a student. Consequently students are required to have a telephone or have a reliable method of receiving messages on a regular basis.

It is the student's responsibility to keep **telephone numbers as well as address and name change information updated** in the Nursing Program Assistant Office (HPC 205) and the WCC Registration Office (LDC 101).

### ***Counseling***

Whatcom Community College has counseling services available to all students. If personal problems seem overwhelming you may wish to talk with a counselor. The instructor may recognize this need before you do and may refer you for help.

### ***Dress Code***

All students are expected to adhere to the following dress code in the Nursing lab and clinical unless otherwise directed. The WCC dress code policy is based upon requirements of professional appearance from clinical partner sites.

**Uniform:** Maroon scrub top with maroon scrub pants or maroon skirts. The student must be identified by wearing a professional uniform and Nursing Student photo ID. The uniform and student photo ID must be worn at all times when in a clinical setting. Any device used to wear a name-tag around the neck must be of material that breaks away easily. Maroon jackets or sweaters may be worn over the uniform in cold weather; students will not wear white lab coats/jackets. Students may wear a white camisole or t-shirt under the uniform for warmth, sleeves should not extend below the sleeve of the uniform. Women may wear tan or white stockings or hose with a skirt uniform; men and women wear white socks with the pants uniform.

Blue jeans, shorts, halter-tops or sweat clothes (pants or hoodies) are not to be worn in any professional setting. Sheer, tight, or see-through fabrics, denim, spandex and Lycra materials are not appropriate. Skirt hemlines should be appropriate to the work environment. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. Students should follow clinical facility dress code policies in community settings where uniforms are not worn.

**Shoes:** Closed-toe, closed and low-heeled, professional-appearing white shoes or all-white athletic shoes are required. Clogs, sandals, or cloth tennis shoes are not to be worn. Shoes are expected to be clean and in good repair.

**Nursing Student Photo ID** should be obtained from Student Services in the Syre Center, and include the student's first name and the first initial of the last name. Nursing Student photo ID is required at all times when in the clinical facility and in the Nursing laboratory. When withdrawing from the program, the name pin is to be returned to the Nursing Program Director.

Students may not carry **personal communication devices** in the clinical setting. Personal telephone calls may be made only at break times.

**Jewelry** is limited. No jewelry except a watch with second hand, wedding bands, and one pair of small stud earrings. Other visible body-piercing jewelry must be removed prior to entering clinical facilities. A very small, discrete nose stud may be worn. Hoop earrings or any other jewelry may not be worn with the exception of a medical I.D. tag.

**Makeup:** To be used conservatively while in uniform.

**Hair:** Hair should be pulled back, off shoulders if longer than shoulder length. Barrettes are acceptable. Ribbons, scarves, and other hair ornaments may not be worn. Beards and mustaches need to be neatly trimmed.

**Fingernails:** Long nails are impractical and unsanitary. Nails should be kept clean, manicured and of minimal length. Use of fingernail polish and/or acrylic nails is prohibited.

**Personal Hygiene:** All students are expected to be well-groomed. This includes a clean, well-pressed uniform, deodorant, clean hair, clean shoes and good oral hygiene. No perfume or strongly-scented soaps or lotions should be used. If personal hygiene is deemed inappropriate by the facility, the student will be sent home. Any tattoo that is visible should be covered.

**Chewing Gum** is inappropriate in the clinical setting.

### ***Drug Calculation Competency***

Accurate dosage calculation and medication administration are essential for safe practice. All students enrolled in a clinical course must demonstrate competency in dosage calculation before the start of the clinical experience. Competency is determined by 100% accuracy on the dosage calculation exam. Students are not permitted to administer medications without demonstrating competency and safe practice in drug dosage

calculations. Students unable to demonstrate safe practice in dosage calculation will be withdrawn from the clinical course.

The following guidelines are intended to safeguard the welfare of clients, yet provide ample opportunity for students to prepare themselves for successful medication administration. Students will be given a competency test in each quarter of the Nursing Program to test problem-solving and demonstrate mastery of math skills.

Each quarter, prior to medication administration in a clinical setting, a student must pass a drug calculation competency test with 100% accuracy. Calculators with an add, subtract, multiply, and divide capability are provided in class. The test will include content essential for medication administration for the quarter in which the student is enrolled.

*First Exam Failure:* The student is placed on clinical warning and is unable to administer medications in the clinical agency. The student will meet with the lab instructor for individual remediation. The student is also directed to self-remediate the area of deficiency by various resources, including test review, math lab, peer tutoring, and/or self-paced computer study modules. The time and place of the second exam will be set at the instructor's discretion.

*Second Exam Failure:* The student is placed on clinical probation and is warned that there is one more opportunity to pass the exam. The warning and the exam will be placed in the student's file. The student will meet with the lab instructor for individual remediation. The student is also directed to self-remediate the area of deficiency by various resources, including test review, math lab, peer tutoring, and/or self-paced computer study modules. The time and place of the third exam will be set at the instructor's discretion.

*Third Exam Failure:* The student is withdrawn from the Nursing course.

### ***Drug Screening***

All students participating in the Nursing Program will be required to complete a preclinical drug screen at the student's expense. Screening is required by clinical affiliates so that students may deliver care to their clients. Students are in a safety-sensitive position and need to be free of mind-altering drugs (including but not limited to marijuana, cocaine, amphetamines, opiates, tricyclic antidepressants, barbiturates, methadone, benzodiazepines, and PCP). Students cannot begin clinical until screening has been successfully completed. Refusal to comply with this requirement will lead to dismissal from the Nursing Program.

Any positive drug result will be reviewed by a certified Medical Review Officer (MRO). If the MRO deems that the positive drug result is due to the use of illegal drugs, the student

will not be allowed to begin the clinical experience and will be dismissed from the program. See the Readmission policy. If the student is taking a physician-prescribed medication, a follow-up letter from the physician may be required. Information about drug-screening will be made available through the Nursing Program Assistant.

Take the following items to the laboratory.

1. A credit card, local check or exact cash (no cash is kept at the site to make change). The student is responsible for the testing fee.
2. A picture ID from Student Services or a driver's license.
3. The following information will be required:
  - i. Full legal name
  - ii. Social Security number
  - iii. Home phone number

On the day of the appointment, the student should not urinate within two hours prior to collection. The student should not drink more than eight ounces (one glass) of water or fluid within two hours of collection. Drinking more liquids may lead to a dilution of the test results. If the initial test indicates a diluted specimen, the student must submit another sample and pay an additional fee.

The results of the test will automatically be sent to WCC. The student may obtain the results of the test by presenting a picture ID at the lab two business days after completion or by providing a self-addressed, stamped envelope at the time of collection.

### ***Eating and Drinking***

No food will be allowed in the nursing classroom/nursing lab. No food or drink will be allowed during examinations. Instructors at their discretion may allow covered drinks depending on the lab activities planned. The classroom must be left clean and orderly. Failure to keep the environment clean will result in the loss of this privilege.

### ***Electronic Communication, Online Social Networking, and Texting***

Whatcom Community College Nursing Students must adhere to the Health Insurance Portability and Accountability Act (HIPAA) guidelines in all instances, at all times. Client information (including photographs) should not be a part of a student's personal electronic communications (e.g., texting, phone calls, web pages, online social networking). As outlined in the HIPAA section of this handbook, **all verbal, electronic, and written**

**information relating to clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone.**

Students should refrain from using cell phones (for conversations, texting, and image taking), PDAs, and any similar device directly in front of clients. The use of these electronic tools in the presence of a client may degrade the client's feelings of safety and confidentiality. By adhering to these rules, students will guarantee the respect and confidentiality all clients deserve.

Additionally, professional conduct of the nurse dictates that student nurses must refrain from communication and action that perpetuates, relates to, or infers gossip, stories from behind the scenes, or hearsay. The Whatcom Community College contracted agencies (i.e. clinical sites) and their employees must receive the professional respect and privacy restrictions granted to all clients.

Specific procedures that have been completed in the clinical setting and helpful hints for fellow students may be items deemed appropriate to discuss when no identifiable HIPAA protected information is disclosed. Questions related to adhering to HIPAA should be directed to your instructors or the Program Director.

### ***Employment***

The faculty strongly recommends that the maximum hours of employment not exceed 16 hours per week outside of school. Students are discouraged from planning to work the shift immediately prior to class or clinical, as fatigue may jeopardize safe performance. Faculty may recommend that a student reconsider working commitments if employment is interfering with meeting the objectives of the Nursing Program.

The student, as an employee of an agency, may not wear the WCC name pin, uniform or sign S.N. after his/her name. It is recommended that a student not accept assignments beyond the level of a Nursing assistant unless s/he is a LPN.

Employed students are not considered official representatives of the WCC Nursing Program. An unlicensed Nursing Student should not accept employment that requires the student to perform duties that should be performed only by a licensed nurse. Students are accountable for their own actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

### ***Exposure to Body Fluids Guidelines***

**Standard Precautions** – all blood and body fluids are considered to be potential sources of infection and are treated as if known to be infectious.

- a. Contaminated sharps shall not be bent, recapped or removed.
- b. Contaminated sharps must be placed in an appropriate container as soon as possible.
- c. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
- d. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:
  1. Gloves to be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
  2. Masks, eye protection and face shields to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- e. Wash hands immediately after removal of gloves or other personal protective equipment.

*(Excerpts from OSHA Blood-borne Pathogens Section 1910.1030)*

### **Exposure Guidelines**

- a. Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- b. Any direct exposure to body fluids occurring while functioning as a Nursing Student must be reported immediately to the clinical instructor.
- c. The clinical instructor and student will notify the agency supervisor.
- d. The student will complete an agency site incident report.
- e. The student will complete the college accident report.
- f. The student will file a report of the incident with the Nursing Program Director.
- g. Any medical expenses incurred by the student will be the responsibility of the student.

### ***Financial Aid***

Students attending WCC for the purpose of receiving a degree or certificate may be eligible for financial assistance through federal, state, or local programs. Details may be obtained from the Student Financial Aid Office. Students must apply for financial aid each year. Work Source also provides referrals to funding resources.

The Whatcom Community College Foundation and numerous friends of the College have cooperated to develop and offer several scholarships with tuition awards that range from \$500 to full tuition. Scholarships are available to students who demonstrate outstanding academic achievement, athletic skills, personal growth, or contributions to fellow students or the College.

State and federal consequences and penalties apply if students default on their federally or state-guaranteed educational loans or service-conditional scholarships.

The State of Washington must take action upon not paying student loans from the Washington State Uniform Disciplinary Act. The Revised Code of Washington (RCW) 18.130.125 indicates that “the department will suspend the license of any person who has been certified by a lending agency and reported to the department for nonpayment or default on a federally or state-guaranteed educational loan or service-conditional scholarship.”

### **Grading Guidelines**

Nursing courses must be taken in sequence and a final grade of C (78% or higher) in all courses must be maintained in order to progress in the program.

Students must receive a “C” average on tests and assignments as well as perform satisfactorily in the clinical rotation to progress to the next quarter. A passing theory grade and unsatisfactory clinical grade will result in a non-passing grade for the course. Course grades will be assigned according to the scale set below.

The following scale will be used for grading.

<b>Percentage</b>	<b>Grade</b>
94-100.....	A
90-93.....	A-
87-89.....	B+
84-86.....	B
82-83.....	B-
80-81.....	C+
78-79.....	C
<b>The student is not passing if grade is below 78%. A score of 77.9% will not be considered passing. Grades will not be rounded to the nearest percentage point.</b>	
75-77.....	C-
71-74.....	D+
68-70.....	D
67 and below.....	F

The instructor reserves the right to deduct points or assign a grade of “0” for assignments and exams turned in late. Refer to course syllabi for specific details. Students will receive a grade of “Incomplete” for the course until all assignments are completed. A grade of “Incomplete” must be resolved prior to the beginning of the next quarter to remain in the program. All clinical experiences are required and campus Nursing Laboratory attendance is mandatory. Clinical grades will be based on tests of skills lab content, drug calculation test, written assignments, and performance of required clinical skills. A passing grade for tests is 78%. Students who do not achieve that minimum must remediate with the instructor. If the student is unsuccessful in passing clinical area, the letter grade F will be

entered on the transcript. Critical behaviors that must be achieved will be identified in each quarter.

### ***Graduation***

The student must submit an application for graduation during the first three weeks of the quarter preceding graduation, e.g., Winter quarter for a Spring graduation. The application may be obtained from OASIS, the Advising Office, or the Registration Office.

### ***Grievance Procedure: Informal***

The emphasis of this procedure is the informal resolution of a complaint. Many differences can be resolved by direct, courteous, and respectful communication. Formal complaints, which involve Hearings before the Student Rights and Responsibilities Committee, should be rare.

A grievance can be filed in any situation in which a student alleges that a Nursing Program administrative or academic policy is faulty or its application has resulted in unfair treatment. The burden of proof to establish a case for a hearing rests with the student.

The informal procedure will be instituted within a reasonable amount of time but no later than 30 days after the event occurred. The student needs to document all events concerning the grievance using the **Grievance Form** available from the Nursing Program Assistant or the classroom forms drawer.

If the complaint involves a faculty member:

- Step 1:** Informal resolution: Students who believe a college faculty or staff member has unfairly treated them shall first discuss their concerns directly with that person.
- Step 2:** If the complaint is not resolved in Step 1 the student will meet with both the faculty member(s) and the Nursing Program Director.
- Step 3:** If no acceptable resolution is reached in Step 2, the student will meet with the faculty member(s) and Division Chair to resolve the complaint in a prompt and fair manner.
- Step 4:** If no acceptable resolution is reached in Step 3, the student may institute a formal grievance, as outlined in the WCC catalog under Student Complaints.

### ***Grievance Procedure: Formal***

The student needs to follow the procedure for “Student Complaints” under “Step 2: Formal Letter” in the WCC catalog.

### ***Health Insurance Portability and Accountability Act (HIPAA)***

All verbal, electronic, and written information relating to clients and contracted agencies is considered confidential and is not to be photo-copied, printed out or removed from the clinical facility, or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

#### **I. Rationale for Guidelines**

The Health Insurance Portability and Accountability Act (HIPAA Privacy Regulations) protect an individual’s identifiable health information. Procedures are established for the purpose of mitigating, to the greatest extent possible, any deleterious effects from any improper use or disclosure of individually-identifiable health information or Protected Health Information (PHI). Protected health information includes the patient’s name or other patient identifiers, including information on past, present, or future physical or mental health status, or the condition and provision of health care to the patient. HIPAA established an individual’s right to control access to and use of PHI.

#### **II. Security**

This refers to how private information is safeguarded, controls access to information and protects it from inappropriate disclosure, distribution or loss of data. Maintain the security of PHI and prevent its unauthorized use or disclosure, e.g. chart security; log off computer when leaving terminal. Report immediately in writing any use of PHI that is not permitted. Consequences of violation include fines and criminal charges.

#### **III. Privacy**

This refers to what is protected -- health information about an individual and the determination of who is permitted to use, disclose, or access the information. Protect patient confidentiality in all forms: written, oral and electronic. Only access patient information to the extent of the need to know for each job/position, and only the minimum necessary for the immediate purpose. Patients have the right to see their own medical

records and learn who has seen their records when the disclosure is for purposes other than treatment, billing or other healthcare operations.

### ***Incomplete Grade***

An “incomplete” for this course is strongly discouraged and may not be granted except under the most egregious of circumstances. In the event of a number of verifiable personal emergencies, faculty may discuss grading options but only if the student has shown sufficient effort and satisfactory progress as defined by the faculty (assignments up-to-date, 78% average on exams, group participation, good effort, and discussion with faculty). In addition, the arrangement must have the Program Director’s approval.

“Incomplete” cannot be considered for missing clinical experiences. The time allowed for making-up work is at the instructor’s discretion. The “I” on record with the registrar must be removed by the 2<sup>nd</sup> day of the following quarter.

### ***Informed Consent***

The use of human subjects for educational purposes carries the responsibility to protect the rights, well-being and personal privacy of individuals; to assure a favorable climate for acquisition of practical skills and the conduct of academically-oriented inquiry, and to protect the interests of Whatcom Community College. Within the Nursing Program, courses involve classroom, laboratory and clinical activities where learning by students requires the use of fellow students as part of training procedures and/or demonstrations.

**INJECTION** may involve being the recipient of injections administered by a fellow student - one intramuscular, one subcutaneous, and one intradermal. Each will contain sterile saline and be given under the direct supervision of the Nursing instructor.

#### **Possible Risks and Discomforts:**

1. damage to a nerve, muscle or other soft tissues;
2. introduction of infection into body tissues;
3. pain resulting from the procedure itself.

#### **Benefits**

1. participation in a learning experience necessary to become a nurse;
2. acquisition of empathy for future clients undergoing this procedure.

### **Appropriate Alternatives**

The exclusive use of training manikins that have been used extensively prior to the injection of a human subject.

**VENIPUNCTURE** may involve being the recipient of one or more venipunctures performed by a fellow student under the direct supervision of the instructor.

### **Possible Risks and Discomforts**

1. damage to nerve, muscle or other soft tissues;
2. introduction of infection into body tissues or vessels;
3. pain resulting from the procedure itself;
4. bleeding that could result in ecchymosis or a hematoma.

### **Benefits**

1. participation in learning experience necessary to become a nurse;
2. acquisition of empathy for future clients undergoing this procedure

### **Appropriate Alternatives**

The exclusive use of training manikins that are used extensively prior to the injection of a human subject.

**FINGERSTICK** may involve receiving numerous fingersticks performed by fellow students during the laboratory unit of this course for the purpose of obtaining capillary blood specimens.

### **Possible Risks and Discomforts**

1. introduction of infection into body tissues;
2. pain resulting from the procedure itself;
3. bleeding that could result in ecchymosis.

### **Benefits**

1. participation in a learning experience to become a nurse;
2. acquisition of empathy for future clients undergoing this procedure.

### ***Invasive Procedures***

In certain Nursing courses students will have the opportunity to practice specific invasive procedures on manikins and/or consenting Nursing Students. The procedures that may be practiced on consenting Nursing Students are limited to intramuscular, intradermal, and subcutaneous injections of normal saline; venipuncture or venipuncture with catheter

insertion; and fingersticks. A faculty member who is a registered nurse must be in attendance during any practice sessions in which these procedures are practiced. Students will not perform, nor allow to be performed on them, any of these procedures unless a Nursing Program faculty member is present.

Receiving injections or venipuncture administered by other Nursing Students is strictly voluntary and non-participation will not impact grades. Students will be informed of the risks of these procedures (infection or damage to the tissue or nerves). Students must sign a release/consent form prior to receiving any invasive procedure. The form must be signed each quarter in which the procedures are practiced and will be maintained in the student's permanent file. If the student wishes to change his/her consent at any time during the quarter, a new form must be signed, dated and maintained in the student's permanent file. Student may decline to participate at any time.

Hazardous waste containers are provided and are to be used for any materials contaminated with body fluids. Any surfaces in the lab accidentally contaminated with body fluids should be cleaned promptly. This is the responsibility of faculty/students at the time of contamination. Needles and sharps are to be disposed of in proper receptacles.

### ***Latex Allergy Response Plan***

When working in the clinical setting or Nursing Skills Lab, students may be exposed to latex and other allergens.

#### **Procedure**

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that you:

- Obtain a consultation with your health care provider (HCP) about your sensitivity/allergy, risks, and treatment.
- Provide documentation from your HCP to your clinical instructor regarding your sensitivity.
  - Latex-free gloves will be provided. However, the lab environment and clinical facilities are not latex free.
- Inform your clinical instructor of your plan to handle a reaction.

In the case of a life-threatening reaction in the Nursing Lab, an ambulance will be summoned immediately.

- Any faculty member or student may **dial 911 on the phone in the Lab, state that you have a life-threatening “latex emergency” and need an ambulance. Epinephrine will be needed.**
- After calling 911, **notify the WCC switchboard.**
- Do not handle the victim with any latex products.
- The affected student or faculty member will be transferred to St. Joseph Hospital by ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications and any medical conditions.

Faculty and staff with known sensitivities are to inform the Nursing Program Director as above. If a student or faculty member has a reaction requiring medical attention, an Incident Report is to be completed and forwarded to the Nursing Program Director.

### ***Lines of Communication***

To facilitate the open communication between students and faculty, the Nursing Program has defined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialogue with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

#### ***Line of Communication for Problem Resolution***

Course Instructor or Clinical Instructor → Nursing Program Director → Division Chair → Director of Workforce Education → Dean of Instruction → Vice President of Instruction

### ***Medication Errors***

The faculty of the Nursing Program believes that the act of administering medications in a safe manner is basic to the foundation of Nursing practice. This includes intravenous administration with or without medication added.

Students undergo stringent processes prior to administering medications to clients in the clinical setting. However, it must be acknowledged that in spite of this training, medication errors do occur. A medication error is any event that could cause a client to receive inappropriate medication therapy, or fail to receive appropriate medication therapy. Most errors occur when the student nurse fails to follow routine procedures such as checking

dosage calculation, deciphering illegible handwriting, or administering medications with which the student nurse is unfamiliar.

To ensure safe medication administration, the student nurse should be aware of the “six rights” of medication administration. These are:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| <b>1. the right medication</b> | <b>4. the right route</b>         |
| <b>2. the right dose</b>       | <b>5. the right time</b>          |
| <b>3. the right client</b>     | <b>6. the right documentation</b> |

If the Nursing Student is involved in an error that involves a medication, the following steps will be taken before the student can resume medication administration without direct faculty supervision.

1. The student will fill out a Quality Management Report explaining in detail the events surrounding the error.
  - a. Nature of the error
  - b. Circumstances surrounding the error
  - c. Medication, purpose, and Nursing implications
  - d. Plan to prevent future errors.
2. The student shall report the error to the instructor, the facility, the health care practitioner, and the client if applicable.
3. The student shall be counseled by the clinical instructor and as deemed necessary, the Nursing Program Director.
4. The student shall review the video located in the Nursing Laboratory on *Prevention of Medication Errors*.
5. The student shall spend time in the Nursing Laboratory reviewing the procedures for the administration of medications.
6. The student shall follow the procedure to be re-evaluated on the administration of medications in the Nursing Laboratory by the clinical/laboratory instructor.
7. The faculty will complete a Remediation Plan and Outcome, and review it with the student. A copy shall be placed in the student's file.

Medication errors may reflect a system problem. The WCC Nursing Program will keep a documentation log on medication errors to evaluate the necessity for changes in the curriculum regarding the prevention of medication errors.

## Medication Administration Error Examples

Examples of specific errors or omissions that constitute a medication error include, but are not limited to, the following:

<b>Error/omission regarding:</b>	<b>Safety Measure</b>
1. Right Medication	<ul style="list-style-type: none"><li>a. Three checks of all medications administered.</li><li>b. Checking all medications against doctor's orders</li><li>c. Completed prep sheet.</li><li>d. Student verbally identifies medication by classification, action, major side effects and correct Nursing actions.</li><li>e. Uses completed prep sheet when verbalizing drug information.</li></ul>
2. Right Client	<ul style="list-style-type: none"><li>a. Arm band check each time medication is dispensed.</li></ul>
3. Right Dosage	<ul style="list-style-type: none"><li>a. Completed prep sheet.</li><li>b. Three checks of each medication. (Each medication is checked against doctor's orders.)</li><li>c. Correct dosage calculation. No instructor assistance or staff assistance. Drawn up into syringe correctly.</li></ul>
4. Right Route	<ul style="list-style-type: none"><li>a. Completed prep sheet.</li><li>b. Demonstrates accurate knowledge of medication routes, patient landmarks, and Nursing actions.</li></ul>
5. Right Time	<ul style="list-style-type: none"><li>a. Administration of drug within 30 minutes before or after scheduled time on MAR or according to agency policy.</li><li>b. Check MAR to avoid incorrect prn drug administration.</li></ul>
6. Right Documentation	<ul style="list-style-type: none"><li>a. Document medication administration after giving it, not before.</li><li>b. If time of administration differs from prescribed time, note the time on the MAR and explain reason and follow-through activities.</li><li>c. If medication is not given, follow the agency's policy for documenting the reason why.</li></ul>
7. Instructor Notification	<ul style="list-style-type: none"><li>a. Instructor will be present for medication administration. However, medication administration may be supervised by the primary RN with prior clinical instructor approval.</li><li>b. ALL subcutaneous, intramuscular, intravenous, and intradermal administration of medication without instructor approval or presence will result in immediate PROBATIONARY STATUS (see Probationary Status Policy).</li></ul>

The faculty of the Nursing Program endeavor to help students succeed in providing safe, effective client care. However, when faculty identify deficiencies in Essential Functions and/or performance, the faculty will work with the student to develop an individualized remediation plan.

This plan is considered a part of the student's record. When considering student progression, in all subsequent quarters, remediation plan(s) are evaluated by faculty and repetitive behaviors may subject the student to dismissal from the program as stated in the Remediation Policy.

***Code of Academic and Clinical Conduct of the  
National Student Nurses Association, Inc.***

**Preamble**

Students of Nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide Nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice Nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the Nursing Student in the personal development of an ethical foundation. The Code need not be limited to the academic environment but can assist in the holistic development of the person.

**A Code for Nursing Students**

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in Nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of Nursing Students.
11. Encourage faculty, clinical staff, and peers to mentor Nursing Students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances that impair judgment in the academic and clinical setting.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation of students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as stated in the school grievance policy.

*(Adopted by the NSNA House of Delegates, Nashville, TN., on April 6, 2001)*

**The WCC Nursing Faculty strongly support and endorse the NSNA Code of Conduct.**

Pursuant to WAC section 132U-120-050-(1) (x) any violation of the Code of Academic and Clinical Conduct of the National Student Nurses Association, Inc. may subject the student to disciplinary action by the college.

***Nursing Technician***

After completion of Nursing 161, Nursing Students may be eligible to work as a Nursing technician. Criteria for this are in the Washington Administrative Code (WAC) 246-840-860 and 246-840-870 described below.

***Nursing Technician Employment Criteria***

**WAC 246-840-860 Nursing Technician Criteria**

To be eligible for employment as a Nursing technician a student must meet the following criteria:

1. Satisfactory completion of at least one academic term (quarter or semester) of a Nursing program approved by a commission or board of Nursing (ADN, diploma, or BSN). The term must have included a clinical component.
2. Currently enrolled in a Nursing commission-approved program will be considered to include:
  - a. All periods of regularly-planned educational programs and all school scheduled vacations and holidays.
  - b. The period of time of notification to the commission of completion of Nursing education, following graduation and application for examination, not to exceed ninety days from the date of graduation.
  - c. Current enrollment will not be construed to include:
    - i. Leaves of absence or withdrawal, temporary or permanent, from the Nursing educational program.
    - ii. Students enrolled in Nursing department classes who are solely enrolled in academic non-Nursing supporting course work, whether or not those courses are required for the Nursing degree.
    - iii. Students who are awaiting the opportunity to re-enroll in Nursing courses.

### **WAC 246-840-870 Functions of the Nursing Technician**

The Nursing technician:

1. Shall function only under the supervision of the registered nurse.
2. May gather information about patients and administer care to patients.
3. Shall not be responsible for performing the ongoing assessment, planning, implementation, and evaluation of the care of patients.
4. Shall never function as an independent practitioner, as a team leader, charge nurse, or in a supervisory capacity.
5. May administer medications only under the direct supervision of a registered nurse and within the limits described in this section. "Direct supervision" means that the registered nurse is on the premises, is quickly and easily available, and that the patients have been assessed by the registered nurse prior to the delegation of the medication duties to the Nursing technician. The Nursing technician shall not administer chemotherapy, blood or blood products, intravenous medications, scheduled drugs, nor carry out procedures on central lines.

There shall be written documentation from the Nursing education program attesting to the Nursing technician's preparation in the procedures of medication administration.

### ***Progression in the Program Nursing Skills Lab***

#### **Nursing Skills Lab**

Students are required to attend Skills Lab demonstrations and lab appointments. Skill proficiency will be evaluated by the instructor on the basis of performance in labs.

#### **Nursing Skills Lab Requirements**

##### **1. Campus Lab**

- A. Have your stethoscope, prepare and practice prior to the time of your scheduled competency. Campus equipment must be returned to the appropriate location when finished.
- B. Uniform, per policy.
- C. Skills books and skills check-off sheet
- D. If student has been sent to the lab for remediation, the student must meet with the lab instructor who will assist in correcting the skill. The student is responsible to have the skill lab proficiency request form completed and return it to the clinical instructor prior to the next clinical rotation.
- E. **Skills Guidelines:** Certain steps are always carried out while performing procedures. In addition to the steps listed in the Nursing skills textbook, the faculty believe there are core components that must be demonstrated in the performance of each task.
  - A. At the beginning of procedure:
    - 1. Identify client, explain procedure, gain cooperation;
    - 2. Verify Health Care Provider order (if required);
    - 3. Wash hands, don gloves if warranted;
    - 4. Provide for privacy, drape as necessary, and position bed at a safe working level.
  - B. At the completion of the procedure:
    - 1. Position client for comfort, bed in low position, side rails up (if appropriate), call light in reach.
    - 2. Collect used items and equipment, dispose appropriately.
    - 3. Wash hands, report and document.

Students are expected to attend their assigned lab group prepared to have a scholarly conversation regarding the content for that session. Students not prepared will be dismissed. Students who are unprepared when doing a procedure in the clinical area will be required to return to the lab for practice.

### **WCC Nursing Skills Lab Proficiency Report**

\_\_\_\_\_ needs to return to lab and practice the following skill(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Requestor

The above skill(s) has/have been completed satisfactorily on \_\_\_\_\_ Date.

Lab Instructor \_\_\_\_\_

### ***Personal Communication Device***

No cell phones in class or Nursing laboratory. Personal telephone calls may be made during break time. When in clinical facilities, students should refrain from using cell phones (for conversations, texting, and image taking), PDAs, and any similar device directly in front of clients. The use of these electronic tools in the presence of a client may degrade the client's feelings of safety and confidentiality. By adhering to these rules, students will guarantee the respect and confidentiality all clients deserve. During clinical rotations, personal telephone calls may be made during break time.

### ***Photocopy Machines and Locations***

The student photocopy machines are ready to use with a student and staff ID card. Student ID Cards are available at the Student Center. Put money on your card at the Library. The machine in the library will take coins, cards and bills. Copy cards are also available at the book store vending machine.

- Library – Students can use money or student ID cards in this location. This machine will take coins, cards, and bills.
- Library – A second machine is in the library. (Card reader only)
- Student Center – This copier is located up stairs around the corner from the student information desk. (Card reader only)
- Cascade machine is located in the copy center. (Card reader only)

Supplies and service for the student machines are provided by the Copy Center.

### ***Preceptorships***

Clinical preceptors enhance clinical learning experiences during the final quarter of studies. Preceptors are used in accordance with WAC 246-840-570(3)(a)(b)(c)(d). Preceptors are trained by and assigned to students by the clinical site. The Northwest Nursing Clinical Placement Consortium (NNCPC) representative arranges for preceptors in consultation with Nursing instructors who have assessed the individual student's learning needs. Nursing Students will be paired with qualified preceptors.

A student will not be placed on a unit where she has been an employee, where relatives of the student are employed or be paired with a personal friend. Students will be given an opportunity to request preceptorship sites listing a first, second, and third choices. Efforts will be made to honor such requests, however, particular site placements are not guaranteed.

The Nursing instructor will make the final decision of student placement in response to student's learning needs.

### ***Pregnancy***

The student is responsible to:

1. Advise the instructors and Nursing Program Director of the pregnancy;
2. Be under a doctor's supervision;
3. Use every precaution to avoid exposure to radiation and other hazards while in school/clinical.

The pregnant student who is in good health may continue clinical Nursing courses as long as, in the judgment of the student's primary care provider, the requirements of the course will not interfere with her health or her pregnancy and the state of her health does not interfere with meeting course objectives. Depending upon the circumstances, the student may need to withdraw with a "W".

### ***Probationary Status***

#### **A. Medication Errors/Omissions/Unprofessional Conduct or Behavior, Unexcused Absence From Clinical.**

1. **First error, omission, or misconduct** results in notation on weekly progress sheet. Conference with clinical instructor and/or lead instructor to avoid repeating error(s). See policy listed above.
2. **Second error, omission or misconduct**: Student may be placed on probationary status. A plan to improve and maintain safe practice will be developed by the student and instructor. The Nursing Program Director is notified.
3. **Third error, omission or misconduct** may result in removal from the clinical setting and a non-passing grade for the quarter due to unsafe Nursing practice.

#### **B. Preparation and Skills Performance**

1. Students who perform clinical skills unsatisfactorily on two (2) occasions in the clinical setting will be placed on probationary status.
2. Three (3) unsatisfactory skill evaluations based on performance criteria outlined in the Skills Check-off List results in removal from the clinical setting and a non-passing grade for the quarter.
3. Failure to present completed prep sheets at the beginning of the clinical day or evening shift will result in dismissal from the clinical site. Two (2) dismissals indicate probationary status; three (3) dismissals will result in non-completion of the quarter.

4. Following failure of the second drug calculation test, the student will be placed on probation. The third failure will result in the student being withdrawn from the program.

### **C. Exceptions to Probationary Status and Dismissal Policies**

1. At the discretion of the Nursing Faculty, students may be directly dismissed from clinical if the student's actions, behavior, or performance warrant this measure. Dismissal from clinical results in immediate probationary status.
2. In the event that a series (two or more) of errors or unsatisfactory performances occur during a shortened period of time, or during one clinical time frame, the student may also be directly placed on probationary status by the clinical instructor or may be dismissed from the Nursing Program following faculty review and consensus.
3. Medication administration is considered a critical responsibility of the Registered Nurse. In the event of three (3) medication errors over six (6) quarters, the student may be dismissed
4. Unsafe or Unethical conduct. (See the separate section on Unsafe or Unethical Clinical Conduct.)

### ***Professional Boundaries***

Your professional role at Whatcom Community College is "*student nurse*". Students in the Nursing Program must function in the role of student nurse in all clinical settings. Performing skills from your present job or previous certifications, including but not limited to unit secretary and EMT, will not be allowed in the clinical setting. 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, unless under direct supervision of your clinical instructor.

To become friends with clients and their significant others you meet in the Nursing Program is non-therapeutic. 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 personal information such as address, phone number, or e-mail address, **DO NOT GIVE IT OUT**. Explain with respect and encourage the patient to seek out his or her 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 where you are assigned, please inform your staff and instructor so you may receive assistance in dealing with the situation.

Additionally, as a student nurse at Whatcom Community College, you are required to maintain professional boundaries with clients and clinical site employees. This includes the use of all forms of electronic communication, online social networking, and texting (see Electronic Communication, Online Social Networking, and Texting policy).

To be professional, you must be able to objectively evaluate your own strengths and weaknesses and demonstrate initiative for furthering your own learning. You must also accept and profit from constructive criticism and past experiences and be able to adapt to various situations.

### ***Professional Conduct Standards***

The Nursing Faculty of Whatcom Community College believes that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to the standards. These standards include:

- Confidentiality: Respects the privacy of clients and respects privileged information.
- Accountability: Is answerable for one's actions; answers to self, the client, the profession, the Nursing Faculty, the clinical facility and Whatcom Community College.
- Responsibility: Executes duties associated with the student nurse's particular role.
- Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Honesty: Practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness.
- Punctuality and Promptness: Is on time for classroom and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to the established dress code in all clinical and professional activities.
- Professional Boundaries: Maintains professional relationship with clients.
- Ethical: Adheres to the Nurse's Code of Ethics.
- Legal: Operates within the standards of practice related to the student nurse role.
- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

### ***Record Systems***

The Admissions/Registration Office maintains official files for all students who apply at the college. The Whatcom Community College Nursing Program maintains a file on each student accepted into the program. Student files are kept in locked file cabinets and are available for the students to review upon request. Each instructor keeps grade rosters and attendance records. Final course grades are submitted to the Registration Office at the end of each quarter. Student files from the previous five years are stored on campus.

### ***Remediation Plan and Outcome***

Clinical concerns about student performance will be addressed by the Instructor and student using the Remediation Plan and Outcome form as determined by the Instructor. The student and Instructor will complete the Remediation Plan and Outcome which will address corrective actions and what the student should do to prevent further occurrences. The plan outlines the skills, knowledge, and competencies that must be demonstrated to meet clinical performance expectations with suggested resources and activities.

### ***Representative to Faculty Committee***

A student enrolled in the WCC Nursing Program, in good standing status, and with a minimum grade point average in Nursing courses of 3.0 is eligible. Each cohort will appoint a class representative from within its membership. Regular attendance at faculty meetings is encouraged to facilitate communication and bring issues to the faculty for discussion.

### ***Smoking Policy***

The Surgeon-General of the United States has issued a statement that smoking is injurious to one's health. Consequently, the Nursing Faculty at Whatcom Community College do not condone smoking.

The odor of tobacco products emanating from the smoking healthcare 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.

Smoking is allowed in designated smoking areas only, at both clinical sites and on campus. Students must comply with these regulations and the following additional limitations:

1. Avoid smoking in the car on the way to clinical;
2. Refrain from smoking during morning or afternoon breaks;

- a. Smokers who are unable to control the odor of tobacco on their breath or clothing may be required to abstain from smoking.
- b. The student may be removed from the client care areas if the odor of smoking impacts client care or if facility's non-smoking policy is violated.

### ***Student Mail Folders***

Each student is provided with a file folder for messages located in the file cabinet in the classroom. Instructors and fellow students will use these mail folders to leave messages and to return papers and test results. Please check your folder regularly and respect the privacy of other students.

### ***Student Nurse Club of Whatcom Community College (SNOW)***

Whatcom Community College Nursing Students may become members of the Student Nurse Club, one of several clubs at WCC. The club exists to support Nursing Students in their professional development. Students participate in political, charitable, educational, recreational, and fundraising activities. Meetings are held approximately once every two or four weeks.

Students may also join the NSWS – Nursing Students of Washington State, a statewide affiliate of the National Student Nurses Association (NSNA). Through SWANS, students may be eligible for scholarships, discounts, insurance, annual convention participation, and educational offerings. For more information check the NSNA website at: [www.nsna.org](http://www.nsna.org).

### **Why Students Join NSNA**

1. Receive *Imprint* magazine.
2. Availability of low-cost malpractice insurance, group health insurance and a student education loan program.
3. Participation in *Breakthrough to Nursing*, community health, legislative and recruitment projects.
4. Discounts on Nursing-related items, state board review courses, publications, textbooks and journals.
5. Reduced registration fees for the annual convention and mid-year conference.
6. Eligibility for the NSNA Foundation Scholarship Program that offers \$55,000 in scholarships annually.

### ***Student Opportunities for Committee Participation***

Students may become involved in committee work at Whatcom Community College. A sample of committees is listed below:

Student Nurse Club

Information Sessions

Tenure Committee of a Faculty member

Nursing Faculty/Curriculum/Standards Meetings (*Student representative from each cohort*)

Student Activity Committees

Student mentor

### ***Student Records***

Two files will be maintained for each student during enrollment in the Nursing Program; one for health related requirements/reports and one for student papers. The files shall be maintained in locked file cabinets in the Nursing Program Assistant's office and the contents will remain confidential. The file shall include at a minimum:

- Immunization records including TB testing
- CPR documentation
- Physical examination
- Criminal background inquiry results
- Initial drug screening
- Correspondence to and/or from the student
- Theory advisement worksheets if utilized
- Informed consent for invasive procedures
- Permission to be videotaped
- Disciplinary action forms if indicated
- Acknowledgement that student has read the Nursing Student Handbook
- Student evaluations
- Student request for references
- Grades for each course registered on the Final Summary
- Skills competency lists

The Registrar's Office is the custodian of all official academic records. Students' financial records are kept in the Financial Aid Office for seven years. These records include loan applications, grant documents, payments, and financial aid receipts.

### ***Student Records Review Request***

Whatcom Community College Nursing Students may review their Nursing Student Records upon request. Requests to review the record should be directed to the Nursing Program Director or the Faculty designee. An appointment time will be scheduled for the review of the student record. The record will be provided and the student will review the record in the presence of a faculty member or the Program Assistant of the Nursing Program. Any questions that arise regarding the information contained within the record should be directed to the Nursing Program Director or the Faculty designee.

### ***Students Rights and Responsibilities***

Personal and professional ethics are qualities essential in the practice of Nursing and are expected of each student entering the Nursing Program.

Nursing Students are expected to abide by and demonstrate these qualities by following the expectations as outlined in the "Students Rights and Responsibilities Policy" found in the WCC catalog. In addition, students are expected to assist others who may have violated this policy by discussing the situation with them and informing them of the consequences. Students are also expected to report violations of this policy in confidence to the Nursing Program Director. Violations of this policy will result in disciplinary action up to and including program probation or dismissal from the program.

Students violating section 2 and other sections of the "Students Rights and Responsibilities Policy" will be subject to disciplinary action as outlined in the college's disciplinary policy. The complete policy, WAC 132U120-010-213U-120250, can be obtained from the Office of Educational Services or the College website.

### ***Tape Recorders***

Tape recorders may be used only with the permission of the instructor or guest speaker. It is not acceptable for the student to plan to miss class and have it recorded. In selected cases, the instructor may deny permission to tape presentations.

## ***Test-Taking Policy***

### **Purpose**

The Nursing Faculty at Whatcom Community College believes that collaborative testing is a powerful, cooperative, educational strategy to help students share their learning experience. Cooperative learning is an interactive teaching strategy that stimulates critical thinking, fosters a feeling of community within the group, develops professional communication strategies in defending positions and discussing answers in a constructive manner, and promotes individual responsibility for learning through group process techniques.

Collaborative testing is comprised of traditional individual testing, followed by identified groups taking the same test together. Students will be responsible for developing positive interpersonal relationships with group members, promoting each other's learning, being responsible for a fair share of the work, using appropriate small group process skills, and actively evaluating the effectiveness of the group. The discussion enhances learning and critical thinking skills such as analysis, explanation, inference, and interpretation (Sandahl, 2009).

### **Procedure**

Students are responsible and accountable for their own work. No food, drink, or cell phones will be allowed in the classroom during examinations.

Exams may include multiple choice questions, select all that apply, short answer questions, and other types of questions. A Scantron sheet and a pencil will be used during testing. (Students must bring a "number two" pencil for use with the Scantron.) Calculators will be provided for drug calculation questions.

Students may write on their individual examination copy. Examinations will be limited to 50 questions or less. Students are allotted 1.5 minutes for each question (e.g. 1 hour and 15 minutes for a 50-question examination). The exam copy and the Scantron will be turned in at the end of the individual exam, and students will then sit quietly at their desks until all students have completed the test. Students may work on faculty approved puzzles during this time.

Following the individual section of the exam, the instructor will divide the class into selected groups. Each group will be issued a new copy of the examination (a maximum of two copies per group) and a Scantron sheet. The group will collectively retake the test. Again, no cell phones, food, or drink are allowed. Students will have 30 minutes to complete

the group examination. Upon completion of the group test, students may take a break and leave the room. Students must remain outside the room until all group examinations have been completed and returned to the instructor.

Following the break, the instructor will briefly review the examination and correct answers with the class. The entire exam process, including the individual and the group examinations, and the review of answers will take no longer than two hours.

The individual and group examinations will be graded. Two percentage (2) points will be added to the final individual grades of students whose group earned an "A" on the group test. One percentage (1) point will be added to the final individual grade of students whose group earned a "B"; no points will be added to the final individual grade of students whose group earned a "C" or less. No individual student will receive a grade > 100%.

If students leave the classroom prior to the group examination, they may not return until after it is completed and may not participate in the group examination. However, they can re-enter the classroom for the review of questions and answers. If a student leaves the classroom during an individual exam, they must turn in the exam copy, the Scantron, and the calculator prior to leaving the room and must see the instructor at the end of class. Any questions which were not answered prior to leaving the room will be scored as incorrect.

All examinations are to be marked with the student's name. Any examinations that are not returned to the instructor prior to any student leaving the classroom will result in a score of "0".

Students needing accommodations (e.g. interpreter, special seating, physical limitations, etc.) need to provide accommodation notices to the instructor. Students can contact the Disability Support Service Office to make arrangements and provide documentation in accordance with the Americans with Disabilities Act of 1990.

Remediation is required for students who receive below 78% on the examination. See the Theory Advisement Worksheet in this handbook.

### ***Theory Grade Advisement Worksheet***

Any student who earns below 78% on any exam -- the minimum passing grade -- will meet with the Nursing Faculty member and complete a Theory Grade Advisement Worksheet. In addition, a Test Analysis of missed questions will be done by the student and the faculty member.

### ***Transportation***

Students provide their own transportation to and from college and clinical facilities. Clinical facilities may be located in Skagit or Whatcom County.

### ***Unsafe or Unethical Clinical Conduct***

The following is a partial list of actions that constitute Unsafe or Unethical Clinical Conduct and may become the basis for withdrawal from the Nursing Program.

- a. Consistent unsatisfactory clinical evaluations.
- b. Failure to immediately report a client care error to the Nursing instructor and the responsible Nursing personnel.
- c. Lack of adequate theoretical knowledge for application to client care.
- d. Violation of principles of confidentiality.
- e. Lack of preparation for clinical practice.
- f. Working (paid employment) the shift immediately preceding an assigned clinical shift, this applies throughout the program. Unsafe conduct also includes working more than three 12 hour shifts in a row without a day off during the precepting part of NURS 263.
- g. Ineffective, inaccurate, or dishonest verbal or written communication that does or may result in danger to the client or others in a health care setting.
- h. Failure or refusal to comply with direction from health care professionals that does or may affect the well-being of others.
- i. Failure to respect client rights and dignity.
- j. Failure to accept personal responsibility for actions.
- k. Soliciting, borrowing, or removing property or money from a client or client's family.
- l. Assuming client care tasks which the student lacks the education or competence to perform.
- m. Removing drugs, supplies, equipment, or medical records from the clinical setting.
- n. Abandonment: leaving a clinical agency or client assignment without notification of the primary nurse and clinical instructor.
- o. Abusive, obscene, violent, willfully-disturbing or irresponsible behavior on college property or at clinical agencies.

When any behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the client's current health status, a conference will be held as soon as possible with the Nursing Student, Nursing instructor, and the Nursing Program Director. Students may be dismissed from the program for unprofessional behavior regardless of academic standing.

### ***Written Assignment Guidelines***

While in the Nursing Program, and in your professional life as a nurse, you will be doing scientific writing. Scientific papers that you write will build on knowledge written or expressed by other scholars. These scholars will include your instructors and authors who have written on topics you have been assigned to investigate. Even as a Student Nurse writing a paper, you will add to the scholarly network that supports the discipline of Nursing. These papers will include client care maps/plans, investigations of specific health problems, cultural reviews, critiques of Nursing research, and needs assessments of specific identified populations.

Three requirements for all of these works include:

- Use of the third person;
- An organizing framework;
- Consistent, correct citation of sources.

Use APA guidelines to insure that your writing meets scientific paper requirements. Use the Publication Manual of the American Psychological Association, 6<sup>th</sup> edition, available for reference in the Library.

### **Duplicate Papers**

Print two copies of your work using a good quality printer. Turn one copy into your instructor. This will be graded with comments and returned to the student. The instructor will make another copy with grades and comments and will maintain this copy in a student folder. The second copy is for you to keep for yourself.



Document ID <b>NURS-0037.10</b>	<b>Nursing Program Contract Nursing Program</b>	<b>Whatcom</b> COMMUNITY COLLEGE
<b>Version 1</b>	<b>Revision Date: 4-22-2011</b>	<b>Pages: 1</b>

I, \_\_\_\_\_, agree to abide by the following expected Nursing Student behaviors. The student obligations to faculty and clients under this contract require that:

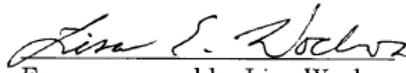
1. I will attend scheduled classes and clinicals and if unable to attend, notify the instructor and the assigned clinical agency prior to the class/clinical experience.
2. I know that more than two absences, excused or unexcused, during any one clinical course will result in a failure in that course and require me to repeat the course the next time it is offered.
3. I know that missed classroom and/or clinical work is my responsibility to complete as negotiated with the instructor.
4. I will be responsible for the quality and quantity of my own learning.
5. I will abide by the clinical agency policies, parking regulations, and dress code.
6. I will respect other persons' rights to privacy and confidentiality, including but not limited to peers, clients and families, facility staff, and college faculty and staff.
7. I will consistently demonstrate honesty and integrity in the classroom and clinical setting by, among other things, reporting medication errors and violations of standards for client care. I know that if I am found to be lying, cheating, or plagiarizing, I may be dismissed from the Nursing Program.
8. I am aware that I will be removed from the clinical area if found to be under the influence of drugs or alcohol; for actions that cause actual or potential harm to others; for lack of preparation for the assignment; or for other unsafe behaviors.
9. I will use appropriate communication channels for assistance with student/faculty problems and to report serious issues.
10. I am aware of the quality of my own performance at all times and will take the responsibility to seek assistance from the instructor to improve my performance when necessary.
11. I understand that drug testing may be required prior to entering some clinical facilities based on the facility policy.
12. I will be professional in all my interactions with peer, staff, instructors, facility employees, and administrators.
13. I am aware that I represent the Nursing profession and the Whatcom Community College Nursing Program when I am in the community and will behave accordingly.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY:

- (A) THE ABOVE CONTRACT STANDARDS and
- (B) THE POLICIES AND TERMS OUTLINED IN THIS STUDENT HANDBOOK.

STUDENT  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

  
Form approved by Lisa Wochos  
AAG for WCC



## **Our Health Industry Partners**

**The following health industry partners have contributed to the Whatcom Community College Nursing Program. We greatly appreciate their support.**

Alcoa Aluminum Occupational Health  
Bellingham OB/Gyn  
Bellingham Surgery Center  
Evergreen North Cascades Health and Rehabilitation  
Island Hospital  
Lummi Tribal Health Center  
Lynden School District  
Meridian School District  
Mt. Baker Care Center  
Mt. Baker Planned Parenthood  
Nooksack Valley School District  
North Cascade Cardiology  
Northwest Gastroenterology  
Option Care  
Pacific Rim Outpatient Surgery Center  
Saint Joseph's PeaceHealth Medical Center  
SeaMar  
Skagit Valley Hospital  
UGH-North Puget Cancer Center  
Visiting Nurse Home Care  
Whatcom County Health Department  
Whatcom Occupational Health

Please note that our clinical facility partners require a satisfactory national background enquiry to be completed prior to beginning clinical assignments.

## References

Billings, D. M. & Halstead, J. A. (2009). *Teaching in Nursing: A guide for faculty*. St Louis, Missouri: Saunders Elsevier.

Sandahl, S. S. (2009). Collaborative testing as a learning strategy in nursing education: a review of the literature. *Nursing Education Perspectives*, 30(3), 171-175.

## INDEX

<p>Academic Assistance .....27</p> <p>Admission Requirements .....17</p> <p>Advanced Placement .....24</p> <p>Alcohol and Controlled Substances,   Use/Abuse of.....27</p> <p>Attendance Guidelines .....28</p> <p>Background Criminal History .....22</p> <p>Bad Weather Cancellation.....29</p> <p>Books .....29</p> <p>Boundaries .....56</p> <p>Cardiopulmonary Resuscitation   Requirements.....22</p> <p>Chemical Dependency and Abuse .....29</p> <p>Children in Lab and Classrooms .....31</p> <p>Classroom Etiquette .....31</p> <p>Clinical Assignment Policy.....31</p> <p>Code of Academic and Clinical Conduct49</p> <p>Committee Participation .....60</p> <p>Conduct.....64</p> <p>Conduct Standards .....57</p> <p>Counseling .....33</p> <p>CPR .....22</p> <p>Credit Hours.....17</p> <p>Dress Code .....33</p> <p>Drug Calculation Competency.....34</p> <p>Drug Screening .....35</p> <p>Duplicate Papers.....65</p> <p>Eating and Drinking.....36</p> <p>Electronic Communication.....36</p> <p>Employment .....37</p> <p>Expenses for the Program.....17</p> <p>Exposure Guidelines .....38</p> <p>Exposure to Bodily Fluids   Exposure Guidelines .....38</p> <p>Exposure to Body Fluids .....38</p> <p>Financial Aid .....39</p> <p>Full-Time Nursing Program .....12   Program Description.....12</p> <p>Full-time Nursing Program Description   Sequence of Courses .....13</p> <p>Grading Guidelines .....40</p> <p>Graduation .....41</p> <p>Grievance Procedure .....41   Formal.....42   Informal.....41</p> <p>Health Insurance .....22</p> <p>Health Insurance Portability and   Accountability .....42</p> <p>HIPAA .....42</p> <p>Incomplete Grade.....43</p>	<p>Informed Consent.....43</p> <p>Invasive Procedures.....44</p> <p>Latex Allergy Response Plan.....45</p> <p>Line of Communication.....46</p> <p>Malpractice Insurance .....22</p> <p>Medication Administration Error Examples   .....48</p> <p>Medication Errors .....46</p> <p>Nursing Program Contract.....67</p> <p>Nursing Technician.....50   Employment Criteria .....50</p> <p>Online Social Networking .....36</p> <p>Our Health Industry Partners.....69</p> <p>Part-Time Online/Hybrid Nursing Program   .....13   Course Requirements.....14   Learning Support.....13   Program Description.....13   Sequence of Courses .....14   Specific Technology Requirements ...14</p> <p>Photocopy Machines .....54</p> <p>Policies.....25   Academic Assistance .....27   Academic Dishonesty .....27   Alcohol and Controlled Substances ...27   Attendance Guidelines .....28   Bad Weather Cancellation .....29   Books .....29   Chemical Dependency and Abuse....29   Children in Lab and Classrooms.....31   Classroom Etiquette .....31   Clinical Assignments .....31   Code of Academic and Clinical Conduct     .....49   Counseling .....33   Dress Code .....33   Drug Calculation Competency.....34   Drug Screening .....35   Duplicate Papers .....65   Eating and Drinking .....36   Electronic Communication, Online     Social Networking, and Texting .....36   Employment .....37   Expenses for the Program.....17   Exposure to Body Fluids.....38   Financial Aid.....39   Grading Guidelines.....40   Graduation .....41   Grievance Procedure.....41</p>
---	--

Health Insurance Portability and Accountability .....	42	Written Assignment Guidelines .....	65
HIPAA .....	42	Post-Acceptance .....	21
Incomplete Grade.....	43	Preceptorships.....	54
Informed Consent.....	43	Pre-Entrance Health Examination .....	21
Invasive Procedures.....	44	Pregnancy .....	55
Latex Allergy Response Plan .....	45	Prerequisite Course Requirements .....	11
Line of Communication.....	46	Probationary Status.....	55
Medication Administration Error		Problem Resolution.....	46
Examples .....	48	Professional Boundaries .....	56
Medication Errors .....	46	Professional Conduct Standards.....	57
Nursing Skills Lab .....	52	Program Progression .....	23
Nursing Technician .....	50	Skills Lab.....	52
Nursing Technician Employment		Progression in the Nursing Program.....	23
Criteria .....	50	Readmission .....	23
Photocopy Machines .....	54	Record Systems .....	58
Preceptorships .....	54	Records Review Request.....	61
Pregnancy.....	55	Remediation Plan and Outcome.....	58
Probationary Status.....	55	Representative to Advisory Committee .	58
Problem Resolution.....	46	Rights and Responsibilities . See Students	
Professional Boundaries .....	56	Rights and Responsibilities	
Professional Conduct Standards .....	57	Skills Lab .....	52
Record Systems.....	58	Smoking Policy .....	58
Remediation Plan and Outcome.....	58	Student Folders.....	59
Representative to Advisory Committee		Student Nurse Club of Whatcom	
.....	58	Community College .....	59
Smoking.....	58	Student Records .....	60
Student Folders.....	59	Student Records Review Request.....	61
Student Nurse Club.....	59	Students Rights and Responsibilities ....	61
Student Opportunities for Committee		Tape Recorders .....	61
Participation .....	60	Telephone Policy.....	33
Student Records .....	60	Texting .....	36
Student Records Review Request.....	61	Theory Grade Advisement Worksheet...	63
Students Rights and Responsibilities	61	Transfer into the Program .....	23
Tape Recorders .....	61	Transportation.....	64
Telephones .....	33	Typical Week .....	16
Test Taking .....	62	Full-Time Nursing Student.....	16
Theory Grade Advisement Worksheet		Part-Time, Online/Hybrid Nursing	
.....	63	Student.....	16
Transportation.....	64	Unsafe or Unethical Clinical Conduct ....	64
Unsafe or Unethical Clinical Conduct	64	Welcome .....	1
Use/Abuse of Alcohol and Controlled		Withdrawal .....	23
Substances .....	27	Written Assignment Guidelines .....	65