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INTRODUCTION

PURPOSE OF THE STUDENT HANDBOOK

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

Walla Walla Community College supports equal employment and educational opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.
September, 2009

Dear Nursing Student,

On behalf of the Nursing Faculty, I wish to extend a warm welcome to you as you enter the Nursing Program at Walla Walla Community College. Many of you have been preparing for a long time to become nurses. We look forward to creating a learning environment that will support your educational goals.

The information in this handbook is provided to assist and guide you to successful completion in this program. It is your reference for questions as you enter or continue in the program. Please read the handbook, sign the forms at the end and return these forms to your designated instructor.

The nursing faculty is here to offer you quality instruction, guidance, and support. It is our hope that you will use the resources that are available to assist you in your learning process.

Best wishes as you begin this exciting journey.

Sincerely,

Marilyn D. Galusha, RN, MSN
Director of Nursing Education
BRIEF HISTORY OF WWCC NURSING PROGRAM


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

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

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

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

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

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

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

Well over 2,000 students have graduated from the Walla Walla Community College Nursing Program with many progressing to advanced degrees.
Walla Walla Community College
Nursing Education Organizational Chart
2010-2011

Vice President of Instruction
Mindy Stevens

Nursing Education
Marilyn Galusha, Director

Nursing Advisory Committee
Walla Walla

Secretary
Walla Walla Campus
Becky Manderscheid

Skills Practice Lab Coordinator
Walla Walla Campus
Lana Toelke

Level II Lead Instructor
Rob Becker

Level II Faculty
Stephanie Carpenter: Clarkston
Grace Hiner: Walla Walla
Traci Krebs: Walla Walla
Sue Rammelsberg: Clarkston
Debra Scheib: Clarkston

Nursing Advisory Committee
Clarkston

Program Coordinator
Clarkston Campus
Jenny Charlo

Level I Lead Instructor
Kathy Adamski

Level I Faculty
Brenda Anderson: Walla Walla
Patti Becker: Walla Walla
Todd Carpenter: Clarkston
Carol McFadyen: Clarkston
Karen Molander: Clarkston

Office Assistant 1
Clarkston Campus
Deanna Sullivan

Office Assistant 1
Walla Walla Campus

Nursing Education Coordinator
Clarkston Campus
Sue Rammelsberg

Skills Practice Lab Coordinator
Clarkston Campus
Jennifer Nicholas
PROGRAM OF LEARNING


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

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

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

NURSING PROGRAM OUTCOMES

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

1. Seventy percent (70%) or more of students who enter the program will earn at least one award, either PN or ADN, within 4 years of admission.

2. Graduates will achieve a pass rate on the NCLEX examination at or above the national mean pass rate for first time takers.

3. Ninety percent (90%) of the Nursing graduates will be employed in nursing and/or enrolled in a bachelor’s degree program six months after graduation.

4. Graduates will rate overall program satisfaction ≥ 2.5 on a 1-4 point scale.

5. Employers of the nursing program graduates will rate preparation of graduates ≥ 2.5 on a 1-4 point scale.

6. All graduates will meet the WWCC Competencies for the Associate Degree in Nursing which are Critical Thinking, Caring, and Professional Behaviors.
MISSION/PHILOSOPHY OF WWCC NURSING PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nursing Student Handbook 2010-2011
**Professional Behavior**
Professional behavior is characterized by a commitment to the profession of nursing and accountability for competent practice. The graduate portrays professional behaviors in his/her appearance, attitude toward clients and other members of the health care team and following through with necessary care.

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

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

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

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

Critical Thinking

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

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

Caring

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

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

Professional Behaviors

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

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

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

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

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments, and conditions.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
WWCC NURSING APPLICATION OF ANA CODE

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

The student will:

1. Accept responsibility for providing service to all individuals, including but not limited to cultural and social attributes, gender, age and sexual orientation.

2. Keep in confidence all information about the client and/or significant others. Information SHALL NOT BE SHARED with classmates, friends, family or anyone outside the work environment.

3. Be loyal to the trust implied by clients, their families, physicians, co-workers, and agencies.

4. Use professional courtesy and tact in all interactions with others.

5. Refrain from performing functions for which he/she is not prepared until supervision is available.

6. Dress and behave in a manner appropriate to the profession and as pertinent to the health care agency(s) in which he/she is working.

7. Obtain permission from an instructor for any “off duty visits” to clients for whom he/she has professional responsibility.

8. Assume responsibility and accountability for individual actions in classroom and practicum settings.

9. Demonstrate personal integrity in classroom and practicum settings.
## NURSING CURRICULUM

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<td>Summer Practicum or Summer Transition Practicum: LPN to ADN</td>
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<td>NURS 212</td>
<td>Practicum V</td>
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- Required general education classes (indicated by *) may be taken prior to or concurrent with nursing classes, but must be completed with a “C” grade or better by the end of the designated quarter for progression to subsequent quarter.

- Practical Nursing Certificate requires completion of summer quarter. The Associate Degree Nursing degree does not require summer quarter.

- LPN Advanced Placement students who have been out of school for more than 2 years are required to enroll in NURS 104 and 114 (summer quarter). Courses are pass/fail.
PROGRAM POLICIES

STUDENT IDENTIFICATION

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

REQUIRED DOCUMENTATION

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

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

CRIMINAL BACKGROUND CHECK

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

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

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

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety?

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?

4. Are you currently engaged in the illegal use of controlled substances?

5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile, in Washington or another state or jurisdiction?

6. Have you ever been found in any civil, administrative or criminal proceedings to have:
   a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?
   b. Diverted controlled substances or legend drugs?
   c. Violated any drug law?
   d. Prescribed controlled substances for yourself?

7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?

8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?

9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority?

10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence or malpractice in connection with the practice of a health care profession?
ATTENDANCE

Attendance at all scheduled classes, practicum and skills practice labs is expected. Absences should be limited to illness or family emergencies. Absences and tardies will be monitored. A pattern of repeated absences and/or tardies will be addressed by level faculty and may result in the issuance of a Contract for Success or Special Concern (see pg.18).

Excused Absence/Tardy
For an absence or tardy to be considered “excused”, students must notify the nursing department prior to the beginning of the class, practicum or skills practice lab experience from which they will be absent. The nursing department may be notified at any time, day or night, via voice mail (Walla Walla campus 527-4240; Clarkston campus 758-1702).

Unexcused Absence/Tardy
Failure to notify the department (and assigned practicum unit if applicable) (see pg. 24) prior to scheduled class, practicum or skills practice lab experience will be considered an unexcused absence/tardy.

GRADING

The grading scale for the nursing program is reflected in the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84-86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>81-83%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78-80%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>75-77%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-74%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-62%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

Students must achieve a cumulative average of 75% on theory tests and quizzes before any points for course assignments or participation will be considered in calculation of the final grade. If a student earns a score below 75% on tests and quizzes, that grade will be recorded as the course grade. All students must achieve a minimum final grade of 75% in both theory and practicum courses to progress.

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

Students are expected to take tests at the designated time. Failure to take a test (including ATI tests) at the scheduled time, regardless of reason, will result in an automatic reduction of 5% of the available score from the earned score. Any test missed due to an excused absence must be taken within two working days from the last date of excused absence. Exceptions may be made per faculty discretion. (Example: If a student misses a test on Monday and attends practicum on Tuesday, the student must take the test Tuesday (day 1) or Wednesday (day2). A workday is defined as any day the school is officially open. If a test is not completed within the specified time frame, the student will receive a score of zero (0) for the test. A test missed due to an unexcused absence will receive a score of zero (0).

Quizzes

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

Activities

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

Assignments

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

CONTRACTS FOR SUCCESS AND SPECIAL CONCERNS

Contracts for Success

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

Special Concerns

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

A student may receive more than one “special concern.” A grade reduction should be expected for each “special concern.” The amount of grade reduction will be determined on an individual basis by the level faculty.
Incidents that involve one or more of the following will be referred to level faculty and will result in a “Contract for Success” or “Special Concern”. This may result in the student receiving a failing grade (F) for the course and/or the student may be referred to the full faculty for dismissal from the program. See below:

1. **Unsafe practice** - behavior or errors in practice that could endanger the life and health of clients, self or others.

2. **Unethical/unprofessional behavior** - performance that violates the ANA Code of Ethics or WWCC Nursing Application of ANA Code (see pages 12 & 13).

3. **Poor judgment** - decisions that have the potential for interfering with client progress toward wellness. This includes inappropriate communication that could impact the psychosocial well-being of the client.

4. **Faulty thinking** - evidences of thinking patterns that have resulted or are likely to result in harm to client and/or unsafe nursing practice.

5. **Consistent inability to meet expected performance criteria** - evidence of a documented performance pattern that does not achieve standards for safe/satisfactory nursing practice.

6. **Irresponsibility** - failure to accept accountability for actions that interfere with the delivery of health care.

7. **Moral turpitude** - conduct contrary to justice, honesty, modesty or good morals (Marsh vs. State Bar of California 210 Cal. 303, 291 P. 583, 584).

8. **Falsification/alteration of client care documents** - changing or marking records in such a way as to alter recorded information or documenting known false information.

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

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

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

Standardized testing for nursing, in the form of ATI tests, will be given throughout the program. Successful completion within 5 attempts by the student is mandatory. Failure to pass any ATI test within 5 attempts converts the student’s theory grade to a C- and the student will not be allowed to progress. ATI scores are reliable indicators of student potential for passing NCLEX and may be used to advise individual students. The results of these tests provide an evaluation tool for the program of learning in the Nursing Education department of WWCC.

A testing fee is assessed each quarter that includes the first 2 attempts at each ATI test. See list of Tuition and Fees in the Nursing Program Admission Guide for amount of fee per quarter. After the second attempt, the student will be responsible for additional testing fees for each retake.

PROGRESSION

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

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

2. All first year courses, including NURS 103/113, must be completed with a grade of “C” (2.0) or better to earn a certificate in Practical Nursing and to be eligible to take the NCLEX-PN exam.

3. All first and second year courses must be completed with a grade of “C” (2.0) or better to earn an Associate Degree in Nursing and to be eligible to take the NCLEX-RN examination.

4. Students are strongly encouraged to keep their advisor informed concerning aspects of their personal lives which may impact their academic performance.

5. Students are strongly encouraged to counsel with nursing faculty members concerning needed improvement for academic or practicum performance issues.

LPN to ADN Transition

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

EXIT

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

Any student who exits the program, whether it is his/her own decision or an academic performance issue, must reapply to be considered for re-entry. Readmission is on a “space-available” basis.

If a student exits for academic reasons, he/she may repeat one time in the program. (For other circumstances a student may petition for reentry.)

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

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

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

Students will be assessed on an individual basis to determine their current lab skills and medication administration proficiency. Assessment will be done by level leads or their designees prior to their first clinical day of the quarter. Students may refer to the appendix, pages 41-42 for the complete policy and procedure and skills list for each quarter.

PLAGIARISM & ACADEMIC DISHONESTY (CHEATING)

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

Plagiarism:
All students must sign the WWCC Plagiarism Procedure on page 57. This procedure outlines the WWCC and Nursing Program policy regarding plagiarism. By signing this document, students acknowledge that they have been made aware of the procedure and understand what plagiarism is. The following resources are designed to give students more instruction on what constitutes plagiarism.

http://www.wwcc.edu/CMS/index.php?id=1617
http://library.acadiau.ca/tutorials/plagiarism/

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

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

1. Giving and/or receiving unauthorized information from another student during any type of test or examination.

2. Obtaining or providing unauthorized questions relating to a test or examination prior to or after the time of the test or examination.
3. Using or having in your possession any unauthorized sources during any test, examination, or assignment.

4. Engaging in any and all forms of plagiarism, which is an act of using the literary Composition of another’s writing, or the ideas or language of the same, and passing them off as the product of one’s own mind.

Professional Behavior

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

- Falsification of documents
- Lying and/or cheating
- Plagiarism
- Performing skills outside of the student’s scope of practice
- Violating confidentiality
- Discussing personal issues with patients and/or developing social relationships with patients or families
- Refusing to follow instructions of agency staff or instructors
- Threats of violence or retaliation toward others.
- The use of abusive language in any format (written, verbal, or otherwise), or disruptive behavior directed toward peers, staff, faculty, or agency personnel.

Students should be aware that using internet social networking sites to discuss classmates, instructors, or the nursing program in negative terms is unacceptable. Sharing ANY patient information or clinical experiences/stories outside of the classroom setting may be a HIPAA violation and is grounds for disciplinary action and/or dismissal from the course and/or program.

DUE PROCESS/GRIEVANCE/APPEALS

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

1. The level nursing faculty
2. The full nursing faculty
3. The Director of Nursing Education
4. The Vice President of Instruction, Workforce Education
DUE PROCESS/GRIEVANCE/APPEALS (CONTINUED)

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

ELECTRONIC DEVICES

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

Calculators must be simple, non-programmable calculators and may not be shared between students. Cell phones may not be used as calculators.

UNAUTHORIZED PRESENCE OF CHILDREN ON CAMPUS

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

1. As a general rule, students shall not bring children with them to their classes.

2. No students or visitor to the College shall leave a child unsupervised at the College, nor may such person leave a child with a College employee, unless that child is enrolled in an authorized College program.

3. Walla Walla Community College offers certain programs and activities for children and the College provides supervision for children enrolled in these activities. However, the College does not supervise children outside of these settings, and neither the College nor its employees, agents or students may accept responsibility to do so on behalf of the College.

4. Parents of unsupervised children on the campus will be asked to take the children home or to a day care facility. Children who arrive on campus without their parents and are unsupervised will be asked to leave.

5. This procedure pertains to all employees and persons who visit the College, or participate in classes, programs, events or other activities.
PRACTICUM/SKILLS PRACTICE LAB EXPECTATIONS

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

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

Expected Program Capabilities

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

1. BODY MECHANICS: The ability to lift or carry a minimum of twenty-five (25) pounds independently and fifty (50) pounds with assistance. Intermittent standing, sitting, stooping and walking is often necessary. Nurses may be expected to stand on carpeting, linoleum, or be seated at a standard desk at the nurse's station or use an office chair for varying amounts of time.

2. VISION AND HEARING: Both vision and hearing should be within the normal range. Corrective devices may be utilized.

3. MOBILITY: Full range of motion of all joints is expected. Normal manual and finger dexterity are expected.

4. SENSE OF SMELL: Should be able to differentiate odors in the clinical setting.

5. COMMUNICATION SKILLS: Should be able to read and write in English. Should be able to communicate verbally in English both in person and on the telephone.

6. ADAPTABILITY: Should be able to work in fast paced environments demonstrating the characteristics of adaptability and flexibility.

Absence from Practicum

If unable to attend practicum, the student must notify the main nursing department and the assigned practicum unit prior to the beginning of the assigned practicum shift. Rarely can a make-up experience be scheduled for a missed practicum.
Do not attend a practicum while ill or impaired. Instructors may ask a student who seems “ill” or unable to provide safe nursing care to leave the practicum agency. Students who have been under a physician’s care for an injury or surgery will need to provide a “Letter of Release” or “Return to Work” form from the physician before being readmitted to the Practicum Area.

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

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

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

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

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

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

A student who fails to notify the practicum agency and nursing department of an absence may receive a “Contract for Success” or a “Special Concern”. (see p. 18)

**Practicum Error/Incident**
Any student, who makes an error or is involved in an incident during practicum, must notify the practicum instructor and complete the agency and the Nursing Education Department’s incident/occurrence form (see “Practicum Incident Report/ Conclusions” form (p. 42). The completed agency form is to be submitted to the Practicum Instructor. The Nursing Education Department’s form will be submitted to the Practicum Instructor and will be maintained in the student’s file.

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

General Information:

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

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

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

Benefits:

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

Risks/Discomforts:

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

Your Rights:

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.
<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Specific Benefits</th>
<th>Specific Risks/Discomforts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Finger stick to check</td>
<td>Appreciation for what it feels like to give and/or receive a finger stick</td>
<td>Minimal exposure/discomfort, bruising, infection</td>
</tr>
<tr>
<td>glucose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Subcutaneous injections</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>exposure to blood, infection</td>
</tr>
<tr>
<td>3. Intradermal injections</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>exposure to blood, infection</td>
</tr>
<tr>
<td>4. Intramuscular (IM)</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal</td>
</tr>
<tr>
<td>injections</td>
<td></td>
<td>exposure to blood, infection</td>
</tr>
<tr>
<td>5. Intravenous (IV) starts</td>
<td>Appreciation for what it feels like to give and/or receive an IV</td>
<td>Discomfort related to use of a needle, bruising, exposure to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>blood, infection</td>
</tr>
</tbody>
</table>
APPEARANCE AND HYGIENE

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

1. Hair must be clean and professional in appearance. Hair color should not fall outside those shades which can be found naturally (i.e., pink, green, purple, etc. are not acceptable.) Hair that droops around your eyes, around your face, on your shoulders or into your work field is not acceptable.

2. Facial hair is to be neatly trimmed and not to exceed 1 inch.

3. Fingernails are to be kept clean and cut below the ends of the fingertips. Neutral color nail polish may be worn but must be without chips or cracks. No artificial nails or overlays.

4. Clean, pressed, properly fitting uniforms are to be worn.

5. Shoes and laces need to be kept clean and neat.

6. Only one plain finger band and one small stud earring in each earlobe may be worn in the practicum setting. Other jewelry is to be left at home. No other visible body piecing (including tongue) is allowed in the clinical setting.

7. Tattoos are discouraged and must be covered.

8. While in uniform, avoid odors, which might be offensive to clients. The student is to abstain from the use of all tobacco products while in uniform or professional attire. Avoid foods with strong odors, such as garlic and onions and any other strongly scented personal hygiene items such as colognes and perfumes.

9. Additional clinical policies may be enforced.

DRESS CODE

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

1. The official WWCC photo identification must be worn on the approved uniform top, white lab jacket or blue warm-up jacket and must be visible at all times. All lanyards must be quick-release or break-away design.

2. White T-shirts or white turtlenecks may be worn under the uniform top.

3. White closed toe shoes, socks, and laces must be worn with the uniform. Open-heel shoes must have a heel strap.

4. Regulation uniforms or lab coats with photo identification must be worn anytime a student is in an acute practicum agency on official student business. Alternate attire may be worn in some specialty areas.

5. Professional attire must be worn under a lab coat (tailored-style clothes).

6. Non-uniform professional attire will be required for some community-based practicum experiences.
OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS SECRETIONS

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

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

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

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

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

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

Management of Occupational Exposure

1. Provide immediate care to the exposed site:
   - Wash wounds and skin with soap and water.
   - Flush mucous membranes with water.
2. Initiate report:
   - Immediately report the incident to practicum instructor.
   - Complete an agency “incident report”.
   - Complete the practicum incident (p. 42) and uniform needle stick report (p. 43).
   - Submit all forms to practicum instructor for appropriate distribution and follow-up.
3. Activation of follow-up treatment:
   - Level of risk will be assessed according to agency policy.
   - Post-exposure prophylaxis (PEP) will be initiated based on risk potential and CDC guidelines.
SUBSTANCE ABUSE

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

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

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

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

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

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

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

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

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

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

**Procedure**
An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.
Should **two agree** that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see “Student Nurse Laboratory Test Results Certificate of Agreement”, p. 46). *Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.*
- Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
- If the student is in the classroom or in a practicum setting which does not have testing capabilities, it will be the student’s responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student’s impending arrival and need for drug/alcohol testing.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student’s responsibility to arrange for safe transportation home.
- The student will be suspended from all Nursing Program activities until the Director of Nursing Education receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
- All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

**Readmission**

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

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

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

Procedure
1. The instructor will formulate a statement regarding the infraction (serious concerns/accusations related to improper demonstration of skills, client safety or legal/ethical issues). This statement will be given to the Director of Nursing Education who will then submit it to the Vice President of Instruction, Workforce Education or designee.

2. A formal recommendation will be submitted to the Vice President of Instruction, Workforce Education for final approval if such a suspension is warranted.

3. The student would then be notified in person and in writing of the suspension. A copy of the instructor’s statement and suspension protocol will be given to the student at this time.

4. The investigation will proceed. Information will be gathered from all parties concerned including the student.

5. Results of findings will determine students’ continuation in the program or dismissal.

6. A student may contest or appeal such at any time during this process, and is due the same consideration for appeal that applies to student termination or dismissal.
MISCELLANEOUS

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

All students are encouraged to join the NSNA. Dues are approximately $20.00 per year; this also includes membership in the Nursing Students of Washington State (NSWS) Organization. Contests, scholarships, loans, discounts, insurance, and job opportunity information are available to members through the organization.

FIRST YEAR NURSING CLUB

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

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

First Year Nursing Club/Class Officers:

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

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

SECOND YEAR NURSING CLUB

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

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

At the local level, members sponsor special entertainment, educational guest speakers, community projects, and workshops. Members are actively involved in the Associated Student Body (ASB), and participate in school-sponsored activities.
**Second Year Nursing Club/Class Officers:**

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

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

**NURSING DEPARTMENT COMMITTEE REPRESENTATION**

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

- Faculty
- Curriculum
- Level Faculty

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

**GRADUATION/PINNING**

**Graduation Ceremony**

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

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

**Pinning Ceremony**

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

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

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

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

PRACTICUM AGENCY CONTINGENCY PLAN

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

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

DEPARTMENTAL GUIDELINES

1. When faculty/departmental meetings are in progress, instructors will be unavailable to meet with students.
2. Students wishing to meet with an instructor should use the phone to verify the instructor’s availability.
3. The copy machine in the nursing department is not for student use. Students have access to a copy machine in the library.
4. Students are not to be in the receptionist/secretarial work area.
5. On Walla Walla Campus telephones for student use are available in the lobby and 2nd floor hallway of the Health Science Building for “local” outgoing phone calls. There is also a student phone and pay phone in the Vo-Tech Building and a pay phone in the main Administration Building. On the Clarkston Campus, the telephones available for student use are across from the business office or at the pay phone in the northeast hallway of the main building and in the lobby of the Health Science Building.
6. No information about students, including job reference, will be released from the nursing department without written consent from the student (see Reference Check Authorization form, pg. 40).
NURSING TECHNICIAN ROLE

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

Definition

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

- Nursing technicians are defined as nursing students who are employed by a hospital or nursing home and are either enrolled in a nursing program approved by the Nursing Care Quality Assurance Commission and have not graduated, or have graduated from a Commission approved nursing program within 30 days (or 60 days with a determination of good cause by the Secretary of Health).

- Nursing technicians may only perform specific nursing functions based upon and limited to their education and when they have demonstrated the ability and have been verified to safely perform these functions by the nursing program in which the nurse technician is enrolled.

- The nursing program providing verification is immune from liability for any nursing function performed or not performed by the nursing technician. Nursing technicians are responsible and accountable for their specific nursing functions.

- Nursing technicians may only practice under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician. The supervising RN must have an unrestricted license and two years of experience in the setting where the nursing technician works.

- In order to practice as a nursing technician, an individual must be registered by the state Department of Health. In addition to providing any registration criteria established by the Department, nursing technician applicants must submit acknowledgments from the nursing program and employer. Nursing technicians are added to the Uniform Disciplinary Act and are subject to discipline by the Commission.

Functions of the Nursing Program

The nursing program in which the nursing technician is enrolled shall:

- Provide to the employer written documentation of specific nursing functions the nursing technician may perform. This documentation shall be based upon, and limited to, the nursing technician’s education and demonstrated ability to safely perform the functions listed.

- Provide to the employer and the commission written documentation when a nursing technician is no longer considered to be in good standing as defined in WAC 246-840-010(11). The nursing program shall notify the employer and the commission immediately if the nursing technician is no longer in good standing. Notification to the commission shall be sent to P.O. Box 47864, Olympia, Washington, 98504-7864.
How to Register
An individual shall complete an application for registration on an application form prepared and provided by the secretary of the department of health. This application shall be submitted to P.O. Box 47864, Olympia, Washington, 98504-7864.

Every applicant shall provide:

- The application fee under WAC 246-840-990
- Verification of seven clock hours of AIDS education as required by RCW 70.24.270 and chapter 246-12 WAC, Part 8.
- A signed statement from the applicant’s nursing program verifying enrollment in, or graduation from, the nursing program. If the applicant has not yet graduated, this statement will include the anticipated graduation date.
- A signed statement from the applicant’s employer or prospective employer certifying that the employer understands the role of the nursing technician and agrees to meet the requirements of RCW 18.79.360 (4).
FINANCIAL AID
The Financial Aid office at WWCC handles all Financial Aid information and transactions. Grants, short-term loans and nursing loans are available. If you are in need of aid, please contact the Financial Aid Office as soon as possible. Financial aid will only pay for courses directly applying to nursing program requirements.

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

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

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

The college offers many services to students who need assistance with study habits, reading, test taking and other academic concerns. These services are offered through the Student Development Center, Women’s Center, Learning Center, Multi-Cultural Office and TRIO Services.

Students who need part-time job placement should contact the Job Placement Director.

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

STUDENTS WITH DISABILITIES

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

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

CHILD CARE

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

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

INSURANCE

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

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

NOTE: Each student must complete the “Informed Consent and Acknowledgment of Insurance Availability” form (see Appendices, p. 52 ).
Returning Students or Transfer Students Entering after Fall Quarter, First Year:

Policy:
Students will be assessed on an individual basis to determine their current lab skills and medication administration proficiency. Assessment will be done by level leads or their designees prior to their first clinical day of the quarter.

Procedure:
- A student will not be allowed to participate in Practicum at clinical agencies until safety and competency in previous quarter skills has been adequately demonstrated.
- The Level Lead instructor or his/her designee will meet with the entering or re-entering student prior to the beginning of the quarter. At that time, the student will be given a list of clinical skills that must be adequately demonstrated prior to the student being allowed into a Practicum agency. This list of clinical skills differs based on the quarter of entry or re-entry.
- The previous quarter’s Medication Administration Test will be given to the returning/transfer student prior to the beginning of clinical for evaluative purposes.

Clinical Skills by Quarter:

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

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

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

Entering Fall Quarter, Second Year
- Same as Summer Quarter, First Year

Entering Winter Quarter, Second Year
- Focused physical assessment
- Foley catheter insertion
- Tracheostomy suctioning
- IM sites and IVPB administration
- Blood administration
- Care of Central Venous Access Devices
- IV starts
- IV medications
- Basic ECG

Entering Spring Quarter, Second Year
- Focused physical assessment
- Foley catheter insertion
- Tracheostomy suctioning
- IM sites and IVPB administration
- Blood administration
- Care of Central Venous Access Devices
- IV starts
- IV medications
- Basic ECG
- Care of chest tubes
- PCA/TPN Administration
REFERENCE CHECK AUTHORIZATION

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

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

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

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

(Check all that apply.)

☐ Only student level of completion (no information on performance etc.)

☐ Program performance information (including level of completion)

☐ Reference may be given by written or verbal request

Please send the information to: (name and address)
(You are responsible for the correct address.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OR

☐ Put in my student mailbox.

________________________________________________________________________

Signature ___________________________ Date ___________ SID Number ___________
Are you requesting a letter of support for a scholarship?  Yes  No  
(circle one)
If yes, please indicate the name of the scholarship and a brief summary of why you think you should be selected for the award.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Are you requesting a letter of support for a prospective employer?  Yes  No  
(circle one)
If yes, please indicate who you want the letter addressed to and/or what job you are applying for:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OR

Make it generic, so you can use it for any agency / position.  Yes  No  
(circle one)
ie: To Whom it May Concern

ANY OTHER INFORMATION THAT YOU THINK WOULD BE HELPFUL?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you need more space, please attach a separate sheet of paper.
PRACTICUM INCIDENT REPORT/CONCLUSIONS

Date/Time of Report  __/__/____/_________

Student Name: ___________________________  Instructor Name: ___________________________

Facility:  
Client Initials: _____  Date/Time of Incident:  ____/____/____/__________

Copy To  
Director:  
Level Lead:  
Instructor:  
Student File:  

STUDENT TO FILL OUT:
1. Briefly described what happened:
__________________________________________________________________________________________________________________________________________

2. What actions were taken?
__________________________________________________________________________________________________________________________________________

3. Any actual/potential client complications resulting from incident?
__________________________________________________________________________________________________________________________________________

4. What factors contributed to this occurrence?
__________________________________________________________________________________________________________________________________________

5. Measures to prevent this type of incident from occurring in the future:
__________________________________________________________________________________________________________________________________________

INSTRUCTOR COMMENTS:  
__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________
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Uniform Needle Stick and Sharp Object Injury Report

Name: ___________________________ Birthdate: ___________________________
SID#: ___________________________ Date of Injury: ___________________________

Where did the injury occur? (check one)

□ Patient Room  □ Venipuncture
□ Outside Patient Room (hallway, nurse’s station, etc.)  □ Dialysis Facility
□ Emergency Department  □ Procedure Room (X-ray, EMG, etc.)
□ Intensive/Critical Care Unit  □ Clinical Laboratories
□ Operating Room  □ Autopsy/Pathology
□ Outpatient Clinic/Office  □ Blood Bank
□ Service/Utility Area (laundry, central supply, etc.)
□ Other, describe ______________________________

Was the source patient known? (check one)

□ yes  □ no  □ unknown  □ not applicable  Medical Record #__________

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

□ yes  □ no  □ unknown  □ not applicable

Was the sharp item: (check one)

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

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

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

Did the injury occur: (check one)

□ before use of item (item broke or slipped, assembling device, etc.)
□ during use of item (item slipped, patient jarred item, etc.)
□ between steps of multistep procedure (between incremental injections, passing instruments, etc.)
□ disassembling device or equipment
□ in preparation for reuse of reusable instrument (sorting, disinfecting, sterilizing, etc.)
□ while recapping a used needle
□ withdrawing a needle from rubber or other resistant material (rubber stopper, I.V. port, etc.)
What device or item caused the injury?
(refer to the list of items and enter the item code number here):

If the item is coded as “other” (29, 59, 79), then please describe the item:

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

Was the injury: (check one)

Describe the circumstances leading to this injury:

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

Was the exposed part: (check all that apply)

Did the blood or body fluid: (check all that apply)
Which protective items were worn at the time of the exposure? (check all that apply)

☐ single pair latex/vinyl gloves
☐ double pair latex/vinyl gloves
☐ goggles
☐ eyeglasses
☐ faceshield
☐ surgical mask

☐ surgical gown
☐ plastic apron
☐ lab coat, cloth
☐ lab coat, other_______________________
☐ other, describe_____________________

Was the exposure the result of: (check one)

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

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

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

Mark the size and location of the exposure:

Describe the circumstances leading to this exposure:

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

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

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

_________________________________________  _______________________________________
Name (Please Print)                      Student Identification Number

_________________________________________  _______________________________________
Signature                                   Date

_________________________________________  _______________________________________
Witness                                    Date

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

_________________________________________  _______________________________________
Student Signature                        Date

_________________________________________  _______________________________________
Witness                                    Date

_________________________________________  _______________________________________
Witness                                    Date

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INFORMED CONSENT AND ACKNOWLEDGMENT OF INSURANCE AVAILABILITY

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

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

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

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

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

______________________________  __________________________________________
Date  Signature of Student

______________________________
Printed Name of Student

The Nursing Faculty have informed me of the above.
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Invasive Procedures Consent Form and
Student Agreement for Use of Practice and Invasive Kits

I _____________________________________________ have read and understand my ethical
responsibilities as outlined in the American Nurses Association Code for Nurses (pg. 12 in the
WWCC Nursing Student Handbook) and the Invasive Procedure Policy (pg. 25-26). In accordance
with these principles I agree to use kits intended for practice on mannequins, only on those
mannequins and on equipment intended for that purpose. I also agree to use invasive kits for peer
practice, on my peers only and in the presence of a WWCC instructor only. I understand that the
intentional misuse of this equipment will be considered unethical conduct and such conduct will be
brought before the Level for disciplinary action.

I understand the risks/discomforts and benefits of invasive procedure practice and my questions
have been answered. I agree to participate as a subject in these optional learning experiences.

(Check all that apply.)

☐ Finger stick to check glucose  ☐ Intradermal injections  ☐ Intramuscular injections

☐ Subcutaneous injections  ☐ Intravenous (IV) starts

________________________________________________________________________

Student Signature          Date          Instructor Signature

OR

I, _____________________________ do not agree to participate as a subject in any learning
activities involving invasive procedures. I understand I must complete an Alternative Learning
Activity. It is the responsibility of the student to contact the instructor to arrange alternative learning activities.

_________________________________________  Date

Signature of Student

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WWCC Plagiarism Procedure

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

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

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

a. directly quoting another person’s actual words, whether oral or written;

b. using another person’s ideas, opinions, or theories;

c. paraphrasing the words, ideas, opinions, or theories of other, whether oral or written;

d. borrowing facts, statistics or illustrative material; or

e. offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

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

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

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

a. student receive warning;

b. student receive a lowered grade;

c. student receive failing grade for the course;

d. student dropped from course;

e. student be referred to the Vice President of Student Services for violation of Student Code of Conduct

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

Printed Name: __________________________________________________________

Signature:____________________________________Date:____________________
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PRACTICUM SCHEDULE ACCEPTANCE STATEMENT

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

_________________________________________
Print Full Name

_________________________________________
Student Signature

_________________________________________
Date

STUDENT ACCEPTANCE STATEMENT

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

_________________________________________
Print Full Name

_________________________________________
Student Signature

_________________________________________
Date

Turn this sheet into your instructor as directed.