Edmonds College

Nursing Student

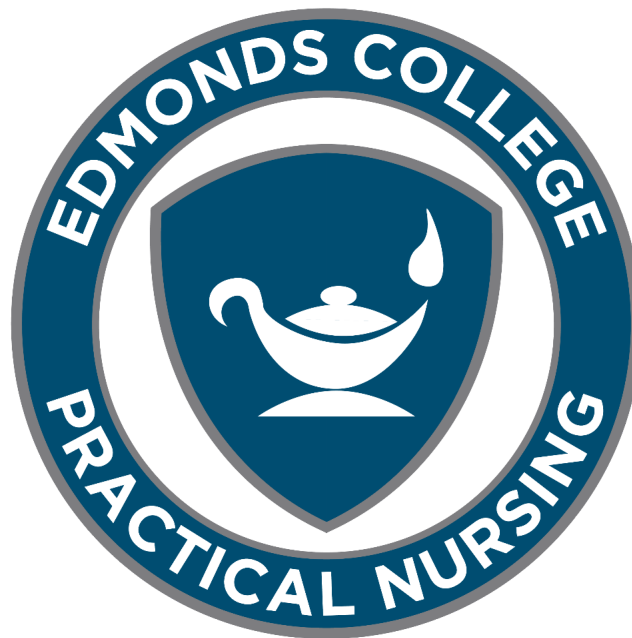# Handbook

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Welcome to the Edmonds College Practical Nursing Program

The Nursing Student Handbook contains the policies and procedures for the Practical Nursing (PN) program. It is organized into five sections: General Program Policies, Academic Policies, Course Policies, Health and Safety Policies, and Student Conduct Policies. Although the policies set forth in this handbook are consistent with the general policies and procedures of Edmonds College (EC), there are some additional guidelines specific to the PN program. This handbook provides students with that information, and they are expected to abide by the included policies and procedures. It is the student's responsibility to become familiar with this handbook as well as the information in the hyperlinks (text in blue).

The Director of Nursing (Director) and faculty are available to clarify any policy or procedures outlined in this handbook. The college policies are outlined in the EC Student Handbook and this Nursing Student Handbook is to be used in conjunction with that document. Click here for a link to the Edmonds College Student Handbook

The EC PN Program reserves the right to change statements in this handbook concerning, but not limited to, rules, policies, curricula and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies, and these changes will govern both current and future students. Any change that is made will be communicated to the students, in writing, at least 2 weeks before it is implemented. Nothing in this handbook is intended to constitute, or should be construed as creating a contract between a student and EC.

Students are required to sign an agreement stating they have read and understand the handbook in its entirety and agree to comply with the policies and procedures of the PN program.

Mission, Core Themes, and Program Description

About Our College - Mission

The Edmonds College Mission Statement is: Teaching | Learning | Community

Core Themes

Guided by innovation, equity, inclusion, and a global perspective we are committed to…
- Academic Excellence
- Student Success
- Community Engagement

Vision

Transforming lives through exemplary, nationally recognized educational and career pathways

Values

The Board, employees, and students of our college value:

Collaboration and Communication

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

Responsibility and Accountability

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.

- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

Innovation and Creativity

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.
- We explore, create, and evaluate in order to improve.

Diversity, Respect, and Inclusion

- We celebrate the individuality and diversity of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.

Nursing Program Mission and Program Description

Edmonds College Nursing Department Mission Statement

The Edmonds College Practical Nursing Program is committed to excellence and to fulfilling the mission of the college. Our mission is to educate nurses who are caring, technically competent, technologically literate, culturally competent, and who are prepared to practice with commitment and integrity in diverse and changing health care settings. The College's core themes provide the foundation for our program mission, outcomes, and curriculum.

Program Description

Edmonds College's innovative PN program is part time with a strong e-learning component. It is designed to provide access to nursing education for diverse populations who cannot easily enter traditional full-time nursing programs; to providing career pathways for incumbent health care workers and new students entering the nursing profession; and to meet the needs of healthcare employers for highly

qualified LPNs and who are committed to the professional development of their employees at all levels of care. Our program provides a consistent educational focus that encourages students to develop knowledge, habits, and skills for lifelong learning. This program addresses the priorities of the National Academy of Medicine, the National League for Nursing (NLN), and the Washington Center for Nursing (WCN), as well as the needs of local healthcare employers.

EC Practical Nursing Students integrate theory and practice throughout the program. Theory courses are taught using online and hybrid instruction which meet the needs of nontraditional students with work and family obligations that preclude them from attending a traditional full- time program. Students apply their theoretical knowledge during laboratory experiences on campus and during clinical experiences caring for patients in long-term care facilities, acute care hospitals, and community agencies. Graduates are encouraged to continue their education to become registered nurses at the baccalaureate level and beyond.

Our faculty believes that education is a process through which a person assimilates knowledge, develops skills, establishes values and professional ethics, and realizes their potential. The faculty believes in demonstrating respect for the unique qualities and learning needs of students, and strives to provide a supportive and challenging learning environment to stimulate inquiry, synthesis of knowledge, and critical thinking. As faculty, our commitment to you is to be honest, treat you with respect, be accountable for our actions, and remain steadfast in doing our very best.

General Program Policies

Statement of Non-Discrimination

Edmonds College does not discriminate on the basis of race; color; religion; national origin; sex; disability; sexual orientation; age; citizenship, marital, or veteran status; or genetic information in its programs and activities. About Our College - Nondiscrimination Information

Diversity, Equity, Inclusion, and Belonging

At Edmonds College, and in the Nursing Department, we are committed to student success for all and having a diverse, equitable, and inclusive campus community. As an institution, we are intentionally working to create an educational environment that embodies institutional transformation while actively advancing success for all students. For more information on our policies and programs go to Equity and Inclusion | Edmonds College Please refer to the syllabus for each course for specific course policies and requirements regarding respect, diversity, and inclusion.

Student Rights, Freedoms and Responsibilities

Student Rights, Freedoms and Responsibilities are located in the [Student Code of Conduct - Edmonds Community College - Acalog ACMS™](#)

Licensed practical nurses (LPNs) are responsible for promoting wellness, preventing illness, restoring and/or maintaining health, and assisting patients to achieve a dignified death. Practical nursing students are held to the same high legal, ethical, and professional standards as licensed nurses. The policy on EC student right, freedoms, and responsibilities posted in the [Student Code of Conduct - Edmonds Community College - Acalog ACMS™](#) The PN Program recognizes that nursing students have specific rights and that with these rights comes responsibilities that are necessary for successful continuance in the PN program per [WAC 246-840-519:](#) Student rights and responsibilities are listed in the table below.

Students have the right to:	And a responsibility to:
1. Be treated with respect, civility, and dignity.	1. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
2. Equal and fair treatment regardless of race, color, creed, age, gender, national origin, or disability.	2. Respect individual rights and recognize the impact on others and take responsibility for their actions. Review the EC Nursing Student Handbook and guidelines at [Equity and Inclusion	Edmonds College](#) and follow program policies.
3. Accurate and clear information about course requirements, learning objectives, and instructions.	3. Know and understand the contents of each syllabus. Actively participate in class, skills lab, simulation experiences, and the clinical setting. Ask for explanation of any unclear course requirements, learning objectives, or instructions. Review Triton Mail, Canvas email, and Slack communication regularly and respond accordingly.
4. Actively participate in an orderly and non-distracting classroom, lab, simulation environment, or clinical setting.	4. Avoid distracting others. Be actively engaged in course materials and activities. Come prepared to class, skills lab, simulation, and clinical experiences.
5. Receive thorough and prompt feedback on work.	5. Turn in assignments on time. Read the feedback and make requested changes in future assignments. Acknowledge that grading and thorough feedback take time to complete. Review Triton Mail, Canvas email, and Slack communication regularly and respond accordingly.
6. Receive assistance understanding rights and resources for support through difficult situations.	6. Communicate with course lead faculty and/or assigned faculty. Utilize EC resources such as the Learning Resource Center, Writing Center, Library, Services for Students with Disabilities, and EC counseling servics, as needed. See available student services in every course syllabus, in the Nursing Student Handbook and [Student Services	Edmonds College](#)
7. Participate in curriculum development, implementation, and evaluation.	7. Provide feedback to faculty and the program directors. Complete all faculty evaluations, course feedback and evaluation surveys, and student satisfaction surveys.

8. Know and be informed of the criteria for admission, progression, remediation, and graduation.	8. Know and abide by criteria for admission, progression, remediation, and graduation as listed in the Nursing Student Handbook.
9. Access to their own grades and records and confidential treatment of those grades and records.	9. Keep track of points received for assignments and know their total points received throughout the quarter(s). Listen attentively and respectfully express their own opinion if in disagreement with faculty. See complaint policy in the Nursing Student Handbook, in PN Pearls, and [Online Support - Student Complaint Procedure	Edmonds College](#) for specifics.
10. Notification of pending failure to progress for academic, professional, or health reasons.	10. Appeal such decision if considered by the involved student to be unfair on specific grounds. See Grading Guidelines and complaint policy in the Nursing Student Handbook in PN Pearls, and [Online Support - Student Complaint Procedure	Edmonds College](#) for specifics.
11. Participate in governing actions of the college and Practical Nursing Program.	11. Provide student representation on college committees, share information with peers, and provide feedback to faculty and program director using formal (surveys) and informal (discussions and meetings) means.
12. Learn about policy changes prior to effective date through verbal and written channels.	12. Respond to proposed changes through appropriate channels prior to the effective date; verbally (such as in class meetings) and written (via email). Evaluate the changes on an ongoing basis providing feedback through proper channels (feedback to faculty and program director and surveys).
13. Complete the practical nursing certificate program and apply for licensure once all requirements are fulfilled.	13. Comply with the State of Washington Nursing Care and Quality Assurance Commission requirements for licensing examination.
14. Be treated as an aspiring professional practical nurse.	14. Perform within approved nursing student's scope of practice. Review and follow ECC Student rights and responsibilities, nursing program policies in Nursing Student Handbook, and clinical site student expectations. Review professional behavior guidelines including the ANA Nurses' Code of Ethics. Review Washington State Nursing Commission Scope of Practice Decision Making Tree
15. Participate in a high-quality reputable nursing education program.	15. Take appropriate action to ensure the safety of clients, self, and others. Report, in confidence, violations of college and nursing program policies that may harm the reputation of the college and nursing program or lead to unsafe nursing practice with the potential to harm clients, self, or others.

Program Communication

All faculty, staff, and administrators of EC are available by phone, email, or Slack.   The preferred method of communication is email and communication guidelines for each individual instructor are outlined in the course syllabus. Professional communication principles outlined in the Professional Behaviors section of this handbook apply to all communication with faculty, staff, administration, and students no matter what communication medium is used. Each faculty member has a mailbox located in the Print and Mail Center in MLT 100C, which is to be used to turn in hard-copy documents or forms.

The Director and faculty will strive to respond to messages within 24 hours, *during normal business hours*. They may choose to respond to messages in the evenings or on weekends, but they are not required to do so.

Student Contact Information

Nursing students are required to keep their most current address, phone number(s), and preferred email on file with the nursing program and in [ctcLink | Edmonds College](#). This information will only be used by program faculty, staff, and the Director and will be kept confidential per FERPA. Students will be asked to provide an emergency contact name, phone number, and preferred email address. This information will only be used in an emergency and will be kept confidential per FERPA

Nursing Office	Hazel Miller Building 102	425-640-1017
HHS Division Office	Snohomish Hall 260	425-640-1712

NAME	POSITION	EMAIL (@.edmonds.edu)
Kyra McCoy MSN, RN, CNE	Director of Nursing	kyra.mccoy
Jennifer Casperson. MSN, RN, CPE, CHSE	Full time Faculty	jennifer.capserson
Terri Glazewski, MSN, RN	Full Time Faculty, NA Program Director	terri.glazewski
Taylor Smith, MN, RN	Full time Faculty	taylor.smith
Penny Watridge, MN, RN	Full time Faculty	penny.watridge
Zerai Asgedom, MPH, RN	Associate Faculty	zerai.asgedom
Anna Bah, MSN, RN	Associate Faculty	anna.bah
Adina Bilibin, BSN, RN	Associate Faculty	adina.bilibin

Megan Chapin, BSN, RN	Associate Faculty	megan.chapin
Laarni Dumecquias, MSN, RN	Associate Faculty	laarni.dumecquias
Emma Singbeil, BSN, RN	Associate Faculty	emma.singbeil
Alex Speaks, BSN RN	Associate Faculty	alex.speaks
Catharine Robinweiler, BSN, RN	Fulltime Faculty (on leave)	catharine.robinweiler

Triton Mail

EC provides students with a Triton Email address and this is the only email address that will be used on by the instructors. The address you entered on ctcLink | Edmonds College is the one used by the college for all official communication with students. Students may have mail from this address forwarded to a personal email address. Information on Triton Email can be found at Triton Email | Edmonds College

PN Pearls Canvas Site

Canvas is the learning management system used at EC. The PN program maintains a student information Canvas site called *PN Pearls*. Students have access to this site throughout their enrollment. Details about the program, policies, curriculum, and other valuable information can be found here.

Slack

Another communication method is the free messaging app Slack which can be used on your phone or computer. Students will be required to download the app as instructors will use it to communicate time sensitive information regarding class or clinical. The faculty will create a Slack channel for your cohort with your Triton Email addresses and you can use the app to text without giving out your cell phone number. Students may also use the app to communicate with each other. Professional communication principles outlined in the Professional Behaviors section of this handbook apply to Slack communication. Professional communication principles outlined in the Professional Behaviors section of this handbook apply to Slack communication.

Student Identification Numbers

Each student at Edmonds College is given a ctcLink ID number when they first submit an application to Enrollment Services. The ID number is personal identification information that should be kept private. Students will need their ID number to log into ctcLink to access their personal information such as their class schedule and grades. Students will also need to know their ID number in order to register for classes each quarter and to access Canvas. Your Personal Identification Number (PIN) is automatically set up as your 6-digit birthdate (mm/dd/yy). Students need this in addition to their ID number to access their personal information at EC. Click on the link for more information on your student accounts Triton ID and Student Accounts | Edmonds College

Academic Calendar

The [Academic Calendar | Edmonds College](#) has important dates and information regarding observed holidays, when college is closed, registration information and dates, final exams dates, when grades are available, etc. It is the student's responsibility to keep current with the dates and information found in the academic calendar

Each course will have a course calendar for the quarter posted in Canvas and on the syllabus. Course calendars may be subject to changes throughout the quarter. Students are responsible for knowing the important dates and deadlines and checking the course calendar often for updates.

Children on Campus

Children are not allowed in the nursing lab or at a clinical site as this could be dangerous and there is no one to supervise children when the student is busy. The *exception* to this is for the pediatric assessment lab. Children are not permitted in classrooms except with the specific approval of the faculty member responsible for the class, **OR** on an emergency basis, and for a specified and limited period of time.

Gifts

Instructors cannot accept gifts from students as it violates ethics regulations for state employees.

Academic Policies

Program Outcomes

Upon completion of the EC PN Program the graduate will meet the following outcomes:
1. Demonstrate professional collaboration and communication with healthcare team members.
2. Demonstrate therapeutic and culturally competent communication to provide person centered care to patients, families and communities.
3. Apply clinical judgment and the nursing process to provide safe evidence-based care to diverse patients across the lifespan.
4. Integrate quality improvement, healthcare informatics and scholarship activities to enhance patient care within the healthcare system.
5. Demonstrate caring and integrity by understanding and upholding ethical and legal principles of the nursing profession.

Program of Study

The [Edmonds College](#) catalog outlines the coursework required to graduate with the Practical Nursing Certificate. This six quarter, part-time program requires 21 months to complete. The program webpage, [Licensed Practical Nursing (LPN) | Edmonds, WA | Serving Seattle & Washington State](#) will give you more information about the program of study.

Admission

General College Admission

In accordance with WAC 131-12-010, Edmonds College has an open admission policy. [Admission and Tuition | Edmonds College](#) will give you more information. Under this policy, all students are admitted when it is determined by the Chief Admission Officer, or other designee, that the student meets the following criteria:

- Is competent to benefit from course offerings of the college, and
- Would not, by his or her presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution, and
- Is eighteen (18) years of age or older, or
- Is a high school graduate (or GED equivalent).

Practical Nursing Program Admission

The nursing program has admission requirements beyond those necessary for general admission to the college. An applicant must be admitted to Edmonds College in order to apply to the nursing program and admission is free. The PN program accepts applicants once per year, and applications are due mid-June for a fall start.

Nursing Program Admission Requirements:

- Minimum 2.75 cumulative GPA in prerequisite courses with no less than 2.0 in any one course
- Minimum six months recent patient care experience
- TEAS Test (Reading Comprehension >50% and Total Score at Proficient Level or above)*
- Documented technology skills
- Two professional recommendations
- Submission of a proctored essay
- Special Consideration will be given to applicants who hold certificates as a nursing assistant, medical assistant or have served in the armed forces medical corps
  *If a student has taken a PAX or HESI exam, thy may submit that in lieu of the TEAS

Prerequisite Course Requirements (updated 02/2023):

- ENGL& 101 -- English Composition 1 | 5 credits
- MATH 146 -- Statistics | 5 credits*
- CHEM& 121 -- Introduction to Chemistry | 5 credits
- BIOL& 211 -- Majors Cellular Biology | 5 credits
- BIOL& 241 -- Anatomy & Physiology I | 5 credits
- BIOL& 242 -- Anatomy & Physiology II | 5 credits
- PSYCH& 100 -- General Psychology | 5 credits

The previous math requirement was Intermediate Algebra or above. The nursing program will honor that prerequisite for admission to the program for the 2023-24 academic year. The student will be required to complete MATH& 146 prior to graduation from the nursing program.

The admissions committee consists of the Director and nursing faculty. This committee reviews each application we receive for completeness and for the following criteria:
- GPA in the seven prerequisite courses
- Total TEAS score
- TEAS reading score
- Valid work experience in patient care
- Strength of professional recommendations
- Nursing or medical assisting certificate or military medical corps service
- Score on the proctored essay

Following application review and deliberation, the Director notifies 30 accepted applicants at the beginning of August for a mid-September start. The Director also notifies alternates to be placed on a waiting list should one of the applicants selected for admission decline the offer. Finally, the Director notifies applicants who were not accepted of the committee's decision and lets them know how they can strengthen their application for consideration in future cohorts.

Applications received after the deadline will be considered in the admission cycle for the following year. *Late applicants would only be reviewed for the current application cycle if there are not enough qualified applicants to fill the cohort.* In this circumstance, the late application would go to the bottom of the waiting list and given consideration *only after* all qualified applicants who met the deadline have been admitted and the cohort still has openings.

There are times when a student will defer their admission to the next year or step out of the program and return the next year. The program will reserve 5 of the 30 admission slots for returning students from the previous admission cycle. If those slots are not filled by returning students, they will be filled by applicants from the current year's application cycle.

When applicants are admitted, they are required to complete several tasks to remain in good standing with the program and continue to start school with the admission cohort. One task is to submit official transcripts for their prerequisite courses (if a student took prerequisite courses at Edmonds College, this is not necessary). A second requirement to remain in good standing is to submit their clinical requirements prior to the first day of school (see the section on Clinical Passport requirements below). If these tasks are not completed, the offer of admission will be rescinded and the next person on the waiting list will be admitted. This policy is clearly stated in the admission letter sent to each applicant.

Students planning to continue on to a registered nursing program must meet the requirements of the school to which they plan to apply. Courses that will meet the requirements for ADN and BSN programs

in Washington State include PSYCH& 200 Lifespan Psychology, NUTR& 101 Nutrition, and BIOL& 260 Microbiology. See the program webpage for more details [Licensed Practical Nursing (LPN) | Edmonds, WA | Serving Seattle & Washington State](#)

Progression

Courses in the nursing program are offered in a sequential manner with knowledge building on the foundation of the previous courses. Progression through the sequence of the curriculum is dependent upon demonstration of satisfactory academic progress in theory courses, satisfactory application of theory in lab and in clinical practice, and satisfactory clinical performance. Students must achieve an 80% (3.0) or above in theory courses and a satisfactory grade (also 80% or above) in lab and clinical in order to pass and progress to the next course. If a student is required to repeat a theory course, they must also repeat the co-requisite lab/clinical course.

A student will be dismissed from the program if that student does not achieve a passing grade in:
- The same nursing course twice OR
- Two separate nursing courses during the same quarter OR
- Two courses over the nursing program.

A student may repeat a course one time to obtain a passing grade. Due to the part time nature of the program, a student must wait until the course is offered again, which will be one year later. At that time, the student will be subject to readmission criteria (see below) on a space available basis. Students may be readmitted to the program one time following a course failure.

If a student discloses to the faculty and/or director that they need help due to extenuating life circumstances, in a timely manner, and does not make satisfactory academic progress during the quarter, the faculty/director will work with the student to try to achieve a successful outcome. Interventions may include but are not limited to: remediation, repeating a course, academic probation (see learning contracts and probation) or stepping out of the program and coming back at the same point in the program the following year (see progression).

Learning Contracts and Probation

Nursing students are learners and while progressing through the educational program, students gain information and demonstrate growth in knowledge and skill. During this learning process, guidelines and standards for safe and effective behavior are presented in the [Student Code of Conduct - Edmonds Community College - Acalog ACMS™](#) policies in the Nursing Student Handbook, and nursing course syllabi. Students are held accountable for guidelines and standards commensurate with their expected levels of competency as they progress through the program. In situations where a student fails to meet

these expectations, the following procedure for a learning contract or probationary status will be implemented.

Learning Contracts

A learning contract is an agreement established between a student and an instructor when some aspect of student performance or behavior requires immediate attention/improvement to meet the expected level of competency in a nursing course. This contract outlines the specific areas needing attention, establishes goals and a plan for improvement, and sets deadlines for meeting the established goals. The student and instructor meet privately to review the learning contract, the student will receive a copy of the contract, and a copy will be placed in the student's file.

If the goals are met, the contract is considered to be fulfilled and no further action is needed. If the goals are not met, but the student is progressing toward the goals, the contract may extend into the next term. If the goals are not met and the student is not making progress toward achieving the goals, the student will progress to probation.

Probation Contracts

A probationary contract is established when a learning contract is not fulfilled, when a student is having learning difficulties in more than one course in a quarter, or when a student demonstrates significant deviations from established guidelines or standards. A probationary contract may be put in place without a previous learning contract if circumstances warrant. The student and instructor meet jointly with the Director, to review the probationary contract. The student will receive a copy of the contract and a copy will be placed in the student's file. The contract will remain in effect throughout the student's tenure in the program.

The contract specifies that continued deviations from established guidelines and standards may be cause for: a failing grade on an assignment or exam, course failure, or program dismissal. Examples of behaviors that may lead to establishment of a probationary contract include, but are not limited to:
- Non-compliance with program documentation requirements
- Repeated medication errors
- Repeated tardiness or absence from clinical or lab
- Insufficient preparation for clinical or lab
- Failure to complete written assignments in a timely manner
- Failure to maintain competencies from prior quarters
- Demonstration of unprofessional or potentially unsafe behavior
- Demonstration of unprofessional communication with administration, faculty, staff, students, facility staff, or patients.
- Failure to communicate in a professional, timely, or appropriate manner
- Disrespect to peers, faculty, facility or college staff, or administration
- Insubordination

- Lack of integrity in matters related to classroom, lab, or clinical including dishonesty about incidents or errors, academic dishonesty, or not being forthright and responsible when errors occur.
- Breaches of confidentiality, HIPAA violations
- Violations of established facility/program or course policies or procedures.

Students may be required to withdraw or be dismissed from the program without having a learning contract or probationary contract in place. In situations where client safety has been jeopardized, there is no option for probationary status. Examples of such behaviors are client abandonment and practicing outside the scope of practice for a student. These constitute a violation of WAC 246-840-519 for safe nursing practice and will result in immediate and final program dismissal.

Voluntary Withdrawal

Students who wish to withdraw from the program, regardless of the reason, must submit written notification to the Director and to Enrollment Services prior to the expected date of withdrawal. A student may withdraw from any course at any time according to Enrollment Services: Withdrawal | Edmonds College Students who voluntarily withdraw from the program will be eligible for readmission based on the policies outlined below.

Involuntary Withdrawal or Dismissal

A student may be dismissed from the program at any point if the student has demonstrated unsatisfactory academic performance or personal misconduct.
- Criteria for dismissal from the program include, but are not limited to, academic failure (see progression above), a major student conduct infraction, unsafe clinical practice, or a consistent pattern of behavior that is not in compliance with nursing program ethical standards.
- The Director has the responsibility of making the final decision to dismiss the student from the program.

The EC Student Code of Conduct, due process, and disciplinary procedures can be found in the section on Student Code of Conduct - Edmonds Community College - Acalog ACMS™

Students may be dismissed from the program for unsafe or unethical behavior regardless of academic standing. Students who exhibit unsafe or unethical conduct (as defined in the section on clinical course policies below) will be removed from the clinical setting and a conference with the student, the nursing instructor, and the Director will be scheduled as soon as possible. The Nursing Department will follow due process as outlined in the code of conduct link above.

Once the student has been dismissed, and wishes to return, a panel of faculty will review the student's infraction(s) to determine if the student is eligible for readmission UNLESS the student was dismissed

from the program for moral/ethical grounds or unsafe clinical practice. Under those circumstances, the student is not eligible for readmission.

Readmission

Any student who withdraws or is removed from the PN program, regardless of the reason, is subject to readmission criteria. *Meeting the readmission criteria does not guarantee readmission*.

Readmission to the program is *always on a space available basi*s and is subject to the student demonstrating that the circumstances leading to the withdrawal/dismissal have been corrected. Readmission is also subject to review by the Director and faculty. The student must meet all current program admission criteria. Note that re-entrance test(s) may be required. Students cannot have outstanding fees or tuition. When the student seeking readmission has been accepted to the PN program, the student must obtain a current PN Student Handbook and verify that all personal documentation and immunizations on file are current.

A student seeking readmission may be asked to demonstrate skills competency. The competencies required will depend on the quarter the student is seeking to return to. Examples of this *may include, but are not limited to*, demonstration of assessment skills, clinical skills, medication administration, and math competency.

The length of time the student has been out of the program may limit re-entry as nursing knowledge must be current. If a student has been out of the nursing program for greater than one year, they may be asked to repeat previously completed courses.

For a student who voluntarily withdraws from the program and later seeks readmission, the student shall write a letter to the Director which MUST include:
- The reason for leaving the program.
- An explanation as to how the circumstances that led to the withdrawal have changed.
- Assurance that knowledge and skills have been maintained.
- Identification as to what the student has done to maintain knowledge and skills previously learned.
- Identification of the academic quarter, year, and PN courses the student wishes to reenter.
- A specific plan for completing the program.

For a student who is dismissed from the program and is deemed eligible for readmission, then the student shall write a letter to the Director which MUST include:
- The reason for leaving the program, specifically identifying the reason(s) for dismissal.
- An explanation as to how the circumstances that led to the dismissal have changed.
- Assurance that knowledge and skills have been maintained.
- Identification as to what the student has done to maintain knowledge and skills previously learned.

- Identification of the academic quarter, year the student wishes to reenter and the specific and PN courses the student must take.
- A specific plan for completing the program.

Transfer

A student who wishes to transfer into the program with advanced placement must meet all requirements for admission to the program. The student must submit all transcripts from their previous nursing program complete with course descriptions and syllabi for the courses for which they are wishing to transfer credit. One of the two required letters of recommendation must be from the program director and the other must be from a faculty member from their previous nursing program. There may be minimal advance notice of a student's advanced placement admission status.

Meeting the admission criteria does not guarantee that the student can transfer into the program. Admission to the program with advanced placement is always on a space available basis and is subject to a faculty review process. In order to graduate from EC, the student must complete a total of 30 credits or one third of college level credits (100 level or above) at the college.

Graduation

Students who are eligible for graduation must submit an application for graduation. Graduation applications must be completed online by the tenth day of spring quarter. Complete details for completing the process can be found at [Credentials and Evaluation - Graduation Application Process | Edmonds College](). If the graduation application for the practical nursing certificate is not completed, the earned certificate will not be posted to the student's official transcript. The student will not be eligible for licensure until transcripts with the certificate posted are received by the nursing commission.

Commencement ceremonies are held in June and students are encouraged to participate. Candidates for graduation will receive information about commencement from Student Services.

Nursing students will be honored at a traditional pinning ceremony at the time of their graduation. Nursing faculty, staff, students' family and friends are invited to celebrate with the graduates at this special event. The highlight of the event is the presentation of the EC Practical Nursing pin to each graduating student. The ceremony will be unique for each class and students will participate in planning the ceremony.

Licensing

Becoming a licensed practical nurse following graduation is an exact process requiring the completion of specific forms and the submission of these forms to the correct agencies at the appropriate times.

During the final quarter of the program, students will apply for licensure with the state and to sit for the NCLEX-PN exam with the National Council of State Boards of Nursing (NCSBN). The Director will assist students who are in the final quarter of the nursing program to complete two applications necessary to become licensed as a practical nurse. Complete details on how to complete this process can be found on the *PN Pearls* Canvas site.

Students must apply to the Washington State Board of Nursing (WABON) to become [Apply for a License | WA Board of Nursing](#) in this state. Students do this during their last quarter.. It is the student's responsibility to authorize an official EC transcript to be sent to WABON following graduation. The transcript must have the certificate posted in order for the license to be issued.

The student can learn about the procedure for the NCLEX-PN and download a candidate bulletin at [NCLEX information on the NCSBN website](#). Read the bulletin and follow the directions for registering for the exam prior to graduation. Following graduation, the student may register to take the NCLEX-PN at the [Pearson Vue Website for NCLEX-PN](#)

EC has not made a determination that the PN curriculum meets educational requirements for licensure/certification outside of Washington State. We encourage students who plan to work out-of-state to check relevant local licensure/certification requirements. If a student wishes to obtain initial licensure in another state, they can find contact information for boards of nursing at [NCSBN Board of Nursing Professional Licensure Requirements.](#)

Complaints

The purpose of this section is to provide guidelines that enable students to express and resolve misunderstandings or complaints in a fair and equitable manner. Students have a right to receive clear information and fair application of college and nursing program policies, standards, rules and requirements, and are responsible for complying with them in their relationships with college and nursing program personnel. These procedures emphasize informal resolution that promotes constructive dialogue and understanding.

The policy set forth in this handbook is congruent with the EC Procedure for Student Grade and General Complaints and emphasizes the procedure specific to the nursing department. If the complaint is regarding an employee or policy outside the nursing department, the procedure is the same. However, the dean or vice president handling the complaint process will change depending on the department involved.

General Complaints

A general complaint is any expression of dissatisfaction with the performance of a college employee or procedure. In general, the nursing department encourages a student wishing to express a complaint to do so no later than two weeks from the time the student became aware of the concern. The student must file a complaint within one academic quarter after the action that gives rise to the complaint. The appropriate dean or vice president may suspend this rule under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties to the complaint.

Step One:

- The student is encouraged to consult first with the faculty member/employee concerned before initiating a complaint. Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives, and attempt to arrive at a satisfactory resolution. The PN program recognizes that, in some cases, the student will be unwilling or unable to speak directly with the faculty member/employee involved.
- If the student determines that the complaint may be resolved more appropriately without the faculty member/employee concerned being involved, the student may contact the immediate supervisor of the faculty member/employee or the appropriate administrator/dean. If the complaint is regarding a nursing department faculty member, the immediate supervisor would be the Director. If the complaint is regarding a nursing department employee, the immediate supervisor may not be the Director, but they can refer the students to the appropriate supervisor. If the complaint is regarding the Director, the immediate supervisor would be the Dean of Health and Human Services (HHS).
- If the complaint presented to the Director has not been resolved, the student may bring the complaint to the Dean of HHS.
- If the complaint presented to the Dean of HHS has not been resolved, the student may bring the complaint to the Vice President for Instruction (VPI) who shall discuss the concern(s) of the student and the options available to resolve the concern(s).
- If the student should elect to proceed with a formal complaint, the student shall outline in writing the complaint, identify dates and persons involved as accurately as possible and submit the written complaint to the Dean of HHS or the VPI.
- Complaints must be initiated no later than one academic quarter after the incident in question occurred.

Step Two:

- When the student's written complaint has been received by the Dean of HHS or the VPI, the complaint shall be forwarded to the appropriate parties and the employee concerned for a written response within 10 instructional days (except summer because employees may not be available during the summer, in which case the responses will be made within 10 instructional

days after fall quarter begins). The dean or vice president shall keep all written statements, transcripts, and minutes associated with the complaint as a record of the proceedings.

- The dean or vice president shall inform the student regarding the nature of the written response of the parties. If the written response does not resolve the complaint to the satisfaction of the student, the dean or vice president may convene a conference of all the parties within 10 instructional days.
- As a result of the conference, the dean or vice president shall issue a recommendation to the President for resolution of the complaint.
- The recommendation of the dean or vice president will be reviewed by the President who may amend, modify, reverse, or accept the recommendation and who shall then implement the resolution and advise the affected parties.
- The decision of the President shall be final. Appeals or formal hearings to the Board of Trustees shall not be provided.

Edmonds College General and Grade Complaint Procedures

Students with grade disputes are encouraged to follow the EdCC Student General and Grade Complaint Procedures which are located at Online Support - Student Complaint Procedure | Edmonds College

The Director of Center for Student Engagement and Leadership or designee or a person that the student chooses will act as an advocate who can assist the student in the completion of the complaint process. The student may waive the right to an advocate.

Title IX Complaints

Complaints of discrimination or harassment, including sexual harassment, should be filed with the Title IX Coordinator, Edmonds Community College, 68th Ave. W, Clearview Building, Room 122, Lynnwood, WA 98036, as per the College's Nondiscrimination and Harassment Policy. This policy can be found at Title IX Policy

Student Records

College Records

Primary responsibility for administrative policies and procedures pertaining to all student records is provided by the Dean for Enrollment and Financial Aid Services. Staff who supervise and coordinate record retention receive training in FERPA, archive processing and management.

Before student information is released, two FERPA related forms on the Enrollment Services website must be completed. One is for parents wishing to access their dependent student's records, and the other allows students to give permission for the release of their records. An Enrollment Services staff member is assigned to track FERPA permissions and to communicate the information to faculty members.

In addition to FERPA protected information, a form on the Enrollment Services website can be used to allow students to withdraw permission for the college to share Directory information, a practice which is normally allowed under FERPA guidelines. [Student Release of Records](#)

Transcripts of a student's scholastic records shall contain only information about his or her academic status and eligibility to continue at the college. Disciplinary records shall be kept separate from academic records and no notation of any disciplinary action shall appear on a student's transcript. Special precautions shall be exercised to ensure that information from disciplinary or counseling files is not revealed to unauthorized persons.

Nursing Program Records

The PN program maintains limited student records. These records are stored in the cloud in digital files on the college's secure server. The contents of the files *may include but are not limited to*:
- Program application materials
- Correspondence to and from the student
- Official school/program documents bearing student signatures
- Copies of academic or disciplinary reports
- Copies of clinical evaluations

Personal References

With proper authorization, the faculty welcomes requests to provide personal references for students and will prepare honest personalized letters of recommendation or reference information. References (written and verbal) are based on the student's performance in the nursing program. It is preferable to select an instructor with whom you have worked closely. Please submit the request at least two weeks in advance of when the reference is needed. In order to comply with FERPA regulations, the faculty will ask the student making the request to complete, sign, and submit the Student Reference and Release of Information Form.

Student Employment While Enrolled

The faculty understands that most EC PN students will be working during the program, but it is required that a student's employment not interfere with courses, skills lab or clinical work. Unless prior arrangements have been made with faculty, no adjustments will be made to accommodate work schedules.

Due to the time involved with clinical preparation, students are strongly encouraged to avoid working any shift that may interfere with his or her ability to adequately prepare for clinical, theory or skills lab courses. The clinical session cannot be the student's second consecutive shift. Students reporting for clinical who, in the opinion of the clinical instructor, are not adequately prepared for clinical and/or are too fatigued to provide safe patient care will be sent home for that day. This will be considered an

unexcused absence. Likewise, if a student is unprepared to participate fully in classroom or skills lab discussions, he or she will be dismissed and will receive an unexcused absence.

When a student is working as an employee of a clinical facility, the student may not wear the EC nursing uniform, insignia or name badge or use abbreviation symbols of S.N. after his or her name. It is essential that a student not accept work assignments beyond his or her scope of practice at their current level of licensure.

Essential Abilities

Nursing professionals have the responsibility to safely provide care for clients and are held to high standards. The WAC 246-840-700: Standards of Nursing Conduct or Practice states, *"Each individual, upon entering the practice of Nursing, assumes a measure of responsibility and public trust and the corresponding obligation to adhere to the standards of nursing practice. The nurse shall be responsible and accountable for the quality of nursing care given to clients."* Nursing students, as well as practicing nurses, are held to the standards in rule and law.

Client safety is a major concern in establishing requirements for the capabilities of student practical nurses. To function safely in the role of a student practical nurse, one must exhibit the physical, cognitive, and behavioral abilities that are required for satisfactory completion of all aspects of the practical nursing program. Practical nurses must also possess certain professional attributes that are of equal importance as knowledge and skills. The practical nursing program curriculum requires students to engage in complex experiences necessary for the acquisition and practice of skills to provide nursing care and ensure the safety and well-being of clients, fellow students, faculty, and other healthcare providers.

The abilities essential to provide safe nursing care are outlined below and examples are given to illustrate each. These examples are not meant to be all inclusive of the duties required under each general category listed.

Students are required to perform all of these functions with or without reasonable accommodation:

Observation Function
- Use the physical senses to gather information. Examples include but are not limited to: Assess color changes in the skin, drainage, mucus.
- Hear blood pressure readings, heart and lung sounds through a stethoscope (assistive technology, such as a hearing aid, is acceptable to enable the student to achieve functional use of the senses).
- Palpate pulses and edema.
- Feel temperature changes on the skin.
- Smell odors.

Communication Function

The student is expected to communicate effectively both verbally and nonverbally. This includes the use of speech, body language, reading, and writing to communicate with clients, families, peers, faculty, and other healthcare professionals. Examples include but are not limited to:

- Discuss client concerns and problems in a manner that can be comprehended by the client. Demonstrate responsive, empathetic listening to establish rapport.
- Read client records and references written in English.
- Discuss clients' condition with members of the healthcare team.
- Document nursing care clearly, accurately, and in English in a timely manner.
- Demonstrate professional verbal and nonverbal communication with peers, faculty, and the healthcare team.

Motor Function

Provide physical care to clients. Engage in physical activity for up to twelve-hour shifts, lifting, and moving clients on day, evening, or night shift. Students must be able to perform gross and fine motor movements to provide nursing care. Examples include but are not limited to:

- Perform CPR.
- Transfer incapacitated clients from chair to bed or chair to chair, through lifting a minimum of 25 pounds independently and 50 pounds with assistance.
- Manipulate equipment such as syringes, needles, intravenous administration sets, and glucometers used for client care.
- Work with multiple tubes, drains, wound dressings, and monitoring equipment.
- Work for up to twelve-hour shifts in a situation where the majority of time is spent in physical activity including intermittent sitting, standing, stooping and bending, squatting, reaching, kneeling, and walking with full range of motion.

Intellectual/Conceptual Function

Synthesize information from a variety of sources and apply it when making decisions regarding client care. Examples include but are not limited to:

- Calculate medication dosages and enteral/intravenous infusion rates. Measure and calculate intake and output.
- Evaluate the effectiveness of treatments based on the expected outcome.
- Prioritize needs for one client and between multiple clients and establish plans of care. Determine when it is essential to obtain medical care for a client.
- Organize data and form appropriate conclusions.
- Make correct judgment in seeking supervision and in consultation. Follow directions consistently and accurately.
- Quickly read and comprehend extensive written material.
- Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

- Demonstrate ability to work in fast-paced facilities, effectively dealing with stressful situations and quickly changing environments.

Professional Conduct

Possess the ability to reason morally and practice nursing in an ethical manner. Examples include, but are not limited to:

- Learn and abide by standards of professional conduct: respect for others, confidentiality, accountability, and reliability.
- Possess attributes that include compassion, empathy, altruism, honesty, responsibility, and tolerance.
- Demonstrate integrity and honesty.
- Perform nursing activities within scope of practice.
- Demonstrate ability to deliver care across the age spectrum with cultural and ethnic sensitivity.
- Demonstrate emotional stability and maturity in interpersonal relationships with staff, patients and visitors.

Because nursing students are being prepared to perform a broad range of entry-level practical nursing skills, nursing students must be able to carry out these essential functions with or without reasonable accommodation. It is the responsibility of the student to determine what, if any, accommodations would need to be made. See the section below for reasonable accommodations.

Reasonable Accommodations for Disabilities

The EC PN Program is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment. The PN program works closely with Services for Students with Disabilities (SSD). Disability Services is the contact point for students with permanent or temporary sensory, physical, or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact SSD to start the process for documenting their disability and determining eligibility for services prior to their start in the PN Program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so timely requesting of accommodations is very important. EdCC has policies regarding the type of documentation required in order to diagnose disabilities and a process   for requesting accommodations. For more information on EC's Services for Students with Disabilities, go to [Services for Students With Disabilities](#)

Student Services at Edmonds College

Academic Support

[Learning Support Center](#): free tutoring for math, writing, and other classes

TRIO Student Support Services: tutoring and other support for students who are the first in their family to go to college
e-Tutoring: free online tutoring for math and writing
Library: 24/7 live chat help for research and citations, free online access to ebooks, articles, and databases
STEM Study Room: free drop-in tutoring for Math, Biology, Chemistry, Physics, Computer Science, and Engineering

Basic Needs Support (food, housing)

Edmonds CC Food Pantry: on-campus resource for students and employees facing food insecurity
Emergency Funding and Resources: help with housing costs or other financial difficulties

Health and Well-Being

Center for Student Cultural Diversity and Inclusion: meet with a student success coach
Counseling and Resource Center: personal counseling and resources
Violence Prevention: confidential support for those who have experienced sexual assault, dating violence, domestic violence, or stalking
Wellness Center: a quiet space to study, nap, or relax

Technology Assistance

Edmonds College IT Help Center: help with Canvas, CTC Link, Google apps, and other technologies

Canvas Log-in and Orientation: how to use Canvas and reset your password

Student Printing Information: where to print on campus
Computer Labs on Campus: location and use of on-campus computer labs for use by students

Veterans Resources

The Veteran's Resource Center: services for Veterans including advising, help with use of VA training or benefits

Resources for Non-immigrant Visa Students

Office of International Programs: advising and activities for non-immigrant visa students

Student Government and Campus Involvement

Center for Student Engagement and Leadership: campus leadership opportunities

Student Evaluation of Nursing Program

Students can assist the faculty and the PN program by giving honest feedback using several types of evaluations. The PN program faculty use this information to improve the curriculum and instruction. These evaluations are administered in a way that protects the anonymity of the participating students.

- The college conducts faculty evaluations on a schedule set forth by the faculty contract. Students will complete these evaluations on Canvas during the quarter the student is in the instructor's course.
- Online course evaluation surveys have been developed for each nursing course. These are sent out to students via email the quarter after the student has taken the course being evaluated.
- Students are asked to evaluate clinical sites in conjunction with the surveys
- Simulation labs are evaluated separately from the course evaluations.
- Students complete a program satisfaction survey in the last quarter of their program and will be asked to complete a graduate satisfaction survey 6-12 months after graduation.
- Students have the opportunity to meet with the course instructor and the Director.
- Surveys, evaluations, and discussions bring forward ideas for change, concerns, and constructive criticism from the class. They will also serve to give students a voice in the curriculum and the governance of the nursing program.

Employment as a Nursing Technician

Student nurses may work as Nursing Technicians as defined in [RCW 18.79.340: Nursing technicians.](#)

1) "Nursing technician" means a nursing student employed in a hospital licensed under chapter 70.41RCW, a clinic, or a nursing home licensed under chapter 18.51 RCW, who:

    a) Is currently enrolled in good standing in a nursing program approved by the commission and has not graduated; or

    b) Is a graduate of a nursing program approved by the commission who graduated:

        i. Within the past thirty days; or

        ii. Within the past sixty days and has received a determination from the secretary that there is good cause to continue the registration period, as defined by the secretary in rule.

2) No person may practice or represent oneself as a nursing technician by use of any title or description of services without being registered under this chapter, unless otherwise exempted by this chapter.

3) The commission may adopt rules to implement chapter 258, Laws of 2003.

RCW 18.79.350 Nursing technicians — Nursing Functions.

1) Nursing technicians are authorized to perform specific nursing functions within the limits of their education, up to their skill and knowledge, but they may not:

a) Administer chemotherapy, blood or blood products, intravenous medications, or scheduled drugs, or carry out procedures on central lines;

b) Assume ongoing responsibility for assessments, planning, implementation, or evaluation of the care of patients;

c) Function independently, act as a supervisor, or delegate tasks to licensed practical nurses, nursing assistants, or unlicensed personnel; or

d) Perform or attempt to perform nursing techniques or procedures for which the nursing technician lacks the appropriate knowledge, experience, and education.

2) Nursing technicians may function only under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician. The supervising registered nurse must have an unrestricted license with at least two years of clinical practice in the setting where the nursing technician works.

3) Nursing technicians may only perform specific nursing functions based upon and limited to their education and when they have demonstrated the ability and 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.

4) Nursing technicians are responsible and accountable for their specific nursing functions.

RCW 18.79.360 Applications for registration as a Nursing Technician — Fee.

[WAC 246-840-905: How to Register as a Nurse Tech](#) [Nurse Tech License:](#)

[Nurse Tech License | WA Board of Nursing](#)

> 1) Applications for registration must be submitted on forms provided by the secretary. The secretary may require any information and documentation that reasonably relates to the need to determine whether the applicant meets the criteria for registration provided for in chapter 18.130 RCW. Each applicant shall pay a fee determined by the secretary under RCW 43.70.250. The fee must accompany the application.
>
> 2) An applicant for registration as a nursing technician shall submit:
>> a) A signed statement from the applicant's nursing program verifying enrollment in, or graduation from, the nursing program; and
>> b) A signed statement from the applicant's employer certifying that the employer understands the role of the nursing technician and agrees to meet the requirements of subsection (4) of this section.
>
> 3) The secretary shall issue a registration to an applicant who has met the requirements for registration or deny a registration to an applicant who does not meet the requirements, except

that proceedings concerning the denial of registration based on unprofessional conduct or impairment are governed by the uniform disciplinary act, chapter 18.130 RCW.

4) The employer:

a) Shall not require the nursing technician to work beyond his or her education and training;

b) Shall verify that the nursing technician continues to qualify as a nursing technician as described in RCW 18.79.340;

c) Shall advise the department and nursing program of any practice-related action taken against the nursing technician;

d) Shall maintain documentation of the specific nursing functions the nursing technician is authorized to perform; and

e) Shall provide training regarding the provisions of chapter 258, Laws of 2003, including procedures for filing a complaint with the department of health or the department of social and health services concerning violations of chapter 258, Laws of 2003, to all nursing technicians and registered nurses who shall supervise nursing technicians and document the training and make it available for any inspection or survey.

RCW 18.79.370 Nursing Technicians — Registration Renewal.

The secretary shall establish by rule the procedural requirements and fees for renewal of the registration.

Failure to renew invalidates the registration and all privileges granted by the registration. For renewal of registration, a nursing technician must attest that he or she continues to qualify as a nursing technician as described in RCW 18.79.340

Nurse Technician Approval Process

A Nursing Technician is defined as a nursing student employed in a hospital, a clinic, or nursing home, who is currently enrolled and in good standing in a nursing program approved by the commission and has not graduated; or is a graduate of a nursing program approved by the commission who graduated within the past thirty days. Students are eligible to apply for Nursing Technician Registration after successfully completing the second quarter of the program to work in a skilled nursing or outpatient clinic setting. To work in an acute care setting (hospital) students need to have successfully completed the third quarter. It is the student's responsibility, not the program's responsibility, to find an employer willing to hire them as a Nurse Tech within their scope of practice.

Students interested in becoming a Nurse Tech will need to submit the most recent copy of their Clinical Skills Tracker and Education Verification form (available for download from the WA State DOH website) to the Dean. The program will keep this for reference of the skills (nursing functions) that are in the student's scope of practice. Students will then download from the WA DOH the Employer Verification form and follow the directions on the WA DOH website for the online application. [Nurse Tech License](#) [The WA Board of Nursing](#) The WA State Nursing Commission does not allow students who work as

Nursing Technicians to count those hours as nursing education clinical hours. Hire a Nurse Tech | WA Board of Nursing

Course Policies

Grading

Grading follows the decimal grading system used throughout the college with a 3.0 being equivalent to an 80% (see chart below). A minimum grade of 80% is required to pass all practical nursing courses.

course %	decimal	course %	decimal	course %	decimal	course %	decimal
95-100	4.0	86	3.3	77	2.7	68	1.8
94	3.9	85	3.3	76	2.6	67	1.7
93	3.8	84	3.2	75	2.5	66	1.6
92	3.7	83	3.2	74	2.4	65	1.5
91	3.6	82	3.1	73	2.3	64	1.4
90	3.5	81	3.1	72	2.3	63	1.3
89	3.4	80*	3.0*	71	2.1	62	1.2
88	3.4	79	2.9	70	2.0	61	1.1
87	3.4	78	2.8	69	1.9	60	1.0

   * minimum PN grade required to pass

Theory courses use the decimal grading system outlined above and lab/clinical courses use the Satisfactory/Unsatisfactory (S/U) grading system. Under the S/U system, an 80% is still required to get an S and to pass the course.

The incomplete (I) is given at the discretion of the instructor only when the student has done satisfactory work but could not, for some unavoidable reason, complete some part of the coursework or take the final examination. The student and instructor agree to the date by which all work must be submitted and the grade that will be submitted if the work is not completed.

 An instructor-initiated withdrawal is listed as a V on the student's transcripts. This final grade is issued if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, or if a student enrolls in a class but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal.

The college policy grades can be found in the online college catalog [Grading Practices](#)

Graded work in practical nursing courses is based upon instructor evaluation of any or all of the following elements:
- class participation and attendance
- written assignments and case studies
- online course modules, assignments, quizzes, and tests (e.g. Shadow Health, ATI)
- discussion boards
- quizzes or exams
- group projects or presentations
- lab assignments/skill performance
- clinical performance
- written clinical assignments
- nursing care plans

Extra credit may be earned in some courses at the discretion of the course instructor and, if available, will be noted in the course syllabus. _Please note_: _extra credit can only be used to improve a passing grade and may not be used to change a failing grade into a passing grade._

Attendance

Class attendance and punctuality are required. Individual instructors will communicate specific attendance policies and specific instructions regarding absenteeism in the course syllabus depending on whether the course is online, hybrid, grounded, or a clinical practicum. An instructor may, at his or her discretion, request a healthcare provider's written authorization that the student may resume participation in the program following an absence.

Attendance in an online course is defined as logging into the course and completing course work online in a timely fashion. Students are expected to log in to Canvas a minimum of three times weekly and complete assigned work by the due date posted in the course. In the event of an illness or an emergency that prevents the student from logging in to Canvas and completing course assignments on time, the student is required to notify the course instructor by email, Slack, or phone to inform them of these circumstances. Instructors may extend deadlines for illness or emergencies. The student must plan ahead for unforeseen circumstances such as computer malfunction or internet service interruption. Students must have a backup plan for completing course work in the event of equipment or service failures.

Labs and clinicals provide an opportunity for students to integrate theory into practice. Missed labs and clinical days are missed opportunities to meet course learning outcomes. Student behaviors in the lab and in clinical practice reflect their work ethic and attendance and punctuality are required. Students are responsible for their own transportation to and from the clinical site. Students must plan ahead for

unforeseen circumstances in transportation. Being stuck in traffic is not an acceptable excuse for being late to clinical or lab.

In the event of severe weather, if the college is holding classes on campus, we will have clinical. If the students don't feel safe driving, they must contact their instructor prior to clinical or the absence will be unexcused. Sign up for [Triton Alert](#) to get updates on campus closures and delays. For more information see the section on Emergencies/Weather Cancellations.

Students are expected to adjust their work schedules so there are no conflicts with the school schedule. *For patient/client/student safety, students are not allowed to work the shift immediately prior to a clinical shift.*

In the event of illness or an emergency requiring the student to be absent from lab or clinical, the student is required to contact the course instructor by phone or Slack (not email) prior to the start of the lab or clinical shift. In the event the instructor cannot be reached the student must notify the Nursing Office (425-640-1017) and the Director of the reason for the absence. If it is a clinical course, the student must also notify the clinical site of their absence by phone. Students arriving more than 10 minutes late to the clinical site may be sent home and not allowed to attend clinical that day. Students who are tardy twice will be considered to miss a clinical day which must be made up.

Students who miss more than one clinical day or two labs per quarter will require administrative approval from the Director in order to continue in the course. Such circumstances may require the student to withdraw from the course and repeat it the next time it is offered.

Late Work, Remedial Work, Make Up Assignments

Late work will not be accepted for a grade unless prior arrangements have been made with the instructor. Students who turn in late work with permission may be subject to up to a 50% reduction in credit for the assignment(s).

Students wishing to improve their performance on an assignment or exam may negotiate remedial work with the instructor. Remedial work for credit is not guaranteed and will be accepted on a case by case basis unless otherwise specified by the instructor. Any remedial work or test corrections will receive half the credit of the original assignment/exam.

Make-up labs and clinical days are not guaranteed due to scheduling restrictions. Students who are absent are responsible for the information they missed. Students who are absent and cannot be scheduled for a make-up day will be required to complete an alternative experience or assignment specific to the lab or clinical experience that was missed. Regardless of whether or not the student completes a make-up assignment, students who miss more than one clinical day or two labs per quarter

will require administrative approval from the Director in order to continue in the course and may be required to withdraw from the course and repeat it the next time it is offered.

Missed Examinations

Students who are unavoidably absent from a scheduled quiz or exam, including ATI Testing, must make arrangements with the instructor to take a make-up quiz or exam. The student must notify the instructor prior to the absence. Make-up quizzes and exams will be at the sole discretion of the instructor. The make-up quiz or exam may be in a different format from the original exam at the discretion of the instructor. Missed quizzes and exams must be made up within one week of the originally scheduled date. All of the above equally applies if the student does not take a required quiz or exam during a scheduled date range in an online/hybrid course.

Theory Courses

The EC PN program curriculum has a significant online component. Attendance through participation in the online activities is important. Students are expected to prepare for online participation and can expect to be graded on participation. Students are further expected to meet deadlines. Students are expected to read the course materials and to perform their assigned work in good faith, with respect for other students in the class, and the integrity of EC and the nursing profession in general. The policy on academic integrity is below in the Student Conduct Section of the handbook. Students are expected to know these guidelines and abide by them.

Most coursework will be carried out using the Canvas Learning Management System. This includes assignments, discussions, and quizzes. Students may use other learning platforms during the course of their studies including ATI, Shadow Health, Open RN, and others.

While some quizzes and tests will be online, courses will also have proctored exams. At the discretion of the instructor, a written proctored exam may be taken at school at the appointed date and time or online with HonorLock. Instructors may also use the Zoom video conferencing platform to proctor exams. Information regarding HonorLock and Zoom can be found in PN Pearls and the Zoom exam policy is below. A final practical or skills exam is considered to be a proctored exam and must be taken on campus at the designated date and time.

Online Course Policies

The electronic week begins on Monday at 12:01 AM and ends on Sunday at 12:00PM PST.
- Days 1-7 (Monday through Sunday) Students will complete weekly coursework. This will include reading in the textbook and working in the online classroom. If the course is hybrid, lab practice will be done during the days listed in the course calendar.
- Days 1-5 (Monday through Friday) Instructor will be available online and will check email daily.
- Day 6 (Saturday) Instructor offline.

- Day 7 (Sunday) Instructor offline.

Students are to check the announcements Monday and frequently throughout the week and note any course schedule changes.

Students will use Canvas in all PN courses and are required to check announcements, course email or other course communication methods as specified by the instructor. Students will be responsible for all course communication information. EC provides students with a Triton Mail email address and this is the only address that will be used by the instructors to communicate with students.

Students are required to log in to Canvas courses a minimum of three times per week. The student must plan ahead for unforeseen circumstances such as computer malfunction or internet service interruption. Students must have a backup plan for completing course work in the event of equipment or service failures. Computers are available in a wide variety of locations across campus. The campus also has a wireless network available for students. See [Academic Computer Services](#) for a complete list of locations and resources.

See the Attendance Policy outlined above as it pertains to online courses.

The Student Technology Advice and Resource Team (START) is a student-led resource focused on helping students understand available technology and learn how to put that technology to its best use. START provides Edmonds Community College students with in-person assistance and advice for the technologies commonly used on campus. See [Student Technology Advice and Resource Team (START)](#) for complete information on student technical assistance.

Students should follow the general rules of netiquette while online. A good source of netiquette guidelines can be found at [The Core Rules of Netiquette](#)

All submissions in Canvas must be in Microsoft Word, .pdf, or rich text format (RTF) and be uploaded to the assignment link. These are the only files that PN program instructors will be able to open, review and make corrections. If assignments are not received in the correct format, this may cause the assignment to be considered late. Free MS Office 365 and Google docs are available to students. [Free MS Office 365 for Students](#) [Resource Guides: Building and Improving Computer Skills](#)

All class work must be the student's own work product and not the work of any other person or organization. If students use materials from another source, it is their ethical responsibility to provide a citation or source reference for those materials. This includes online sources, name and title of person providing information, or name of organization from which the material originated. See the section below on Academic Integrity for more information.

It is the student's responsibility to keep track of academic progress during each course. If students are not making satisfactory academic progress, it is the student's responsibility to contact the instructor   for

help. If a student has difficulty with course content, it is recommended that the student visit Learning Support Services [Learning Support Center](#) to obtain strategies for successful learning.

Academic Writing and APA Style

Scholarly work requires that students use credible sources to ensure the factual content of their writing. Scientific papers written by students will build on knowledge written or expressed by other scholars. These scholars will include nursing instructors and authors who have written on topics students are assigned to read or investigate. Even student nurses writing papers will add to the scholarly network that supports the discipline of nursing. Examples of this include critical thinking questions, case studies, discussion questions, nursing care plans, and other assignments.

The student will be expected to integrate the source material into their own writing by paraphrasing or through the use of direct quotes. Quotations should be used sparingly and for emphasis. Paraphrasing requires that the student substantially alter the words, phrasing, and sentence and paragraph structure in order to avoid violating the copyright/fair use laws which protect intellectual property. References should be cited whenever the student uses *any source* for paraphrasing or for a direct quote.

APA Style was developed by the American Psychological Association to create a standardized format for scientific writing and is used in the discipline of nursing for academic and professional writing. The EC PN program requires that written assignments be formatted according to APA Style unless otherwise specified by the instructor.   See the LibGuide on the college website for information on using APA formatting. [APA Citations](#)

Zoom Testing Policy

Faculty may allow students to complete individual exams remotely using zoom for some theory courses. Below is the procedure for testing on Zoom. Any irregularities will be investigated using the academic dishonesty policy.

- Students need both a phone and a laptop to be signed in during the exam
- No more than 10 students/faculty testing at one time
- Set meetings to record (local to computer). Can delete later if no irregularities or issues with excessive navigation away from the testing window.
- Environment check: cleared desk area/wall, show scratch paper and calculator, 360 degree sweep of room (can do with phone or laptop)
- 1st device (computer with webcam) when signing in audio should be on.
  - Zoom mic ON throughout (instructor needs to hear everything). If a student needs to communicate with faculty, they just talk.
- 2nd device (phone): when signing on, mute the audio (avoid echo/feedback)
- 2 camera views:
  - Front face (webcam on laptop)
  - Side of face and hands on phone (view of screen not required)

- Students should turn computer and phone speakers off so they will not disturbed by others
- Zoom chat window should be visible to the side of the screen. This is for the instructor to initiate communication with the student.

Lab/Clinical Courses

Math Proficiency

Students are expected to achieve competency in their ability to calculate correct dosages of medications. A dosage calculation test is given during the second quarter of the program prior to medication administration at clinical. A score of 90% is required to pass this test. Students scoring less than 90% will be given two additional opportunities to obtain a passing score but the *score on the first attempt will be recorded in the grade book*. Failure to pass the dosage calculation test with a score of 90% on the third attempt will result in a requirement for the student to retake the course and being ineligible to continue progressing in the program until math proficiency has been established.

Students will be required to demonstrate math proficiency throughout the program. Students will not be allowed to pass medications without proof of math proficiency. If a student is unable to pass medications, they will not be able to meet the learning outcomes of the course and will fail the course. Math proficiency may be demonstrated by a math exam or math questions embedded in course exams (e.g. midterm, final or unit tests)

Emergency/Bad Weather Cancellation

During an emergency (e.g. power outage) or periods of inclement weather, it may be necessary to cancel or alter the start time of campus classes. PN classes on campus will be canceled when EC is closed for inclement weather. Students are encouraged to sign up for email and text alerts from EdCC. Click on [Triton Alert](#) to sign up.

The nursing faculty may also choose to cancel or alter the start time of a clinical day during an emergency situation or inclement weather and students will be notified by their clinical instructors in that case. Be sure that the Nursing Office and the clinical instructor have your current phone number.

Lab Policies

Students will wear uniforms during lab and student appearance will be professional per the dress code. Dress for lab and clinical are the same.

No eating or gum chewing in the lab due to OSHA regulations. Students may have drinks in the lab but they must have lids. Please turn cell phones off during the lab and limit their use to breaks. If you have an emergency call, please leave the room to conduct your conversation. Laboratory equipment must be handled with care and must remain in the classroom or lab. Manikins are to be treated with respect and handled with care. No ink pens are to be used near the manikins, pencils only. Students are responsible to help with lab clean up following the lab session. Labs must be left in good condition and ready for use

by the next class. All written assignments will be submitted in Canvas or EHR Tutor unless otherwise specified by the instructor.

Simulation Lab Policies

Students will behave in a professional manner during the lab and uphold the same standards required in the clinical setting. It is expected that reading assignments and homework assignments will be completed prior to lab. Students must come to the lab prepared to participate in the simulations.

Activities and events that occur during simulation lab are confidential and are not to be discussed outside of class. *What happens in labs stays in lab.* A violation of this requirement will be treated as academic dishonesty. See the simulation handbook for more detailed policies.

Clinical Policies

Students must maintain confidentiality of information acquired in the role of a practical nursing student. Students are expected to conduct themselves according to the policies of the clinical site. All of the clinical site's rules and regulations apply to EC PN students. Practical Nursing students are held to the same standard as an LPN performing within his or her scope of practice. See section on HIPAA.

Registering for a clinical course does not guarantee admission to a clinical site unless all of the agency requirements have been met by the student. See sections on Clinical Passports below for details.

Students are assigned to clinical sites based on faculty and site availability to assure that maximum learning will be accomplished for each student in the program. Under no circumstances may a student make arrangements for their own clinical practicum independent from the instructor or Director. Practicum times vary and may include day, evening, and weekend hours. Travel is required and transportation to and from clinical is the responsibility of each individual student. Students cannot change clinical site assignments without instructor permission. Students, with the exception of preceptorships or previously designated alternate clinical sites, should not be in a clinical facility without the presence of an instructor. The student may not return to the facility to gather more client data after the clinical session is completed.

Clinical preparation is outlined in the syllabus and in Canvas for each clinical rotation. The students will complete written assignments for both clinical preparation and post clinical care plans/reflections. These assignments are essential for learning and for evaluation of student progress toward learning outcomes. All written assignments for clinical will be submitted in Canvas unless otherwise specified by the instructor.

The student must maintain a passing grade in clinical courses to progress in the PN program. Guidelines are provided to the student about the clinical outcomes and clinical assignments to be achieved each quarter. The clinical grade is determined by written documentation of clinical performance and on written work as described above. A mid-term evaluation is scheduled with the student and clinical

instructor so that the student is aware of strengths and areas for growth. A final evaluative conference is an opportunity to summarize the quarterly clinical experience and provide a final evaluation. The clinical evaluation tool used for each course is based on the course learning outcomes and can be found on Canvas.

Although students assume responsibility for their assigned clients while in a clinical setting, the clinical site never relinquishes total responsibility for the client's care. At most clinical sites, the student is required to obtain information from the staff nurse regarding a patient before giving care. Prior to leaving the clinical site, students are required to report off to the staff nurse who is assigned to that client and to the clinical instructor.

In order to maintain proper professional boundaries, students shall not have personal contact with present or past clients. This refers to communication in any form including but not limited to face-to-face meetings, telephone conversations, text messaging, email, or other social media (Facebook, Twitter, Instagram, etc.). See Social Media policy below.

Clinical Skills Policy

Scheduled skills competency checks during labs will validate the student's ability to perform nursing skills safely and competently. The list of skills and standards will be listed in the course syllabus and/or on Canvas, and faculty will be available to assist in skills practice prior to the skills competency check. Students unable to perform the nursing skill in a competent and timely manner will be referred for remediation.

If a student fails a scheduled skills proficiency check or is unprepared or unsafe in performing a skill in the clinical setting, the student will be issued a learning contract and will be referred back to the skills lab for remediation. The student will not be permitted to perform the skill in the clinical setting until after he or she has successfully demonstrated skill mastery in the skills lab. It is the student's responsibility to use all available resources to be prepared to complete the skill(s) at the appropriate level. The PN Program Director will be made aware of the need for remediation and assist in the scheduling of an instructor to facilitate the process. After practicing the skill, the student will have one evaluation opportunity in which the student demonstrates successful performance of the specified skill(s). If unsuccessful, the student may be in jeopardy of course failure and may be required to retake the skills lab portion of the curriculum.

Students may not do any procedure in the clinical area that he or she has not been checked off in the skills lab, including medication administration. Students must be supervised by their clinical instructor when performing a procedure that has not been performed outside of the skills lab. After the student has performed the procedure satisfactorily with the instructor, the instructor will sign the skills sheet and the student may perform the procedure under the supervision of a nurse preceptor at the clinical facility. Students are required to review facility policy/procedures prior to performing any new skill and must be prepared to answer any questions from the instructor or the supervising nurse.

Students are expected to perform a previously learned skill in the clinical setting with minimal instructor prompting. Students who are unprepared or unsafe when attempting a procedure in the clinical area will be subject to remediation as outlined above.

Safe Medication Administration

The faculty believes that the act of administering medications in a safe manner is basic to nursing practice, including intravenous fluids administration with or without medication added.

In accordance with [WAC 246-840-513](#) students will be provided with both theory, skills lab, simulation, and clinical learning experiences related to safe medication administration appropriate to their level of education. Simulated experiences with medication administration skills will be satisfactorily completed in the skills lab before a student is allowed to administer medications in the clinical environment with supervision. Student instruction for safe medication administration will include, but is not limited to, the following simulated learning experiences:

1. Correct reading and interpretation of a medication order;
2. Safe identification of the patient;
3. Routes of medication administration, including the nursing judgment required to safely implement the routes of medication administration;
4. Safe use of Automated Drug Dispensing Devices (ADDDs) and other medication dispensing systems;
5. Processes for administration of controlled substances, medication wastage, and monitoring for drug diversion;
6. Medication reconciliation procedures;
7. Accurate dosage calculation (see Dosage Calculation Exam);
8. Correct documentation of medication administration.

Students will complete training on Automated Drug Dispensing Devices (ADDDs), prior to their use in the clinical setting. In addition, students will receive on-site orientation(s) to agency-specific ADDDs, with supervision, by a licensed nurse (instructor or preceptor). [WAC 246-874-070](#)

Students may not do any procedure in the clinical area that he or she has not been checked off on in a skills lab and this includes giving medications. Students must be supervised by their clinical instructor when giving medications initially. After the student has performed the medication administration procedure satisfactorily with the instructor, the instructor will sign the skills sheet and the student may administer medications under the supervision of a nurse preceptor at the clinical facility. *Students are not to administer any medications with total independence*. Students are required to review facility policy/procedures prior to performing any skill or procedure and must be prepared to answer any questions from the instructor or the supervising nurse.

Medication Errors

It must be acknowledged that in spite of this training, medication errors do occur.   A medication error is any event that could cause a client to receive inappropriate medication   therapy or fail to receive appropriate medication therapy. Most errors occur when the student nurse fails to follow routine procedures such as checking dosage calculation, deciphering illegible handwriting, or administering medications with which the student nurse is unfamiliar. Student nurses are entirely responsible for their actions and any error that may occur in the clinical environment. Note RCW 18.79.240: Construction.

If involved in a medication error, the following steps will be taken before the student can resume medication administration without direct faculty supervision.

    1. The student shall immediately report the error to the instructor, the facility, the healthcare practitioner, and the client if applicable.

    2. The student and instructor will complete any necessary facility documentation regarding the error.

    3. The student will fill out an EC Medication Incident Report explaining in detail the events surrounding the error.

        a.   Nature of the error

        b.   Circumstances surrounding the error

        c.   Medication, purpose, and nursing implications

        d.   Plan to prevent future errors

    4. The student shall be counseled by the clinical instructor and, as deemed necessary, the Director.

    5. The student will review the procedures for the administration of medications associated with the error.

    6. The student will follow the procedure to be re-evaluated on the administration of medications in the lab by the clinical instructor or Director.

    7. The faculty will complete documentation of remediation and review it with the student. A copy shall be placed in the student's file.

Medication errors that take place in the simulation or skills lab are not subject to remediation.

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

Required Reporting of Medication Errors

Students are required to report "near -miss" situations to the instructor, facility's nursing supervisors, and the pharmacy (if applicable) as these reports can help identify the root causes of errors and prevent future errors. According to WAC 246-840-513:, the school must report to the nursing commission, on forms provided by the commission, events involving a student or faculty member that the program has

reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances. The PN program will keep a log of all events reported by a patient, family member, student, faculty or a health care provider resulting in patient harm, an unreasonable risk of patient harm, or allegations of diversion, and medication errors.   The PN program will use the principles of just culture, fairness, and accountability in the implementation and use of all incident reporting logs with the intent of:

- Determining the cause and contributing factors of the incident;
- Preventing future occurrences;
- Facilitating student learning; and
- Using the results of incident assessments for ongoing program improvement.

ATI Testing

The EC PN program has adopted the use of the Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program (CARP). ATI products will be used to complement the PN program curriculum, promote program success, and support student learning. Throughout the program, students will be provided with NCLEX-PN style testing and support resources including: skills modules, Content Mastery® textbooks, online practice tests, and proctored assessments.

ATI proctored exams are reliable indicators of student potential for passing the NCLEX and will be used to advise individual students on the need for remediation and further study. The results of these tests are one evaluation tool for the program of learning but are not a sole determinant for progression or graduation. Students will be informed of the testing schedule on a quarterly basis. The testing schedule will follow the schedule of theory courses.

Students who have documented disabilities and who require accommodations must notify the Director of any special needs the first week of each quarter. Students should also notify the instructor of each course. Necessary accommodation will be provided for mandatory, proctored testing.

Non-proctored Exams

Non-proctored practice assessments in fundamentals, nursing care of children, maternal child nursing, mental health, adult medical-surgical nursing, pharmacology, and management shall be completed for a grade prior to the scheduled proctored exam. There are two practice exams available for each subject and the instructor will accept the highest first attempt score on either of the practice tests for a grade in the corresponding course. Students will not be permitted to take the related proctored exam without evidence of successful completion of the non-proctored test in the above content areas.

Proctored Exams

Students are encouraged to review the course materials and books in the specific content areas being tested prior to the proctored exams. Proctored assessment tests are timed. Attendance is mandatory for ATI proctored tests.

Proctored exams in fundamentals, nursing care of children, maternal child nursing, mental health, adult medical-surgical nursing, pharmacology, and management will follow the policy outlined below for benchmark scores. Students are required to achieve a Level 2 score on the proctored exams. If the student does not achieve a Level 2 on their first try, will be required to complete remediation and retake the test.

These exams may be completed for a grade and added to the total possible points which determine a course grade. The instructor will accept the highest score on the proctored tests for a grade in the corresponding course. The class grades for the ATI proctored exams will be curved using the highest score as a reference point.

The benchmark for a passing score on a proctored Content Mastery exam is a Level 2 Proficiency. Proficiency levels are re-evaluated annually by ATI. If the Level 2 benchmark is not met the student will need to remediate. See the section below on remediation.

Performance Level	Description of Performance Level	Remediation
Below Level 1	- Does not meet the EC benchmark. - Indicates students will not meet NCLEX-PN® standards in this content area. - Indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review. - Remediation is required. Students at this level are expected to fully remediate according to the instructor's directions.	Required
Level 1	- Does not meet the EC benchmark. - Indicates students are not likely to meet NCLEX-PN® standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. - Remediation is required. Students at this level are expected to fully remediate according to the instructor's directions.	Required
Level 2	- Meets the EC benchmark. - Indicates students are fairly certain to meet NCLEX-PN® standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.	Optional

Level 3	- Exceeds the EC benchmark. - Indicates students are likely to succeed on NCLEX-PN® in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.	Optional

Remediation

The remediation process is to strengthen the identified weak content areas and gaps in student knowledge. The ATI® website will generate a Focused Review after every practice and proctored test students take. This alerts the students to the topics they missed and provides resources to review those topics. Students will also refer to course materials, textbooks, and the ATI® review modules during the remediation process.

Failure to meet the Level 2 benchmark requires remediation. Following the exam, the student will create a Focused Review from the proctored exam and the practice exams that the student has completed. When the student has completed the remediation, the student will retake the proctored exam.

When completing remediation activity on the ATI website that is not proctored (i.e. on the internet at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts. If remediation expectations are not met, the student may be required to do the remediation in a proctored setting.

Students failing to meet the Level 2 benchmark on the second attempt, the student may be placed on a learning contract. During the NCLEX review course in quarter sever, topics that students have had difficulty with on proctored content exams will be reviewed and the student will be given additional opportunities for practice tests in all content areas prior to taking the NCLEX.

ATI PN NCLEX Prep and Comprehensive Predictor Test

During the last quarter of the program, students will have three ATI resources for NCLEX preparation. The Capstone Content Review and the 3 day NCLEX Live Review are done during the last quarter in the program. Students take their Comprehensive Predictor after their Live Review and then have access to Virtual ATI online support until they take the exam or for 12 weeks, whichever comes first. Content areas reviewed include medical-surgical, mental health, pediatric, maternal-newborn, management, and pharmacology.   Material relating to growth and development, cultural considerations, gerontology and therapeutic relationships is integrated as well. Exam items in the prep courses and on the Comprehensive Predictor test mirror the NCLEX-PN test plan for content and reflect the nursing process and client needs across the lifespan.

Students are encouraged to form study groups to review after graduation and return to take the comprehensive predictor a second time prior to taking the NCLEX. The EC PN faculty have established a suggested benchmark of 75% on this assessment which predicts that the student has a 95% chance of passing the NCLEX-PN. There are grades associated with completion of the Capstone Content Review in the 6th quarter theory course, but there are no grades associated with the Comprehensive Predictor. The exam is not used for high stakes purposes, only for the students to gauge their readiness to take the NCLEX.

Health and Safety Policies

Emergency Preparedness

- First aid kit is in the Allied Health and Nursing Office. There is an AED and Narcan across from the elevator on the first floor of Hazel Miller Hall, right next to he skills lab in HZL 110
- The Triton Alert System information is here: Triton Alert . This System will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on your mobile or home phones and/or additional   email notifications to personal email addresses.
- We will not hold classes on campus if the college is closed. Clinicals will be handled on a case by case basis and the instructors will notify students (see clinical policy above).

Clinical Passport

Because of the school contracts with clinical facilities and WA state laws, students are required to meet certain requirements to go to clinical. See our web page for a copy of the Clinical Passport instructions and requirements Clinical Passport. Students may not attend clinical until all the items listed below have been received and are on file at EC. It is the student's responsibility to keep these records up to date and accurate. Documentation is required **before the start of the first quarter** and, thereafter, at a **minimum of 30 days prior to the date the document is due to expire** (this applies to TB status, background checks, influenza vaccines, and other boosters as required). All items are required because *specific healthcare institutions may require vaccination without exception (i.e., no waiver).* Failure to comply with this requirement will result in the school being unable to place the student at a clinical site and will delay the student's progression in the program. A student will not be able to graduate from the program and obtain a license without the minimum number of clinical hours required by law WAC 246-840-531

Castlebranch: Immunization and TB Documentation

The PN Program uses Castlebranch, an online credentials verification service, for students to upload and verify their clinical passport requirements. Students are expected to establish a Castlebranch account

upon acceptance into the program. Castlebranch performs background checks, evaluates immunizations and titers, and facilitates drug testing for the students.

TB status

- Initial two-step tuberculin skin (PPD) or Quantiferon gold blood test.
- A two-step PPD is performed 1-3 weeks apart. Two negative test results are required to be considered negative.
- If the PPDs are positive, a chest x-ray with written results and a negative symptom check from a provider is required. Thereafter, documentation of an annual symptom check by a provider is required.
- Students who have had BCG vaccine in the past may wish to obtain a Quantiferon Gold blood test in lieu of a chest x-ray.
- Annual updated proof of negative TB status is required.

Hepatitis B Immunity

- Hepatitis B Series AND a positive titer: Students must document three injections and a positive titer as final evidence of immunity. Students who have completed the three injections in the past and have a negative titer will have to repeat the series.

Measles, Mumps, Rubella Immunity

- Two immunizations OR positive titer.

Varicella Immunity

- Two immunizations OR a positive titer

Tetanus, Diphtheria, and Pertussis Immunity

- Tdap: Immunization within the last 10 years Influenza Vaccine annually

Drug Screen

- A negative urine drug screen must be provided to the Director at the beginning of quarter five to satisfy the requirements of one of our clinical sites. Drug screens will include Amphetamine, Cocaine, Marijuana, Methamphetamine, MDMA, Opiates, Phencyclidine.

Covid Vaccine

- Currently a complete vaccine series is required- initial vaccine and one booster, the student may claim a medical or religious exemption.
- Please note that to attend clinical at almost all of the facilities used by our program, immunization for COVID-19 is required. Facilities may not accept medical or religious exemptions. Edmonds College has no control over this. If a clinical site is not available you may not be able to complete the required clinical hours and may jeopardize your progress in

completion. There are a legally required number of clinical hours to be licensed in WA, and if you cannot complete these clinical hours, you cannot be licensed.

Criminal Background History

A national background check for criminal history, a Washington state background check (RCW 43.43.830 and 43.43.840) by the Washington State Patrol, and a federal excluded provider search through OIG and GSA will be conducted by Castlebranch and submitted prior to beginning the first quarter. Many of our healthcare industry partners also require a DSHS background check prior to starting clinical assignments and the facilities are responsible for submitting those requests. The Washington State Patrol background check must be repeated annually.

Placement in a clinical facility is dependent on the results of these background checks. If a student has a situation that they know will show up, they are advised to disclose it to the Director before beginning the program as the school may not be able to find clinical placement for the student depending on the nature of the infraction. A student who cannot participate in client care in clinical settings based on the background check will not be able to continue in the program.

The Washington State Board of Nursing may deny a license to any person who has been convicted of any "crime(s) against persons" or "crime(s) relating to financial exploitation". The application for licensure asks specific questions regarding previous licensure and felony and drug convictions. Further information may be obtained from the Washington State NCQAC, P.O. Box 1099, Olympia, Washington. The list of DSHS disqualifying crimes may be found on our web page [DSHS Disqualifying Crimes](#)

Insurance

Health Insurance

The college recommends that students carry health insurance coverage. Neither the clinical facility nor the college is responsible for the expense of medical care, injury, or illness occurring because of classroom, lab, or clinical experiences. Students are responsible for all costs related to emergency or follow- up care associated with any injury sustained during a clinical that is not covered by their health insurance.

Malpractice/Liability Insurance

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

Invasive Procedures

In certain nursing courses, students will have the opportunity to practice specific invasive procedures on manikins and/or consenting nursing students (see informed consent below). The procedures that may be

practiced on consenting nursing students are limited to finger sticks. A faculty member who is a registered nurse must be in attendance during any practice sessions in which these procedures are practiced. Students will not perform, nor allow to be performed on them, any of these procedures unless a nursing program faculty member is present.

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

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

Informed Consent

The use of human subjects for educational purposes carries the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for acquisition of practical skills; and to protect the interests of the college. Nursing program courses involve classroom, laboratory, and clinical activities where student learning activities require the use of fellow students as part of training procedures and/or demonstrations.

FINGERSTICK may involve receiving finger sticks performed by fellow students for the purpose of obtaining capillary blood specimens.

    Possible Risks and Discomforts
- introduction of infection into body tissues
- pain resulting from the procedure itself
- bleeding that could result in
  ecchymosis

    Benefits
- participation in a learning experience to become a nurse
- acquisition of empathy for future clients undergoing this procedure

Injury/Exposure

EC PN students risk harm from a variety of sources and may accidentally become injured or exposed to unsafe blood borne pathogens, fluids, or other materials. Students are not employees of the affiliating clinical agencies facility and as such they are not covered by Workers Compensation Laws. Students are encouraged to maintain personal health care insurance coverage throughout enrollment in the PN

program to cover any accident that might occur during class, lab or at a clinical site. Even though EC or a clinical facility may provide necessary initial emergency care or first aid for an accident (i.e., needle stick), EC or a clinical facility have no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care, as well as for any follow-up care. Each student should retain copies of personal health care insurance coverage for his or her records and for submission to the Director when requested.

OSHA Guidelines for Exposure to Body Fluids

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

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

Student Exposure Procedure

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the lab/clinical instructor.

If the exposure occurs in lab (on campus):
- Notify instructor onsite immediately of accident/exposure
- If the situation dictates, call 911 and then notify campus security at 425.754.0154
- Access medical care immediately as the situation dictates. If the injured party feels that urgent care is required, seek evaluation and medical care at Swedish Edmonds emergency department or an urgent care facility.
- If an injured party feels that urgent care is not required, seek evaluation and medical care at the student's primary care provider's office.

- With the instructor, complete the two page EdCC Security Department Injury and Illness Incident Report.
- The instructor will notify the Director on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Department Incident Report and return to the Security Department within 24 hours.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the responsibility of the student.

If the exposure occurs at a clinical site (off campus):
- Notify the instructor onsite immediately of accident/exposure. The instructor will assist in following the policy of the facility and the college.
- If the clinical instructor is not onsite, the student will notify the instructor immediately by telephone.
- If the situation dictates, call 911
- Access medical care immediately as the situation dictates.
- If the injured party feels that urgent care is required, seek evaluation and medical care at the emergency department of the closest hospital or urgent care facility.
- If an injured party feels that urgent care is not required, seek evaluation and medical care at the student's primary care provider's office.
- The clinical agency will initiate HBV, Hepatitis C (HCV) and HIV protocol, HIV counseling and appropriate testing. The source patient's HBV, HCV and HIV status will be determined by the clinical agency in the usual manner to the extent possible per the Clinical Affiliation Agreement.
- With the instructor and/or facility staff, complete the clinical facility specific incident report and route to the appropriate personnel at the facility.
- With the instructor, complete the EC Security Department Injury & Illness Report.
- The instructor will notify the Director on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Department Incident Report to the Security Department within 24 hours.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the responsibility of the student.

Restrictions Due to Illness

It is the policy of EC PN Program to instill in students the importance of honestly reporting all infectious/communicable diseases and conditions to their faculty and/or Director that could put the health of fellow students, EC staff and faculty, and clinical partner agency patients and staff at risk. Students who report infectious/communicable diseases and conditions to their faculty and/or Director will be evaluated using the Restrictions Due to Illness policy (see below) to assess their ability to attend program activities. Students with known or suspected communicable disease will not be released to attend program activities until the program faculty and Director determines the student is safe to do so.

The PN program is committed to the success of students who may be affected by infectious/communicable diseases/conditions. The program will work with impacted students on a case-by-case basis as situations come up and within the legal constraints of the Washington State Administrative Code (WAC), the program's state approval, accreditation, and governing organization's rules. To this end, all PN students must follow the Restrictions Due to Illness Policy whenever they are participating in on-campus and off-campus activities associated with their program of study. Below are specific policies related to common infectious/communicable diseases/conditions. This list is not exhaustive and other infections or communicable diseases will be handled on a case-by-case basis.

COVID-19 (SARS-Cov-2)

The EC PN program will follow the CDC policy for [Isolation and Precautions for People with COVID-19 | CDC](#) The CDC policy changes from time to time as more research is available about the disease and we will follow the most current guidelines. Students and faculty will also be required to comply with any and all facility policies regarding the virus.

Students should isolate themselves from others when they have COVID-19. They should also isolate themselves if they are sick and suspect that they have COVID-19 but do not yet have [test](#) results. If their results are positive, students should follow the full isolation recommendations below. If their results are negative, they can end their isolation.

If student had no symptoms	If student had symptoms
Day 0 is the day you were tested (not the day you received your positive test result) **Day 1 is the first full day** following the day you were tested - If you develop [symptoms](#) within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom onset**	**Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive **Day 1 is the first full day** after the day your [symptoms](#) started

Sore Throats

Students with diagnosed Group A Strep Throat or sore throat symptoms must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities such as clinical rotations.

Students with a diagnosed or suspected streptococcal infection must refrain from attending on-campus activities or clinical rotations until they have taken at least 24 hours of appropriate prescribed antibiotics

and must be afebrile for 24 hours without the use of fever reducing medication. Students with sore throats associated with household contacts with diagnosed Group A Strep Throat must be evaluated by their healthcare provider for culture and treatment prior to attending on-campus activities or clinical rotations. If COVID-19 or COVID-19-like illness is suspected then the COVID-19 Policy (see bove) will be followed.

Gastrointestinal Illness with Acute Diarrhea and/or Vomiting

Students with diagnosed gastrointestinal illness and/or the following symptoms must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Students with an acute diarrhea illness that is severe, accompanied by fever of 100.0º F or greater, abdominal cramps, bloody stools, or diarrhea that lasts longer than 24 hours pending medical evaluation for causative factors.
- Students with Norovirus while symptomatic and for 48 hours after last symptoms.
- Students diagnosed with C. difficile until they have completed half of the recommended treatment and they have had resolution of diarrhea for at least 24 hours and a healthcare provider full release to return. If the student has a recurrence of C. difficile disease, documentation of complete resolution of symptoms and full course of treatment is needed from the healthcare provider.
- Students diagnosed with non-typhoidal Salmonella or Shiga Toxin E-Coli after two (2) negative stool cultures collected 24 hours apart and a healthcare provider's full release to return.

Students infected with other enteric pathogens can return to on-campus activities or clinical rotations 24 hours after symptoms resolve; a healthcare provider release to return note may be required.

Rashes and contagious skin conditions

Examples of these conditions are Coxsackievirus (Hand, Foot, and Mouth Disease), Herpeds Simplex, Herpetic Whitlow (herpes infection of the fingers and hands) and Herpes Zoster (Shingles). Students with rashes and contagious skin conditions must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Students diagnosed with Hand, Foot, and Mouth Disease must be symptom free including rash and mouth sores (usually 7-10 days) and no new lesions for 24hrs
- Students diagnosed with Herpes Simplex (Oral Herpes) with primary or recurrent orofacial herpes simplex infections may be restricted from working in certain clinical agency units and/or from caring for immunocompromised patients until the lesion is dry and crusted.
- Students diagnosed with Herpetic Whitlow (herpes infection of the fingers and hands) and Herpes Zoster (Shingles) with herpes lesions on the fingers and/or hands or Zoster lesions that cannot be adequately covered are restricted until the lesions are healed, dry and crusted.

- Students with rashes of unknown origin should see their healthcare provider for evaluation. If communicable disease is suspected the student will need a healthcare provider release. If the rash does not appear to be disease oriented (poison oak, insect bites, allergic dermatitis, etc.) the student will be allowed to attend on-campus activities and clinical rotations as long as the rash can be covered and is not draining.

Infectious Conjunctivitis (Pink Eye)

Students with Infectious Conjunctivitis (Pink Eye) must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities such as clinical rotations.

Students with suspect bacterial conjunctivitis (e.g., H. influenzae or S. pneumoniae) should see their healthcare provider for evaluation and should not return to on-campus activities or clinical rotations until they have had treatment with an antibiotic for a period of at least 24 hours.

Other Illness (not listed above)

Students should contact their faculty and/or Director in the event of suspected or diagnosed illness and refrain from attending on-campus or off-campus program activities such as clinical rotations until the student has been evaluated by a healthcare provider. Students must have a full release to return from their healthcare provider in the event of suspected or confirmed infectious/communicable disease or condition that could put the health of fellow students, EC staff and faculty, and clinical partner agency patients and staff at risk.

Pregnancy

A pregnant student in good health may continue clinical nursing courses as long as, in the medical judgment of the student's primary health care provider, the requirements of the course will not interfere with her health status/pregnancy and that the state of her health does not interfere with meeting the course outcomes. Students who are in good standing and cannot continue with the coursework for medical reasons may withdraw from classes or from the program and be eligible for readmission without a penalty. The student must meet admission requirements. See the college medical withdrawal policy located at [Enrollment Services - Medical Withdrawal FAQs | Edmonds College](#)   Application is at: [Student Medical Withdrawal Process | Edmonds College](#)

Students who are pregnant are requested to:
- Advise the Director and instructors of the pregnancy
- Be under a health care provider's supervision
- Use every precaution to avoid exposure to radiation, high risk medications, and other hazards while in school or at the clinical facility.

Student Conduct Policies

Academic Integrity

Edmonds Community College students shall demonstrate Academic Integrity. Instructors are expected to report all violations of Academic Integrity (cheating and plagiarism) to the college. The college's database of such incidents will be monitored by the Office of the Vice President for Student Services. Data will be maintained for three years. Evidence of repeat incidents will result in additional action by the Office of the Vice President for Student Services as governed by the Student Code of Conduct. In this program, cheating and/or plagiarism will result in an assignment or grade penalty ranging from zero grade on assignment to course failure (see below). A second incident in the program will result in actions ranging from course failure to dismissal from the program.

Academic Dishonesty: *Any act of academic dishonesty including, but not limited to:*

(i) Cheating including, but not limited to, intentional use or attempted use of unauthorized material, information, or study aids, misrepresentation of invention or any information such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
(ii) Plagiarism including, but not limited to, presenting or submitting another person's, entities', and/or sources' ideas, words, or other works in an instructional course without assigning proper credit.
(iii) Unauthorized collaboration including, but not limited to, intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
(iv) Academic dishonesty including, but not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

See EC Student Handbook

Academic dishonesty is any act designed to give unfair advantage to a student or the attempt to commit such acts. In this program it will also include sharing of information or events occurring in the simulation lab.

Honesty is a hallmark of professionalism, and academic dishonesty is viewed in this program   as unprofessional conduct. Professional behavior requires that unprofessional conduct should be reported: a student with knowledge of academic dishonesty is obligated to not participate in such activity and to report known incidents.

Written assignments that show evidence of copying, copying and pasting from the Internet or plagiarism will immediately earn a zero grade.

The online exams MUST be completed individually unless specifically exempted by the instructor. *It is unethical and is grounds for program dismissal to share information/answers on exams.*

Maintaining academic integrity in the nursing program is a high priority. Accordingly, the instructors expect that ALL WORK THAT STUDENTS SUBMIT IN THIS PROGRAM WILL BE SOLELY THE PRODUCT OF THE STUDENT'S OWN EFFORTS, and should they utilize legitimate outside sources, these sources will be cited using APA format.

Students will conduct themselves in accordance with the EC Student Handbook
The document is available from the ASEdCC or from the Vice President for Student and courses will proceed with the understanding that students have read and understood it. Further information is also located on the PN Pearls Canvas site.

Please see the Student Rights, Freedoms and Responsibilities in the Edmonds CC online academic catalog: EC Student Handbook This document includes Guidelines for Student Conduct and information on disciplinary procedures.

Generative AI Notice

Generative AI produces writing, art, and audio based on human-generated prompts. Generative AI includes tools such as ChatGPT, Perplexity.ai, and others. While these tools are the wave of the future in work and education, they also challenge what we mean by learning and raise questions about academic integrity.
You are not authorized to use artificial intelligence engines, software, or artwork-generating programs to produce work in this program. Unauthorized use of generative AI will be considered a violation of the Academic Conduct Policy (outlined above) for this course.

Online Integrity Contract

An Online Integrity Contract is located in the Getting Started section of each Canvas classroom. Students must sign and return this to the instructor during the first week of each course stating they have read this syllabus and agree to abide by the course and college policies.

Dress Code/Personal Appearance

All students are expected to adhere to the following dress code in the nursing lab and at clinical sites unless otherwise directed. The EC dress code policy is based upon requirements of professional appearance from clinical partner sites and reflects the standards of the nursing profession.

Any student deemed not in compliance with this handbook or the facility dress code policy will be sent home by the clinical instructor. This will be considered an unexcused absence.

Uniform:

The EC PN program uniform is a navy scrub top (or navy polo shirt) with navy scrub pants. The student must be identified by wearing a professional uniform with monogrammed name and school logo on the left breast pocket. The uniform must be worn at all times when in a clinical setting. Students may wear a t-shirt under the uniform or a sweater/sweatshirt over the uniform for warmth. Sweaters/sweatshirts should have minimal logos or printing and such printing must be appropriate for the clinical setting.

Students should follow clinical facility dress code policies in community settings requiring street clothes. Professional attire is expected and consists of an EC navy polo shirt with monogrammed name and school logo worn with appropriate slacks or skirt. Skirt length must be knee length or longer. Appearance must be clean and neat. In addition to the foregoing, students must follow any agency/facility specifications.

Distressed or worn out jeans, shorts, halter-tops, or sweat clothes (pants or hoodies) are not to be worn in any professional setting. Sheer, tight, or see-through fabrics, spandex, and Lycra materials are not appropriate. Skirt hemlines should be at the knee or below and appropriate to the work environment. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. Undergarments and or cleavage should not show when leaning or bending over. Low rise scrubs and rolling down the waist bands of scrubs is prohibited.

Shoes:

Closed-toe, low-heeled, professional-appearing shoes or athletic shoes are required. Shoes are expected to be clean and in good repair. No sandals, or "barefoot" shoes are allowed.

Jewelry:

Acceptable Jewelry includes a watch, plain wedding bands, and one pair of small stud earrings. Note that rings which could tear gloves are not allowed. Students will follow the clinical facility policy regarding piercings. In general, very small, discreet facial piercings may be worn but larger visible body-piercing jewelry which can be pulled or get caught on something should be removed prior to entering clinical facilities. Hoop earrings or any other jewelry which can be pulled or get caught on something should not be worn (with the exception of a medical I.D. tag). Student and patient safety is always of paramount importance where jewelry and body piercings are concerned.

Makeup and tattoos:

Makeup is to be used conservatively while in uniform and should appear natural looking. Students will follow the clinical facility policy regarding tattoos.

Hair:

Hair is to be clean and neatly groomed. Students will follow the clinical facility policy regarding hair color. Hair should be pulled back, off shoulders if longer than shoulder length. Hijabs, scarves or hair wraps should be tucked away so that they cannot be pulled or get caught on something. Beards and mustaches need to be neatly trimmed and must be sufficiently short to be fully covered when assigned to any clinical environment where masks are worn.

Fingernails:

Nails should be kept clean, manicured and of minimal length. Acrylic or other artificial nails are not allowed.

Personal Hygiene:

All students are expected to be well groomed. This includes a clean uniform, deodorant, clean hair, clean shoes, and good oral hygiene. No perfume or strongly scented soaps or lotions should be used as patients may be sensitive to these. Odors such as cigarette smoke, body odor, or strong perfume that is offensive to others may result in the student being sent home. Students are encouraged not to smoke when wearing their uniform. If personal hygiene is deemed inappropriate by the facility, the student will be sent home and it will be considered an unexcused absence.

Chewing Gum

Gum chewing is not allowed in the lab or in the clinical setting.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects an individual's identifiable health information. Procedures are established for mitigating, to the greatest extent possible, any harmful effects from any improper use or disclosure of individually identifiable health information or Protected Health Information (PHI). Protected health information includes the patient's name or other patient identifiers, including information on past, present, or future physical or mental health status, or the condition and provision of healthcare to the patient. HIPAA established an individual's right to control access to and use of PHI. Patients have the right to see their own medical records and learn who has seen their records when the disclosure is for purposes other than treatment, billing, or other healthcare operations.

Students are involved with the personal care of clients in many facilities and as such must guard their right to privacy and confidentiality. Students may also encounter sensitive and private information concerning client's family members, clinical facility employees or volunteers and should not disclose this information without proper authorization.

Health information about an individual is protected and the determination of who is permitted to use, disclose, or access the information is covered by HIPAA. These privacy standards apply to every person working in a health care agency. Violations of these standards are punishable by fines and/or imprisonment. Substantial fines can be imposed even for unintentional violations of privacy.

Health care facilities are required to ensure safeguarding of private information, control access to information, and protect it from inappropriate disclosure, distribution, or loss of data. Students may be assigned computer passwords. Students are to maintain the security of PHI and prevent its unauthorized use or disclosure, e.g. chart security; log off computer when leaving terminal. Students will report to instructors immediately in writing any use of PHI that is not permitted. Consequences of violations can include fines and/or imprisonment.

Students must protect patient confidentiality at all times and only access patient information to the extent of the need to know for the clinical assignment and only the minimum necessary for the immediate purpose. All verbal, electronic, and written information relating to clients and contracted agencies is considered confidential and is not to be photocopied, printed out or removed from the clinical facility, or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible course failure and/or dismissal from the program.
The following information is included in an individual's right to privacy:
- Presence in a healthcare facility
- Reason for admission
- Contents of the medical record
- Computer generated data regarding client care such as labs, diagnostic tests, telemetry readings
- Nursing care plan/Case management plan
- Reports and notes that contain client information
- Financial information or personal identity information

Computer Access to Patient Charts

Students will receive computer training for assigned clinical facilities and will be responsible to follow the facility's policies regarding computer access of client records. Students are allowed to access computer charts and records on assigned clinical days when they are at the healthcare facility. The student may only view the medical records of the client(s) that has been assigned. Once the student has left the facility, the computer record is not to be accessed. The student may not access the facility's computer database and/or medical record database from an off-site location (computer). The healthcare facility will assign each student a student access ID number and password that can be used for the clinical practicum only. This student ID is to be used only by the student to which it is assigned. Please do not share your student access ID number.

Should there be a breach in the computer/EMR system; the incident will be handled according to the healthcare facility's policies and standard. Any breach in confidentiality and security of a patient's records may be grounds for dismissal from the program.

Standards of Nursing Practice

The Edmonds College Nursing Program expects its students to be educated in the WA State nursing standards of practice and to be knowledgeable about the differences in scope of practice for registered nurses and licensed practical nurses. Students need to be aware of the differences between functions of the RN and PN. Included in this handbook are excerpts from WAC 246-840-700 and WAC 246-840-705. Students should familiarize themselves with these standards and function within the appropriate scope of practice for practical nurses.

Licensed Practical Nurse: Minimum standards for practical nurses include the following:
I. Standard I - Implementing the Nursing Process: The practical nurse assists in implementing the nursing process;

a. Assessment: The licensed practical nurse makes basic observations, gathers data and assists in identification of needs and problems relevant to the clients, collects specific data as directed, and, communicates outcomes of the data collection process in a timely fashion to the appropriate supervising person;

b. Nursing Diagnosis/Problem Identification: The licensed practical nurse provides data to assist in the development of nursing diagnoses which are central to the plan of care;

c. Planning: The licensed practical nurse contributes to the development of approaches to meet the needs of clients and families, and, develops client care plans utilizing a standardized nursing care plan and assists in setting priorities for care;

d. Implementation: The licensed practical nurse carries out planned approaches to client care and performs common therapeutic nursing techniques; and

e. Evaluation: The licensed practical nurse, in collaboration with the registered nurse, assists with making adjustments in the care plan. The licensed practical nurse reports outcomes of care to the registered nurse or supervising health care provider;

II. Standard II Delegation and Supervision: Under direction, the practical nurse is accountable for the safety of clients receiving nursing care:

a. The practical nurse may delegate selected nursing tasks to competent individuals in selected situations, in accordance with their education, credentials and competence as defined in WAC 246-840-010(10);

b. The licensed practical nurse in delegating functions shall supervise the persons to whom the functions have been delegated;

c. The licensed practical nurse reports outcomes of delegated nursing care tasks to the RN or supervising health care provider; and

d. In community based long-term care and in-home settings as provided by WAC 246-840-910 through 246-840-970 and WAC 246-841-405, the practical nurse may delegate only personal care tasks to qualified caregivers;

III. <u>Standard III</u> Health Teaching: The practical nurse assists in health teaching of clients and provides routine health information and instruction recognizing individual differences.

Functions of a registered nurse and a licensed practical nurse. (WAC 246-840-705)
<u>Licensed Practical Nurses</u>:
- The licensed practical nurse performs services requiring knowledge, skill and judgment necessary for carrying out selected aspects of the designated nursing regimen.
- The licensed practical nurse recognizes and is able to meet the basic needs of the client, and gives nursing care under the direction and supervision, to clients in routine nursing situations. A routine nursing situation is one that is relatively free of complexity, and the clinical and behavioral state of the client is relatively stable, requires care based upon a comparatively fixed and limited body of knowledge.
- In complex nursing care situations the licensed practical nurse functions as an assistant to the registered nurse and facilitates client care by carrying out selected aspects of the designated nursing regimen to assist the registered nurse in the performance of nursing care; and the licensed practical nurse functions in an interdependent role to deliver care as directed and assists in the revision of care plans in collaboration with the registered nurse.
- The licensed practical nurse functions in a dependent role when executing a medical regimen under the direction and supervision of an advanced registered nurse practitioner, licensed physician and/or surgeon, dentist, osteopathic physician and/or surgeon, physician assistant, osteopathic physician assistant, podiatric physician and/or surgeon, or naturopathic physician.
- A licensed practical nurse may not accept delegation of acts not within his or her scope of practice. This shall not be construed as authorizing an independent role for the LPN.

<u>The following standards apply to registered nurses and licensed practical nurses</u>:

1. The registered nurse and licensed practical nurse shall communicate significant changes in the client's status to appropriate members of the healthcare team. This communication shall take place in a time period consistent with the client's need for care. Communication is defined as a process by which information is exchanged between individuals through a common system of speech, symbols, signs, and written communication or behaviors that serves as both a means of gathering information and of influencing the behavior, actions, attitudes, and feelings of others; and
2. The registered nurse and licensed practical nurse shall document, on essential client records, the nursing care given and the client's response to that care; and

3. The registered nurse and licensed practical nurse act as client advocates in health maintenance and clinical care.

Other responsibilities:

A. The registered nurse and the licensed practical nurse shall have knowledge and understanding of the laws and rules regulating nursing and shall function within the legal scope of nursing practice;
B. The registered nurse and the licensed practical nurse shall be responsible and accountable for his or her practice based upon and limited to the scope of his/her education, demonstrated competence, and nursing experience consistent with the scope of practice set forth in this document; and c) The registered nurse and the licensed practical nurse shall obtain instruction, supervision, and consultation as necessary before implementing new or unfamiliar techniques or procedures which are in his/her scope of practice.
C. The registered nurse and the licensed practical nurse shall be responsible for maintaining current knowledge in his/her field of practice; and
D. The registered nurse and the licensed practical nurse shall respect the client's right to privacy by protecting confidential information and shall not use confidential health care information for other than legitimate patient care purposes or as otherwise provided in the Health Care Information Act, chapter 70.02 RCW.54

Scope of Practice Decision Tree

Nursing practice is constantly changing and developing in response to health needs of society, technical advancements and the expansion of scientific and nursing knowledge. Because it is always changing, it is not feasible to have a "task list" of activities a nurse can or cannot do. The core concept in determining scope of practice is whether the activity is appropriate considering the nurse's level of educational preparation, training and professional experience. Within that concept, a nurse's individual scope of practice varies and changes throughout a nurse's career with continuing education and practice experience. The nurse's activities must also fall within the legal boundaries established to ensure public protection. Nurses are responsible and accountable for determining whether an activity is within their individual scope of practice. The Scope of Practice Decision Tree is a tool to assist nurses in making decisions about their practice.

The Washington State nursing laws are broad and principle-based so that nurses in any setting may reflect on and develop their own scope of practice. Nurses must continually update their practice by using new knowledge and skills. The WABON supports nurses working up to the full extent, within the legal boundaries, of their education and training.

For more information about Scope of Practice:
[WABON Scope of Practice Decision Tree](#)

Ethical Standards

Members of the nursing profession are bound by the ANA Code of Ethics. Student Practical Nurses are also expected to observe and adhere to the ANA Code of Ethics and the National Student Nurses' Association (NSNA) "Code of Academic and Clinical Conduct" as outlined below. Students who violate ethical standards may be subject to disciplinary actions ranging from course failure to program dismissal.

ANA Code of Ethics

[View the Code of Ethics for Nurses](#)

NSNA Code of Academic and Clinical Conduct

[NSNA Code Of Conduct](#)

Electronic Device Policy

Cell phone use is not permitted during classroom sessions, labs or at clinical sites. (NOTE: An   exception may apply to the use of a smartphone with a clinical application or to contact an instructor during clinical or as a learning aid in the lab or classroom at the direction of the instructor. The phone may be used at the clinical site for educational purposes at the discretion   of the clinical instructor, but the phone must remain on the silent or vibrate mode.)

During class cell phones and other communication devices should be turned OFF or the ring tone should be switched to "silent." During class breaks, the student is allowed to use cell phones outside of the classroom. If a student has a serious problem that may require the student to be contacted by phone, the instructor should be informed beforehand or at the beginning of the class, the cell phone should be placed on vibrate, and the student should exit the classroom/laboratory before answering his or her phone.

Students should refrain from using cell phones or similar devices (for conversations, texting, or educational purposes) directly in front of clients. The use of these devices in the presence of a client shows disrespect for the client, may affect the client's feelings of safety and confidentiality, and may erode the trust that the client has placed in the student nurse.

Students will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (Facebook, Twitter, listservs, etc.). The student will not leave or retain any patient, patient family, faculty, clinical facility, or student information on any open access desktop or hard drive. See Social Media Policy below.

Social Media Policy

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

Nurses face risks when social media is used inappropriately. Students must be aware that job recruiters may ask the student to "friend" them so that prospective employers may see what the student has posted. The consequences of inappropriate or prohibited use of social media by nurses may include disciplinary action by the state board of nursing, loss of employment, and legal action.

ANA's principles for Social Networking
- Nurses must not transmit or place online individually identifiable patient information
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of the authorities.
- Nurses should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems
- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers, or coworkers, even if the individual is not named.
- Do not take photos or videos of patients on cell phones or other personal devices.

Promptly report a breach in confidentiality or privacy. EC PN students must adhere to the Health Insurance Portability and Accountability Act (HIPAA) guidelines in all instances and at all times. [HIPAA for Healthcare Professionals](#) To comply with HIPAA and protect client confidentiality, students may not use personal devices such as cell phones, tablets, or other devices to transmit, copy, photograph or download any patient/client information at or from any location. No photographs may be taken in the clinical setting. Posting any patient/client information on Facebook, Twitter, email, or any other social media program is strictly prohibited. Students must also comply with federal and clinical agency policies on the use of social media as it relates to patients/clients. Violation of this policy may result in a failing grade in a clinical course and dismissal from the nursing program.

References:

American Nurses Association (2011). *Principles for Social Networking and the Nurse*. Silver Spring MD: Author.

National Council of State boards of Nursing (2011). White Paper: *A Nurse's' Guide to the Use of Social Media.* Chicago IL: Author

Professional Behaviors and Safe Practice Guidelines

Professional Values and Behaviors

Below is a chart which lists examples of professional values and behaviors or the lack thereof. This chart is not meant to be exhaustive of all such behaviors, but to provide the student with representative examples.

Behaviors that Imply Professional Values	Behaviors that Imply the *Absence* of Professional Values
Placing the patient's welfare first. The student: ● Is accessible and prompt in answering patients' requests. ● Sets priority of activities reflecting patients' needs. ● Explains treatments and procedures; keeps patients well informed. ● Is responsive and reliable when needs are identified by patients, staff, or faculty. ● Calls and makes appropriate arrangements if unable to be on time or present for scheduled clinical experience.	Placing the patient's welfare first. The student: ● Is unreliable in completion of tasks. ● Is difficult to find when needed. ● Elicits hostility from patients and others. ● Displays hostility toward difficult patients. ● Justifies doing things "just for the experience," without taking the patient's needs into consideration. ● Approaches with "who is right," rather than "what is right" attitude. ● Fails to make appropriate arrangements if unable to be on time or present for the clinical experience.

Commitment to nursing and to EC PN program policies. The student: ● Is present and willing to learn; complies voluntarily with rules and policies of the PN program. ● Demonstrates enthusiasm for the clinical experience.	Commitment to nursing and to PN program policies. The student: ● Is chronically tardy or absent. ● Skips the clinical experience or other obligations if not supervised. ● Passes assignments or tasks to others when possible. ● Is a chronic complainer. ● Gives inappropriate information to others.

● Looks and acts in a professional manner; *i.e.,* is neat and clean, behaves professionally. ● Is pleasant to staff, peers, and faculty. ● Gives appropriate information to other nurses. ● Completes charts and records correctly and in a timely fashion.	● Is chronically deficient on upkeep of charts and records. ● Considers existing policies to be irrelevant, unimportant, and non-obligatory. ● Wears inappropriate or non-acceptable clothing to clinical sites where a uniform is not worn.

Cooperation. The student: ● Communicates in a professional, respectful, civil manner with faculty, facility staff, and students in person, in writing and electronically. ● Is able to disagree diplomatically. ● Knows when to stop arguing and start helping. ● Gives constructive feedback to others with suggestions for improvement. ● Takes criticism constructively. ● Accepts the roles of others and works in appropriate capacity in response to others. ● Deals with stress and frustration without taking it out on others. ● Objectively handles conflict with others; tries to see both sides of issues. ● Is aware of how words and actions affect others in all modes of communication.	Cooperation. The student: ● Communicates in an unprofessional manner using a disrespectful, rude, or uncivil tone ● Is argumentative or stubborn. ● Is sullen or arrogant with faculty, peers, staff, and patients. ● Does not criticize others with a negative or accusatory tone. ● Responds in a hostile manner to frustrating situations. ● Exhibits passive-aggressive behaviors when dissatisfied. ● Shows disregard for how words and actions affect others. ● Engages in gossip. ● Forms cliques which exclude other students. ● Stands around chatting with other students at clinical sites.

Intellectual and personal integrity. The student:	Intellectual and personal integrity. The student:
- Is forthright with peers, staff, and faculty. - Selects appropriate responses to patients. - Always uses safe techniques. - Readily admits mistakes and oversights, - Accepts responsibility for errors and tries to take appropriate corrective action. - Gets clarification from instructor or facility staff when uncertain about anything. - Makes statements that appear to be based on fact; does not provide information or facts unless known to be correct, - Does own work and does not represent the work of others as being original. - Is respectful of faculty, staff, peers, and patients. - Engages in self-reflection	- Lies or fabricates data, when needed, to cover up mistakes and oversights. - Fails to use safe techniques when not being supervised. - Blames others for their own shortcomings, does not accept personal responsibility for errors or take corrective action. - Does not ask for help or clarification when uncertain of what to do in a situation. - Provides data without appropriate checks for correctness. - Sneaks away or does not show up if unsupervised. - Represents the work of others as being original. - Is disrespectful and rude to faculty, staff, peers, or patients.

Unsafe or Unethical Conduct

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

The following is a partial list of actions that constitute Unsafe or Unethical Conduct and may become the basis for course failure and/or withdrawal from the Nursing Program. This list is not meant to be all inclusive.

- Interference with the learning of others.
- Inappropriate or provocative dress or appearance.
- Continued tardiness or absenteeism after counseling.
- Unexplained absences from class, lab, or clinical.
- Giving false information regarding clinical/community site attendance
- Sleeping in class, lab or clinical.
- Sharing of any quiz or test information.
- Obtaining test information not intended for the student or giving of information not intended to be shared with others (individual or class).

- Consistently unsatisfactory clinical evaluations.
- Lack of preparation for clinical practice.
- Lack of adequate theoretical knowledge for application to client care.
- Failure to assess or evaluate client status.
- Failure to immediately report a client care error to the nursing instructor and the responsible nursing personnel.
- Assuming client care tasks that the student lacks the education or competence to perform.
- Failure to obtain adequate instruction or supervision in the performance of client care activities.
- Failure to respect client rights and dignity.
- Violating professional boundaries with present or past clients.
- Violation of principles of confidentiality.
- Lack of communication with instructors and facility staff.
- Fabrication of data or falsifying client care records.
- Ineffective, inaccurate, or dishonest verbal or written communication that does or may result in danger to the client or others in a healthcare setting.
- Failure or refusal to comply with direction from healthcare professionals that does or may affect the wellbeing of others.
- Abandonment: leaving a clinical agency or client assignment without notification of the primary nurse and clinical instructor.
- Failure to accept personal responsibility for actions.
- Working (paid employment) the shift immediately preceding an assigned clinical shift, this applies throughout the program. Unsafe conduct also includes working more than three 12-hour shifts in a row without a day off during the preceptorship
- Soliciting, borrowing, or removing property or money from a client or client's family.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Providing care while impaired by alcohol or drugs (prescribed or non-prescribed).
- Use of vulgar or obscene language.
- Intimidation of students and/or faculty (angry, hostile, or violent behavior).
- Abusive, obscene, violent, willfully disturbing, or irresponsible behavior on college property or at clinical agencies.
- Sexual harassment or harrassment of any kind.
- Any other behavior deemed by nursing faculty as unacceptable and which interferes with the learning or safety of others.

Substance Abuse and Impaired Practice

The state of Washington defines the following conduct, acts, or conditions as unprofessional conduct: current misuse of alcohol, controlled substances, or legend drugs; the possession, use, prescription

for use, or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diversion of controlled substances or legend drugs, the violation of any drug law, or prescribing controlled substances for oneself (Except when authorized by RCW [Uniform Disciplinary Act](#))[Unprofessional Conduct](#)

According to WAC [Chapter 246-840 WAC:](#), practicing nursing while affected by alcohol or drugs, or by a mental, physical or emotional condition to the extent that there is an undue risk that the nurse, would cause harm to him or herself or other persons is considered a violation of the standards of nursing practice. Such actions may subject a nurse to disciplinary action under RCW 18.130 [Uniform Disciplinary Act](#)

Edmonds College may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which includes, but is not limited to, any of the following:

(a) Alcohol. The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) Marijuana. The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW except in accordance with a lawful prescription for that student by a licensed healthcare professional. [Student Code of Conduct](#)

The PN program at EC has adopted the following positions:

- Chemical dependency may have a negative impact on all aspects of life.
- Chemical dependency is a condition that can be successfully treated.
- Chemical dependency of a nursing student will compromise client safety and clinical standards of performance.
- Nursing faculty have a responsibility to intervene when client safety in the clinical setting is compromised.
- Nursing faculty have a responsibility to demand professional behavior from students in all aspects of the curriculum, as professionalism is one of the industry's standards. Professional behavior is defined in the Washington State Department of Health Law Relating to Nursing Practice (see above) and in this handbook.
- All students are expected to perform their clinical activities efficiently and safely, without the influence of drugs or alcohol.
- Nursing students who are chemically dependent must address that problem before they resume pursuing their nursing career.

To protect the welfare of clients, students, and instructors at EC and affiliating facilities, the following activities are prohibited:

- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath or person.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while at school or on clinical time.
- Removing any drug from the institution or client supply for any reason.
- Using any intoxicating liquor or illegal substances within 24 hours prior to or while on clinical time, on the premises, or away from the premises when required to return to the clinical facility.
- Failure to follow the clinical facility's policies and procedures for controlled substances.
- Students have an ethical responsibility to report other students who are suspected substance abusers. This may be done by contacting nursing instructors or the Director, and may be done anonymously.

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

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

All students have a responsibility to notify their instructor(s) if they are taking any medications which may impact the student's ability to provide safe and competent care.

CONTRACTS, AGREEMENTS & FORMS

Risks and Hazards

Informed Consent for Invasive Procedures

Simulation Agreement

Authorization for Release of Information to Clinical Site

Authorization for Release of Information for References

Handbook Attestation

📄 Edmonds College Photo, Video, Audio Release Form.pdf

INFORMED ACKNOWLEDGEMENT OF HAZARDS, RISKS, SAFETY STANDARDS AND EMERGENCY PROCEDURES CONNECTED WITH THE NURSING PROGRAM

Please read carefully to be sure you understand the details before you sign the acknowledgement

EXPOSURES/INJURIES IN CAMPUS LABS OR AT CLINICAL SITES

There are potential dangers associated with participation as a student in the Practical Nursing (PN) Program of Edmonds Community College. Participation in many learning activities can involve illness or injury of some type to you, a fellow student, or others associated with the learning experience. Such illness or injury can include, but is not limited to the following: abrasions, cuts, punctures, muscle strain, back strain, eye injury, chemical exposure, exposure to infectious diseases, radiation, hazardous equipment, etc. There is, in addition, always the risk of other types of injuries resulting from other causes not specified here. Descriptions of specific invasive procedures the students may be involved in during lab practice are discussed in the Nursing Student Handbook. Please see this document for details.

As a student in the PN, it is your responsibility to learn about and/or to inquire of knowledgeable persons about any concerns you might have at any time regarding general and student safety during the program course work and laboratory or clinical settings. It is your responsibility to dress appropriately for participation in coursework, during campus lab activities and while practicing in off campus clinical settings. It is also your responsibility to follow proper safety policies and procedures, use all safety equipment provided by or recommended by the instructor, and follow all instructions given to you before, during and after all course-related lab or clinical activities.

Edmonds College is not responsible for any medical expenses incurred while the student is at a clinical facility or in a campus lab. Even though EC or a clinical facility may provide necessary initial emergency care or first aid for an accident (i.e., needle stick), EdCC or a clinical facility have no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care, as well as for any follow-up care.

Students are not employees of the clinical facilities to which they are assigned,and as such they are not covered by Workers Compensation Laws. It is strongly recommended that students carry appropriate health insurance to cover medical care in the event of an accidental exposure or injury. Information on Student Injury Only Insurance Plan information for students of Washington State Community Colleges can be found in brochures available in the Nursing Office. Information on insurance coverage through the Washington State Insurance Exchange can be found at https://www.wahealthplanfinder.org/

Students are expected to adhere to the following protocols upon accidental exposure or injury during a clinical or campus lab experience.

ON CAMPUS STUDENT INJURY OR EXPOSURE

If the exposure occurs in lab (on campus):
- Notify instructor onsite immediately of accident/exposure
- If the situation dictates, call 911 and then notify campus security at 425.754.0154
- Access medical care immediately as the situation dictates. If the injured party feels that urgent care is required, seek evaluation and medical care at Swedish Edmonds emergency department or an urgent care facility.
- If the injured party feels that urgent care is not required, seek evaluation and medical care at the student's primary care provider's office.
- With the instructor, complete the two page EdCC Security Department Injury and Illness Incident Report.
- The instructor will notify the Director on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Department Incident Report and return to the Security Department within 24 hours.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the responsibility of the student.

OFF CAMPUS STUDENT INJURY OR EXPOSURE

When a student is participating in the clinical education program at its facilities, the clinical site will provide necessary emergency health care or first aid for accidents occurring in its facilities. The student will be responsible for the costs of any and all care. Except as provided in the Clinical Affiliation Agreement between the college and the clinical site, the agency will have no obligation to furnish medical or surgical care to any student

If the injury occurs off campus, the student will:
- Access medical care immediately as the situation dictates.
    - If the situation dictates, call 911
    - If urgent care is required, seek evaluation and medical care at the emergency department of the closest hospital, or urgent care facility.
    - If urgent care is not required, seek evaluation and medical care at one's primary care provider's office.
- Notify clinical instructor onsite immediately of accident/exposure. They will assist in following the policy of the facility and the college.
- If the clinical instructor is not onsite, the student will notify the instructor immediately by telephone.
- Per the standard Clinical Affiliation Agreement: In the event a student sustains a needlestick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in the clinical education program at a clinical site, the student will be responsible for the costs of any and all care, testing, counseling, and obtaining necessary follow-up care.

- Being seen by Training Site's employee health service and/or emergency department as soon as possible after the injury;
- Emergency medical care following the injury;
- Initiation of HBV, Hepatitis C (HCV) and HIV protocol;
- HIV counseling and appropriate testing.
- The source patient's HBV, HCV and HIV status will be determined by Training Site in the usual manner to the extent possible
- With instructor and/or facility staff, complete the training facility specific incident report, route to the appropriate personnel at the facility, and with instructor, complete EC Security Injury & Illness Report.
- The instructor will notify Director of Nursing on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Incident Report to the Security within 24 hours.
- The instructor and Director will follow up with the student.

Risk and Hazards Statement of Responsibility and Informed Acknowledgement

<u>**Risk and Hazards Statement of Responsibility**</u>

I am aware that during the lab/clinical experience at Edmonds Community College, I may be participating in activities or skills where certain dangers may occur: abrasions, cuts, punctures, muscle strain, back strain, eye injury, chemical exposure, exposure to infectious (communicable) diseases, radiation, hazardous equipment, etc. There is, in addition, always the risk of other types of injuries resulting from other causes not specified here.

<u>**INFORMED ACKNOWLEDGEMENT**</u>

I have read the risks associated with participation in the Practical Nursing Program. By signing this INFORMED ACKNOWLEDGEMENT OF HAZARDS, RISKS, AND SAFETY STANDARDS, I acknowledge and accept all responsibility for my own possible exposure to the risks associated with my participation in the program. I also will advise the instructor if I have, or develop, a condition that would be problematic in participating in planned laboratory and/or clinical activities.

<u>**Insurance acknowledgement**</u>

Students are encouraged to acquire and maintain comprehensive health and accident insurance that will provide continuous coverage during his or her participation in the nursing education program. Students need to be aware that they are responsible for their own health needs, health care costs, and health insurance coverage. Information on Student Injury Only Insurance Plan information for students of Washington State Community Colleges can be found in brochures available in the Nursing Office. Information on insurance coverage through the Washington State Insurance Exchange can be found at https://www.wahealthplanfinder.org/

By signing this document below, I acknowledge that I have been informed and further that I understand that it is recommended that I have personal medical insurance prior to enrolling in the program and maintain it during my tenure in the program. My status regarding insurance shown by my initials in the box(s) below.

_____ I have personal medical insurance.
_____ I have enrolled in a student injury only insurance plan
_____ I do not have medical insurance.

_____

Student Signature   Date

_____

Witness   Date

Invasive Procedures

In certain nursing courses, students will have the opportunity to practice specific invasive procedures on manikins and/or consenting Nursing Students. The procedures that may be practiced on consenting Nursing Students are limited to fingersticks. A faculty member who is a registered nurse must be in attendance during any practice sessions in which these procedures are practiced. Students will not perform, nor allow to be performed on them, any of these procedures unless a Nursing Program faculty member is present. Receiving a finger stick administered by other Nursing Students is strictly voluntary and non-participation will not affect grades.

Students will be informed of the risks of these procedures (infection or damage to the tissue or nerves).

Students must sign a release/consent form prior to receiving any invasive procedure. The form must be signed prior to the procedures are practiced and will be maintained in the student's permanent file. If the student wishes to change his/her consent at any time during the quarter, a new form must be signed, dated and maintained in the student's permanent file. Student may decline to participate at any time.

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

Informed Consent

The use of human subjects for educational purposes carries the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for acquisition of practical skills; and to protect the interests of the college. Within the nursing program, courses involve classroom, laboratory, and clinical activities where student learning activities require the use of fellow students as part of training procedures and/or demonstrations.

FINGERSTICK may involve receiving fingersticks performed by fellow students for the purpose of obtaining capillary blood specimens.

Possible Risks and Discomforts

- · personal embarrassment
- · damage to a nerve, muscle or other soft tissues
- · introduction of infection into body tissues
- · pain resulting from the procedure itself
- · bleeding that could result in ecchymosis

Benefits

- · participation in a learning experience to become a nurse

·   acquisition of empathy for future clients undergoing this procedure

Appropriate Alternatives

·   The use of training manikins

INFORMED ACKNOWLEDGMENT AND CONSENT

As a student in the Nursing Program at Edmonds College, I am aware of the possible risks and discomforts, benefits, and appropriate alternatives to my voluntary participation in invasive procedures during nursing courses. I agree to abide by the safety rules set forth by EC and the course instructors. I further state that I am of legal age and legally competent to sign this agreement or that I will obtain a signature from my legal guardian. I have read and understood the terms of the agreement and I signed the agreement of my own free will.

By signing this INFORMED CONSENT TO PARTICIPATE IN INVASIVE TRAINING PROCEDURES, I acknowledge and accept all responsibility for my own possible exposure to the risks associated with my participation in the invasive training procedures of fingersticks.   I will advise the instructor if I have, or develop, a condition that would be problematic in participating in planned laboratory and/or clinical activities. I will also advise the instructor if after effects develop from participation in invasive procedures.

Student: **Faculty Witness:**

_____   _____

Signature   Signature

_____   _____

Print Name   Print Name

_____   _____

Date   Date

EDMONDS COLLEGE NURSING PROGRAM SIMULATION PARTICIPATION AGREEMENT

Fiction Contract

The Edmonds College Nursing Program faculty and staff make every attempt to create a realistic clinical-like setting in the Simulation Lab within the limitations of the current technology and available equipment and supplies. During your participation in the scenarios you will encounter high, medium and low fidelity patient simulator manikins. Given the limitations of these manikins and equipment, the faculty and staff will do their best to make the simulation seem as real as possible. For your part, you will enhance your learning during the simulation scenario if you suspend your disbelief and conduct yourself as you would in the clinical setting. To the extent that you are able, you should interact with and treat the patient simulator manikins and fellow students as if they are real patients/family members/members of the healthcare team. During the scenarios, the faculty and staff will take their roles very seriously and ask that you do the same. Time spent in the Sim Lab is clinical time and all participants should treat this time with all the seriousness that you would in any clinical setting.

Confidentiality Agreement

During your participation in scenarios in the EC Simulation Lab you will be an observer to the performance of other nursing students managing situations that are intended to be challenging. Due to the unique aspects of simulation education you are asked to maintain confidential information regarding the performance of your fellow students and the details of the scenarios. As a nursing student you understand the significance of confidentiality of information regarding patients, real or simulated, and will uphold the requirements of HIPAA while in the Sim Lab. Breaching confidentiality not only shows your lack of HIPAA understanding but can also negatively affect your classmates' learning during simulation scenarios.

Audiovisual Recording Understanding

Recordings are made during simulation scenarios for the purpose of facilitating learning and the debriefing process. These recordings are stored in a secure manner and will not be made available to anyone outside EC without additional written approval of the participants. Students should be mindful of each other's feelings when reviewing recorded simulation scenarios and act professionally.

I have read all of the above and agree to the terms outlined in the Confidentiality Agreement and I am hereby informed that there will be audiovisual recordings made of myself and my classmates participating in simulation scenarios and furthermore I agree to conduct myself in the manner outlined in the Fiction Contract and Confidentiality Agreement for the duration of my time in the EC Nursing Program.

Student's Name (print): _____

Signature:_____ Date:_____

Authorization for Release of Clinical Passport Information to Clinical Facilities

In accordance with the Family Educational Rights and Privacy Act (FERPA), the college or its employees cannot provide information contained in student records or about a student unless the student has given written consent for the college or college employee to do so.

Clinical facilities require the nursing program to submit background checks and personal health information in the form of immunizations, TB status, drug screens, and CPR certification on each student who goes to the facility for a clinical rotation. The college has a contract in place with each facility which specifies the need to comply with this requirement. Some of the requirements are determined by state regulatory bodies, others are facility policies.

In order for a student to attend clinical, the student will be required to sign this form and have it on file in the Director's office. The Director and nursing faculty will only share the specific information that is required by each individual facility (per the contract) to document compliance with facility requirements.

By signing this document, you are authorizing the Director and/or a faculty member to release the following clinical passport information about you to clinical sites to which you have been assigned:

- TB status (ppd results, immunoassay results, chest x-ray results, provider symptom check verification)
- Immunization status (injections, results of titers, medical documentation of disease, and/or declination of immunization, including Covid-19 vaccines)
- Urine drug screen results
- Background check results/permission forms (national, WA state/WATCH, DSHS permission forms)
- CPR certification (type and date of course, expiration date)

My initials below indicate that I authorize the Director of Nursing and/or nursing faculty, as employees of Edmonds College (EC), to release the clinical passport information as outlined above:

_____ TB status
_____ Immunization status
_____ Urine Drug Screen results
_____ Background check results/permission forms
_____ CPR certification

I authorize the release of information for the following time period:

_____ While enrolled as a student in the program
_____ For this specific time frame_____

Student name (Printed): _____

Student Signature: _____ **Date**: _____

Authorization for Release of Information of References

In accordance with the Family Educational Rights and Privacy Act (FERPA), the college or its employees cannot provide information contained in student records or about a student unless the student has given written consent for the college or college employee to do so.

If a student desires a reference or recommendation letter or reference from a faculty member, the student should sign this form and have it on file in the Director's office. Students should allow a minimum of two weeks for faculty to write letters for them.

By signing this document, you are authorizing faculty to release information about you to people outside the college.

I authorize the following employees of Edmonds College (EC) to release reference information:
_____ Any nursing faculty member and the Director of Nursing
_____ Any nursing faculty member
_____ Director of Nursing only
Only the following people: _____

I authorize the EC employees listed above to release the following information:
_____ Student level of program completion only (no information on performance)
_____ Program performance information and level of program completion

I authorize the release of the above information to
_____ Any prospective employer
_____ Any educational institution to which I seek admission
_____ Any organization considering me for a scholarship or award
_____ ONLY the following agency/people _____

I authorize the release of information for the following time period:
_____ Indefinitely
_____ For this specific time frame _____

Student name (Printed): _____

Student Signature: _____

Date: _____ **SID Number**: _____

Handbook Attestation and Acceptance Statement 2023

After you have read the handbook, please read this document, initial each statement, and sign it. Your Initials and signature indicate that you have read the policies in the handbook, agree with the policies of the PN program, and agree to abide by this statement throughout your enrollment in the program. Please initial the statements below and sign the bottom of this statement.

_____ I understand that my Student Rights, Freedoms, and Responsibilities are outlined in the EC *College Catalog* policies. I have read them and understand them.

_____ I understand that communication with the faculty will only be through my Triton Mail account and Canvas. I further understand that program information is located in the PN Pearls Canvas site. I agree to monitor my Triton Email, Canvas, and the PN Pearls site for program and school information.

_____ I understand the policies on admission, progression, graduation, and licensing.

_____ I understand the policies on learning contracts, probation, withdrawal, readmission, and dismissal.

_____ I understand the complaint and grievance process and agree to use it if I feel the situation warrants filing a complaint.

_____ I understand where my records are kept and how to get a reference from an instructor.

_____ I understand policy on employment while I am in school and agree to abide by it.

_____ I have read the statement on Essential Abilities and understand that I am required to perform all of these functions with or without accommodation. I further understand that I may request accommodations from the Services for Students with Disabilities office at any time.

_____ I understand that the range of student services available to me is on the EC website and will use them if the need arises.

_____ I understand that I have the right as a student to participate in program evaluation and improvement through evaluations, surveys, and participation on committees and agree to do so whenever possible.

_____ I understand that I can obtain a license as a Nurse Technician and work in that role during my nursing education program. I understand where to find the rules and regulations regarding Nurse Technicians..

_____ I understand and agree to abide by the academic policies on grading, attendance, late work, andmissed exams.

_____ I understand and agree to abide by the policies that pertain to theory courses.

_____ I understand and agree to abide by the policies that pertain to lab courses.

_____ I understand and agree to abide by the policies that pertain to clinical courses.

_____ I understand and agree to abide by the policies that pertain to ATI testing.

_____ I understand that it is my responsibility to keep my clinical passport requirements updated and that I cannot register for a clinical course if they are not up to date.

_____ I understand the health and safety policies and procedures regarding communicable conditions and agree to abide by them.

_____ I understand the health and safety policies and procedures regarding COVID-19 and agree to abide by them..

_____ I understand the policy on academic integrity in this handbook and in the EC Student Code ofConduct agree to abide by them.

_____ I understand and agree to abide by the dress code.

_____ I understand the importance of confidentiality and agree to abide by my legal obligations under HIPAA and the policy on confidentiality set forth in the handbook.

_____ I understand the importance of practicing according to my scope of practice as defined by Washington state law and agree to abide by these legal requirements.

_____ I have read the ANA Code of Ethics and the NSNA Code of Academic and Clinical conduct. I agree to conduct myself in a manner which exhibits the ethics and professional values set forth in these documents and in the handbook.

_____ I understand and agree to abide by the policies that pertain to electronic devices and social media.

_____ I have read the statement on professional values and behaviors and agree to conduct myself in a manner which exhibits the high professional standards listed in the handbook at all times, in all situations, and in all forms of communication when I am in the role of a nursing student.

_____ I understand the policy regarding unsafe or unethical conduct and the consequences of such behavior.

_____ I understand and agree to abide by the laws and policies that pertain to substance abuse and impaired practice

Printed Name: _____

Signature: _____ Date: _____