

Edmonds Community College

Nursing Student Handbook



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Welcome to the Edmonds Community 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 Community College (EdCC), 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 EdCC Student Handbook and this handbook is to be used in conjunction with that document. Click here for a link to the EdCC Student Handbook <http://catalog.edcc.edu//content.php?navoid=112&catoid=3>

The EdCC PN Program reserves the right to change, without notice, 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, before it is implemented. Nothing in this handbook is intended to constitute, or should be construed as creating a contract between a student and EdCC.

Students are required to sign an agreement stating you 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

Edmonds Community College Mission

Edmonds Community College strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service, and lifelong learning.

Edmonds Community College Mission Core Themes

- Strengthen our diverse community
- Provide educational opportunities
- Help students access career opportunities
- Support student success
- Encourage innovation, service, and lifelong learning

Edmonds Community College Nursing Department Mission Statement

The Edmonds Community College Practical Nursing Program is committed to excellence and to fulfilling the mission of the college. Our mission is to educate to 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 Community 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 Institute of Medicine (IOM), the National League for Nursing (NLN), and the Washington Center for Nursing (WCN), as well as the needs of local healthcare employers.

EdCC 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 one to two evenings per week 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 potentials. 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

EdCC does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a veteran.

Student Rights, Freedoms and Responsibilities

Student Rights, Freedoms and Responsibilities are located in the EdCC online academic catalog: <http://catalog.edcc.edu/content.php?catoid=26&navoid=8341>

Program Communication

All faculty, staff, and administrators of EdCC are available by phone or e-mail. The preferred method of communication is email and communication guidelines for each individual instructor are outlined in the

course syllabus. 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.

Students who change their name, address, personal e-mail address, or phone number must report the change to the Nursing Office and to Enrollment Services.

Nursing Program Office WWY 120 425-640-1017
Health and Human Service Division Office SNH 260 425-640-1712
PN Program Web Page
<http://edcc.edu/programs/lpn/default.html>

Faculty Contact Information

NAME	POSITION	COURSES	EMAIL (@email.edcc.edu)	PHONE	OFFICE
Kyra McCoy, MSN, RN, CNE	Director of Nursing	Med surg theory Pharmacology	kyra.mccoy	(425) 640-1990	WWY 122
Catharine Robinweiler BSN, RN	Full time Instructor Nursing	Communication Foundations Assessment Skills lab Med surg clinicals Mental health Pharmacology	catharine.robinweiler	(425) 640-1829	SNH 246
Terri Glazewski, MSN, RN	Full time Instructor Allied Health	Transition to practice	terri.glazewski	(425) 640-1691	SNH 228
Zerai Asgedom MPH, , RN	Part Time Instructor	Foundations and Med surg clinicals	zerai.asgedom	425-640-1017 See course syllabus	WWY 120
Jennifer Casperson, MSN, RN, CPN	Part Time Instructor	Family nursing- pediatrics	jennifer.casperson	425-640-1017 See course syllabus	WWY 120
Sue O'Donnell, MSN, ARNP	Part Time Instructor	Family nursing- OB	sue.odonnell	425-640-1017 See course syllabus	WWY 120
Karen Parker BSN, RN	Part Time Instructor	Skills lab	karen.parker	425-640-1017 See course syllabus	WWY 120
Jamie Richardson, JD, MSN, RN	Part Time Instructor	Gerontology Mental health	jamie.richardson	425-640-1017 See course syllabus	WWY 120
Mary Walkinshaw, PhD, MSN, RN	Part Time Instructor	Pathophysiology Skills lab Foundations and med surg clinicals	mary.walkinshaw	425-640-1017 See course syllabus	WWY 120

EdMail

EdCC provides students with an EdMail address and this is the only email address that will be used on Canvas, by the instructors, and by the college for all official communication with students. Students may have mail from this address forwarded to a personal email address. Information on EdMail can be found at http://students.edcc.edu/edmail/default.html?site_view_mode=desktop

PN Pearls Canvas Site

Canvas is the learning management system used at EdCC. 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.

Student Identification Numbers

Each student at Edmonds Community College is given a Student Identification (SID) number when they first submit an application to Enrollment Services. The SID number is personal identification information that should be kept private. Students will need their SID number to access their personal information such as their class schedule and grades. Students will also need to know their SID number in order to register for classes each quarter. Your Personal Identification Number (PIN) is automatically set up as your 6-digit birthdate (mm/dd/yy). Students need this in addition to their SID number to access their personal information at EdCC.

Academic Calendar

The EdCC Academic Calendar has important dates and information regarding observed holidays, when college is closed, registration information and dates, final exams dates, when grades are available, etc. This can be found on the EdCC website at www.edcc.edu/calendar/academic.php. 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 in NURS 135. 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. The complete EdCC policy on minor children on campus can be found at <http://catalog.edcc.edu/content.php?catoid=26&navoid=8023>

Gifts

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

Academic Policies

Program Outcomes

Upon completion of the EDCC PN Program the graduate will meet the following outcomes:

1. Behave with commitment, accountability, and integrity in the practice of nursing according to the legal and ethical standards for a licensed practical nurse.
2. Apply sound interpersonal and therapeutic communication skills to communicate and collaborate effectively with clients, families, support persons and other members of the health care team.
3. Collect holistic assessment data from all available sources and document/communicate this data to members of the health care team.
4. Employ critical thinking skills to collaborate with members of the health care team to assist in: developing nursing diagnoses, establishing client outcomes, planning and implementing nursing care, evaluating outcomes, and revising nursing care based on established nursing diagnoses and collaborative problems.
5. Demonstrate respect and empathy while providing safe, therapeutic, individualized nursing care according to the established plan.
6. Demonstrate competency in technical nursing skills, information literacy skills, and application of scientific knowledge in all aspects of client care.
7. Understand the role of the practical nurse in delegation, supervision, and collaboration with members of the health care team to manage resources and personnel in the delivery of nursing care to achieve client outcomes while supporting organizational outcomes.
8. Prepare a plan for role transition to an entry level position in the field, including opportunities for future career development through continuing education, and further professional education in nursing through the associate, baccalaureate and graduate level.

Program of Study

The Program Requirement Sheet for the Practical Nurse Certificate is located on the EdCC website;

http://catalog.edcc.edu/preview_program.php?catoid=26&poid=6157&returnto=8148

This seven quarter, part-time program requires 21 months to complete. Details on the complete program of study can be found at the link below listed as quarterly class schedule:

<http://www.edcc.edu/programs/lpn/quarterly-class-schedule.html>

Course descriptions and course level outcomes can be found at:

<http://edcc.edu/programs/lpn/course-descriptions.html>

Admission

General College Admission

In accordance with WAC 131-12-010, any applicant applying for admission to Edmonds Community College shall be admitted when, as determined by the Chief Admissions Officer, or other designee, such applicant:

1. is competent to benefit from course offerings of the College, and
2. would not, by his or her presence or conduct, create a disruptive atmosphere within the College inconsistent with the purposes of the institution, and
3. is eighteen (18) years of age or older, or
4. 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 does not have to be admitted to Edmonds Community College in order to apply to the nursing program. Once the applicant has been accepted into the nursing program, she/he must apply for admission to the college if a college application has not been previously submitted.

The PN program accepts applicants once per year. Applications are due annually in 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
- Valid Washington State CNA certification
- Minimum six months recent patient care experience
- TEAS V test (Reading Comprehension >50% and Total Score at Proficient Level or above)
- National criminal background check
- Documented technology skills
- Two professional recommendations
- **Submission of a proctored essay**

Prerequisite Course Requirements:

- ENGL& 101 -- English Composition 1 | 5 credits
- MATH 087 or 090 -- Intermediate Algebra | 5 credits
- BIOL& 241 -- Anatomy & Physiology I | 5 credits
- BIOL& 242 -- Anatomy & Physiology II | 5 credits
- PSYC& 200 -- Lifespan Psychology | 5 credits

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 five prerequisite courses
- Total TEAS score
- TEAS reading score
- CNA certification
- Valid work experience in patient care
- Strength of professional recommendations
- **Score on the proctored essay**

Following application review and deliberation, the Director notifies 20 accepted applicants in mid-July for a mid-September start. The Director also notifies 5-10 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 or wait-listed of the committee's decision and lets them know how they can strengthen their application for consideration in future classes.

Students planning to continue on to an RN program must meet the requirements of the school to which they plan to apply. Courses that will meet the requirements for ADN programs in Washington state include MATH& 146 Introduction to Statistics and BIOL& 260 Microbiology.

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.

During the 5th and 6th quarter, if a student repeats the theory courses (NURS 141 and 151), the student must also repeat the co-requisite clinical courses (NURS 142, 152). Likewise, if a student repeats the clinical courses (NURS 142, 152), they must also repeat the theory courses (NURS 141, 151) offered concurrently.

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). Students may be readmitted to the program one time following a course failure.

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 WACs, 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 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 privately, or 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
- Failure to make satisfactory academic progress during a quarter (<80%)
- Demonstration of unprofessional or potentially unsafe behavior
- Disrespect to peers, faculty, facility or college staff, or administration
- Insubordination
- Failure to communicate in a professional, timely, or appropriate manner
- 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 the WACs 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 and the policies regarding withdrawal may be found at <http://www.edcc.edu/es/withdrawal.html>

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 EdCC Student Code of Conduct, due process, and disciplinary procedures can be found in the section on Student Rights, Responsibilities, and Freedoms at: <http://catalog.edcc.edu/content.php?catoid=26&navoid=8341>

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 EdCC Student Code of Conduct.

Once the student has been dismissed, 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 basis 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 PN program,

the student must obtain a current PN Student Handbook and verify that all personal documentation and immunizations on file are current.

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:

1. The reason for leaving the program.
2. An explanation as to how the circumstances that led to the withdrawal have changed.
3. Assurance that knowledge and skills have been maintained.
4. Identification as to what the student has done to maintain knowledge and skills previously learned.
5. Identification of the academic quarter, year, and PN courses the student wishes to reenter.
6. A specific plan for completing in 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:

1. The reason for leaving the program, specifically identifying the reason(s) for dismissal.
2. An explanation as to how the circumstances that led to the dismissal have changed.
3. Assurance that knowledge and skills have been maintained.
4. Identification as to what the student has done to maintain knowledge and skills previously learned.
5. Identification of the academic quarter, year the student wishes to reenter and the specific and PN courses the student must take.
6. 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 EdCC, 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 <http://www.edcc.edu/credentials/process.html>. 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 EdCC 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 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 Nursing Care Quality Assurance Commission (NCQAC) to become licensed in this state. Do this at the beginning of the sixth quarter. It is the student's responsibility to authorize an official EdCC transcript to be sent to NCQAC following graduation. The transcript must have the certificate posted.

<http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing>

The student can learn about the procedure for the NCLEX-PN and download a candidate bulletin at the NCSBN website. Read the bulletin and follow the directions for registering for the exam 2 months prior to graduation. <https://www.ncsbn.org/nclex.htm>

Following graduation, the student may register to take the NCLEX-PN at the Pearson Vue web site www.pearsonvue.com/nclex

If a student wishes to obtain initial licensure in another state, they can find contact information for boards of nursing on the National Council of State Boards of Nursing web page at <https://www.ncsbn.org>

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 EdCC 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. The complete EdCC policy can be found at <http://catalog.edcc.edu/content.php?catoid=26&navoid=8032#V>

- **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 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 employee involved.
- If the student determines that the complaint may be resolved more appropriately without the employee concerned being involved, the student may contact the immediate supervisor of the employee or the appropriate administrator/dean. If the complaint is regarding a nursing department employee, the immediate supervisor would be the Director. 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 Executive Vice President for Instruction (EVPI) 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, identifying dates and persons involved as accurately as possible and submit the written complaint to the Dean of HHS or the EVPI.

Step Two:

- When the student's written complaint has been received by the Dean of HHS or the EVPI, 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.

EdCC 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 <http://catalog.edcc.edu/content.php?catoid=26&navoid=8032#V>

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

<http://catalog.edcc.edu/content.php?catoid=26&navoid=8032#IX>

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. <http://www.edcc.edu/es/forms.html>

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 in the Nursing Program Office. These files are stored in a locked file cabinet in the Director's office and the contents remain confidential. The contents of the files *may include but are not limited to*:

- Program application materials
- Immunization records including TB testing
- CPR documentation
- Results of background checks
- Student evaluations
- ATI test results
- Correspondence to and from the student
- Official school/program documents bearing student signatures
- Copies of academic or disciplinary reports
- Originals or copies of student work product (most student work is on file electronically in Canvas)
- 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 understand that most EdCC 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 EdCC 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 Washington Administrative Code #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 safety 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 client 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. Student 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 EdCC 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 EdCC's Services for Students with Disabilities, go to <http://www.edcc.edu/ssd/>.

Student Services at EdCC

STUDENT SERVICES INFORMATION: <http://students.edcc.edu/default.html>

- Academic Calendar: http://www.edcc.edu/calendar/_academic.php
- Advising: www.edcc.edu/advising
- Center for Student Engagement and Leadership: <http://www.edcc.edu/csel/>
- College Policies and Procedures: <http://catalog.edcc.edu>
- Counseling and Resource Center: www.edcc.edu/counseling
- Diversity Student Center: www.edcc.edu/dsc
- eLearning Office: <http://www.edcc.edu/elearning/>
- Enrollment Services: www.edcc.edu/es
- Learning Support Center: <http://www.edcc.edu/lsc/tutoring-center.htm>
- Library, including online resources: www.edcc.edu/library

- Services for Students with Disabilities: <http://www.edcc.edu/ssd/>
- Student Printing Guidelines: <http://students.edcc.edu/acs/printing/default.html>
- Student Support Resources: www.edcc.edu/support
- TRIO: <http://www.edcc.edu/trio/>
- Title IX and Gender Discrimination: <http://www.edcc.edu/titleix/what-is-titleix/definitions/gender-discrimination.html>

Student Evaluation of Nursing Program

Students can assist the faculty and the PN program by giving honest feedback on two 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 specific courses. These are sent out to students via email the quarter after the student has taken the course being evaluated.
- **Students have the opportunity to meet with full time faculty and the Director at least once per quarter and more frequently if needed. These meetings are to bring forward ideas for change, concerns, and constructive criticism from the class. They will also serve to give students a voice in the curriculum the governance of the nursing program.**

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						
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 prepare and sign an "Incomplete Grade Contract" (located in division office) specifying the work to be completed. The contract will include 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 <http://catalog.edcc.edu/content.php?catoid=26&navoid=8340>

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
- 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. 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

Course attendance and punctuality is 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 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 lab and in clinical 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.

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 (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 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 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 original 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 EdCC 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 EdCC 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 course work will be carried out using the Canvas Learning Management System. This includes assignments and assessments such as quizzes and tests. Students may use learning platforms during the course of their studies including ATI, Shadow Health, Evolve (Elsevier), 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 the student may wish to purchase time from the proctoring service ProctorU. Information regarding ProctorU can be found in PN Pearls. 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 means as specified by the instructor. Students will be responsible for all

course communication information. EdCC provides students with an EdMail email address and this is the only address that will be used on Canvas and 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 <http://students.edcc.edu/acs/facilities.html> 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 [START](http://www.edcc.edu/online/start/) at <http://www.edcc.edu/online/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 <http://www.albion.com/bookNetiquette/0963702513p32.html>

All submissions in Canvas must be in Microsoft Word or rich text format (RTF) and be uploaded to the exam 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 is available to students. Contact START for details.

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 <http://www.edcc.edu/lsc/> to obtain strategies for successful learning. There is a nursing tutor available through the Learning Support Center.

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, 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 EdCC 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. http://edcc.libguides.com/apa_citation

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 at the conclusion of the Principles of Medication Administration course during quarter three. A score of 100% is required to pass this test. Students scoring less than 100% will be given one additional opportunity to obtain a passing score. Failure to pass the dosage calculation test with a score of 100% on the second attempt will result in required remediation prior to a third attempt. Failure to pass the dosage calculation test with a score of 100% on the third attempt will result in a requirement for the student to retake the Principles of Medication Administration course and being ineligible to continue progressing in the program until math proficiency has been established.

Students will retake a dosage calculation test prior to each quarter in which they will give medications in clinical. Students will have three tries to pass the test per the protocol outlined above. Students will not be allowed to pass medications without proof of math proficiency.

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 cancelled when EdCC is closed for inclement weather. Students are encouraged to sign up for email and text alerts from EdCC. Click on <http://www.edcc.edu/alert/> to sign up.

The nursing faculty may also choose to cancel or alter the start time of clinical 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, drinking, or gum chewing in lab due to OSHA regulations.

- Please turn cell phones off during 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.
- 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 unless otherwise specified by the instructor.

Simulation Lab Policies

Students will behave in a professional manner during 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 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.

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 EdCC 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 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 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 on in skills lab, including medication administration. Students must be supervised by their clinical instructor when performing a procedure that has not been performed outside of 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.

Medication Errors

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.

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

Students may not do any procedure in the clinical area that he or she has not been checked off on in 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.

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 EdCC 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 EdCC 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 with one minute per question. Attendance is mandatory for ATI proctored tests. In the event of absence, students will make up the test and achieve a score at or above the benchmark prior to the end of the quarter or they will receive an incomplete grade in the course.

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. There are three proctored exams which do not follow this process and those are Critical Thinking Entrance, Critical Thinking Exit, and Nutrition.

Proctored ATI exams are paired with the following courses:

Fundamentals	NURS 128
Nursing Care of Children	NURS 135
Maternal Child Nursing	NURS 127
Pharmacology	NURS 133
Mental Health Nursing	NURS 130
Adult Medical-Surgical Nursing	NURS 151
Management	NURS 210

Other proctored exams will be given at the following times:

TEAS	entrance exam
Critical Thinking Entrance	first quarter
Nutrition	second quarter
Critical Thinking Exit	seventh quarter
Comprehensive Predictor	seventh quarter

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.

<i>Performance Level</i>	<i>Description of Performance Level</i>	<i>Remediation</i>
Below Level 1	<ul style="list-style-type: none"> Does not meet the EdCC benchmark. Indicates student 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	<ul style="list-style-type: none"> Does not meet the EdCC benchmark. Indicates student is 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	<ul style="list-style-type: none"> Meets the EdCC benchmark. Indicates student is 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	<ul style="list-style-type: none"> Exceeds the EdCC benchmark. Indicates student is 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. Students will 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. A plan for remediation will be turned in to the student's instructor. The plan must detail the areas that need to be reviewed along with a specific plan to accomplish the review. When the student has completed the plan as approved by the instructor, the student must 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 by the end of the quarter will receive individual evaluation and remediation from the faculty. 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 Comprehensive Predictor

The PN Comprehensive Predictor is given during the last quarter of the program. Content areas 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 into the test. Exam items mirror the NCLEX-PN test plan for content and reflect the nursing process and client needs across the lifespan.

Students will take the comprehensive predictor during the first week of quarter seven. These results and the results of other ATI content area exams the students have taken over the course of the program are available to the instructor the live NCLEX review course. The instructor will focus on areas where students have demonstrated the need for more review and remediation. The students will participate in an NCLEX review course in approx week 4 of the quarter. They will be encouraged to forms study groups to review during the remainder of the quarter and return to take the comprehensive predictor a second time prior to graduation.

The EdCC PN faculty have established a benchmark of 75% on this assessment which predicts that the student has a 95% chance of passing the NCLEX-PN (see the table below). If the student fails to meet the benchmark the second time, the student will be encouraged to complete a second remediation plan and will have the option to take the test a third time at their own expense.

RAW SCORE RANGE	PN COMPREHENSIVE PREDICTOR 2014 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-PN®
124-150	82.7% - 100.0%	99%
119-123	79.3% - 82.0%	98%
116-118	77.3% - 78.7%	97%
114-115	76.0% - 76.7%	96%
112-113	74.7% - 75.3%	95%

Reference:

http://www.atitesting.com/ati_next_gen/DisplayResources.aspx?Name=PN_2014_CP_Expectancy_Tables.pdf

Health and Safety Policies

Emergency Preparedness

- The Triton Alert System information is here: <http://www.edcc.edu/alert/triton/>. 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 class 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. Students may not attend clinical until all the items listed below have been received and are on file at EdCC. It is the student's responsibility to keep these records up to date and accurate. Documentation is required **by the end 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, and influenza vaccines). 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 an inability to register for a clinical course the following quarter and will delay the student's progression in the program.

See our web page for a copy of the Clinical Passport instructions and requirements
<http://edcc.edu/programs/lpn/documents/passport.pdf>

Immunization and TB Documentation

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 Titer: Student must document three injections and/or 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

- MMR: Two immunizations or positive titer.

Varicella Immunity

- Varivax: 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 screen to include Amphetamine, Cocaine, Marijuana, Methamphetamine, MDMA, Opiates, Phencyclidine.

CPR Requirements

Students are required to have current training in AHA Healthcare Provider CPR.

Criminal Background History

A national background check for criminal history will be submitted with the student's program application. In addition, a Washington state background check (RCW 43.43.830 and 43.43.840) by the Washington State Patrol will be submitted prior to beginning clinical nursing courses as well as a federal excluded provider search through OIG and GSA. Many of our healthcare industry partners also require a DSHS background check prior to starting clinical assignments. 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 Nursing Quality Assurance Commission 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 <http://edcc.edu/programs/lpn/disqualifying-crimes.html>

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 intramuscular, intradermal, and subcutaneous injections of normal saline and fingersticks. A faculty member who is a registered nurse must be in attendance during any practice sessions in which these procedures are practiced.

Students will not perform, nor allow to be performed on them, any of these procedures unless a nursing program faculty member is present.

Receiving injections or fingersticks administered by other student 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 each quarter in which the procedures are practiced and will be maintained in the student's permanent file. If the student wishes to change his/her consent at any time during the quarter, a new form must be signed, dated and maintained in the student's permanent file. Student may decline to participate at any time.

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

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.

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

Possible Risks and Discomforts:

- 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 necessary to become a nurse
- acquisition of empathy for future clients undergoing this procedure

FINGERSTICK may involve receiving fingersticks 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

EdCC 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 EdCC 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.

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

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 non-intact 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.

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

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 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 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 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 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 EdCC 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.

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 <http://www.edcc.edu/es/register/medical-withdrawal-faq.html>

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 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 <http://catalog.edcc.edu/content.php?navoid=112&catoid=3>

- 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 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 EdCC Student Handbook <http://catalog.edcc.edu/content.php?navoid=112&catoid=3> The document is available from the ASEdCC or from the Vice President for Student Services , 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: <http://catalog.edcc.edu/content.php?catoid=23&navoid=6810>. This document includes Guidelines for Student Conduct and information on disciplinary procedures.

Online Integrity Contract

An Online Integrity Contract is located in the Getting Started section of the 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 EdCC 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 EdCC 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 left breast pocket and school patch on left sleeve. The uniform must be worn at all times when in a clinical setting. Students may wear a solid color camisole or t-shirt under the uniform for warmth. Sweaters should be a solid color without logos or printing.

Students should follow clinical facility dress code policies in community settings requiring street clothes. Professional attire is expected and consists of EdCC 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.

Blue jeans, shorts, halter-tops, or sweat clothes (pants or hoodies) are not to be worn in any professional setting. Sheer, tight, or see-through fabrics, denim, spandex, and Lycra materials are not

appropriate. Skirt hemlines should be appropriate to the work environment. All uniforms should fit to allow for comfortable sitting, bending, stretching, etc. 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, closed and low-heeled, professional-appearing solid color shoes or athletic shoes are required. Shoes are expected to be clean and in good repair. No clogs, sandals, or “barefoot” shoes are allowed.

Jewelry:

No jewelry except a watch with second hand, plain wedding bands, and one pair of small stud earrings. Note that rings which could tear gloves are not allowed. Other visible body-piercing jewelry must be removed prior to entering clinical facilities. A very small, discrete nose stud may be worn. Hoop earrings or any other jewelry may not be worn with the exception of a medical I.D. tag.

Makeup:

Makeup is to be used conservatively while in uniform and must appear natural looking. Any tattoo that is visible should be covered.

Hair:

Hair is to be clean, natural in color/shade, and neatly groomed. Hair should be pulled back, off shoulders if longer than shoulder length. Barrettes are acceptable. Ribbons, scarves, and other hair ornaments may not be worn unless they are worn for cultural or religious reasons. 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, no more than 1/8 inch above the fingertip. If polish is used, it is clear polish or neutral and without chipping or peeling. Acrylic or other artificial nails are not allowed.

Personal Hygiene:

All students are expected to be well groomed. This includes a clean, well-pressed uniform, deodorant, clean hair, clean shoes, and good oral hygiene. No perfume or strongly scented soaps or lotions should be used. 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 the 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 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. Report 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. 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

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

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: the nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

Provision 5: the nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: the nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: the nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: the profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Reference:

http://nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html

NSNA Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

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

1. Advocate for the rights of all clients
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

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

Reference:

<http://www.nсна.org/Publications/AcademicClinicalConduct.aspx>

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. 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, benefits, 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 employer 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

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

Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or coworkers, even if the individual is not named.
5. Do not take photos or videos of patients on cell phones or other personal devices.
6. Promptly report a breach in confidentiality or privacy.

EdCC PN students must adhere to the Health Insurance Portability and Accountability Act (HIPAA) guidelines in all instances and at all times. 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 <i>Absence</i> of Professional Values
Placing the patient’s welfare first. The student: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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 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 EdCC PN program policies. The student: <ul style="list-style-type: none"> ● Is present and willing to learn; complies voluntarily with rules and policies of the PN program. ● Demonstrates enthusiasm for the clinical experience. ● Looks and acts in a professional manner; <i>i.e.</i>, is neat and clean, behaves professionally. 	Commitment to nursing and to PN program policies. The student: <ul style="list-style-type: none"> ● 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. ● Is sloppy. ● Gives inappropriate information to others.

<ul style="list-style-type: none"> ● Is pleasant to staff, peers, and faculty. ● Gives appropriate information to other nurses. ● Completes charts and records. 	<ul style="list-style-type: none"> ● Is chronically deficient on upkeep of charts and records. ● Considers existent policies to be irrelevant, unimportant, and non-obligatory. ● Wears inappropriate or non-acceptable clothing to clinical sites where a uniform is not worn.
<p>Cooperation. The student:</p> <ul style="list-style-type: none"> ● Is able to disagree diplomatically. ● Knows when to stop arguing and start helping. ● 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. 	<p>Cooperation. The student:</p> <ul style="list-style-type: none"> ● Is argumentative or stubborn. ● Is sullen or arrogant with faculty, peers, staff, and patients. ● Is uncommunicative with staff and faculty. ● Responds in a hostile manner to frustrating situations. ● Exhibits passive-aggressive behaviors when dissatisfied.
<p>Intellectual and personal integrity. The student:</p> <ul style="list-style-type: none"> ● Readily admits mistakes and oversights. ● Is forthright with peers, staff, and faculty. ● Selects appropriate responses to patients. ● Always uses safe techniques. ● Accepts responsibility for errors and tries to take appropriate corrective action. ● Makes statements that appear to be based on fact and believable; 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. 	<p>Intellectual and personal integrity. The student:</p> <ul style="list-style-type: none"> ● Lies or fabricates data, when needed, to cover up mistakes and oversights. ● Fails to use safe techniques when not being supervised. ● Blames others for own shortcomings. ● 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.
- 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 [18.130.345](#)).

<http://apps.leg.wa.gov/rcw/default.aspx?cite=18.130.180>

According to WAC 246-840-710, 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 the Uniform Disciplinary Act, chapter [18.130](#) RCW:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-710>

Edmonds Community 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 health care professional.

<http://catalog.edcc.edu/content.php?catoid=26&navoid=13450>

The PN program at EdCC 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 EdCC 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.