# TABLE OF CONTENTS

Student Rights and Responsibilities .......................................................... 1
Nursing Program ......................................................................................... 1
  Essential Qualifications ........................................................................... 1
  Mission/Philosophy ................................................................................. 1
Foundations of the Nursing Program of Learning ....................................... 2
  Core Values ............................................................................................. 2
  Student Competencies ............................................................................ 3
End-of-Program Student Learning Outcomes ............................................. 4
Nursing Student Information ...................................................................... 6
  Course Registration .................................................................................. 6
  Insurance/Health Care Requirements ...................................................... 6
  Criminal Background Checks .................................................................. 7
  Student Records ....................................................................................... 7
  Learning Resources .................................................................................. 8
Ethics Policy ............................................................................................... 8
Confidentiality .............................................................................................. 9
HIPAA/Privacy Practices ........................................................................... 10
Social Media Guidelines ........................................................................... 11
Substance Abuse/Misuse .......................................................................... 12
Handling Body Substances/Bodily Fluids .................................................. 12
Use of Equipment and Supplies/Lab Procedures ......................................... 13
Math Competency ..................................................................................... 14
ATI Policy ................................................................................................. 15
Clinical Attire and Dress Code ................................................................. 16
Safe Medication Administration Policy .................................................... 17
Nursing Program Information .................................................................... 18
  Children and Pets .................................................................................... 18
  Student Progression .................................................................................. 19
Attendance and Make-Up Experiences ....................................................... 19
Grading Information .................................................................................... 19
Instructor-Student Conferences/Student Improvement Action Plan .......... 20
Probationary Status ................................................................................... 20
Progression in the Nursing Program .......................................................... 21
Readmission ............................................................................................... 21
Grievance Procedure .................................................................................. 23
Student Involvement at EvCC ................................................................. 23
Graduation and Beyond ............................................................................. 23
Acceptance Statement ............................................................................... 25
STUDENT RIGHTS AND RESPONSIBILITIES

Welcome to the EvCC Nursing Program. Please note that the Nursing Student Handbook is a supplement to EvCC’s Student Rights and Responsibilities. The Students Rights and Responsibilities Policies can be found in the Everett Community College Student Handbook and in the Washington Administrative Code, chapter 132E-120 WAC.

Please make note of the EvCC Copyright and Intellectual Property Policy, as well as the guide to Avoiding Plagiarism.

For information on Financial Aid, please visit the EvCC Financial Aid website for the most current and accurate information. Periodically, special scholarships become available to nursing students – these will be posted on the bulletin boards in Liberty Hall.

NURSING PROGRAM

Essential Qualifications for Nursing

Mission
The mission of the Department of Nursing at Everett Community College is to prepare nurses to:

- Provide compassionate, patient-centered care to individuals, families, and population groups across the developmental spectrum.
- Practice collaboratively with members of the healthcare team as providers of care, communicators, advocates, and teachers.

Philosophy
The Nursing Program operates within the framework provided by the strategic initiatives and core values of Everett Community College. As an integral part of the college, the faculty of the Department of Nursing, assume responsibility for the encouragement and facilitation of life-long learning through education for the diverse population of the community.

Learning is active, continuous, and evidenced by changes in behavior. It is an interactive process between students and faculty, where both share the responsibility for creating an educational climate. Individuals are valued for the unique contribution they bring to the learning situation. Students are capable of self-direction and accountable for their own performance.

Human beings are unique and dynamic, functioning in an integrated way to meet perceived needs. People interact within the frameworks of family, community, and culture, growing and developing as individuals within an ever changing social system that influences their values and patterns of behavior. Health is a state of being that people define in relation to their own values. Health is based on internal and external variables: genetic, developmental, environmental, social, cultural, economic, psychological, intellectual, and spiritual. Respect for the rights of individuals to define wellness and make personal health choices is implicit.

Nursing is a dynamic, interactive process wherein each individual is viewed holistically. The central theme of caring provides the framework for interaction with individuals that reflects the development of the nurse-patient relationship. Nursing includes purposeful interventions, based upon specialized skills, drawn from the theories and knowledge from various disciplines.

There are commonalities upon which all nursing education is based. Scientific knowledge, technological, and social changes continually affect nursing practice and therefore, nursing education is oriented to the future. Nursing education emphasizes professionalism, the continual personal and professional development of the nurse, and the evolution of a nurse self-concept.
Associate Degree nursing graduates enter practice with the capabilities to individualize and manage care for groups of patients while making practice decisions using a broad and complex base of knowledge and skills. Each nurse bears the responsibility to strengthen nursing practice through self-development and the use of research to guide their practice.

FOUNDATIONS OF THE NURSING PROGRAM OF LEARNING

The foundations of the nursing curriculum provide the structure for determining inclusiveness and direction for the program of study.

Core Values

Core values provide the broad foundation upon which the nursing courses are built. The values represent the faculty’s vision of nursing and our approach toward nursing practice. These values lead to an assumption that nurses who are prepared in this program will integrate them into their future practice.

Patient centered care is a commitment, by the nurse, to listen, inform, respect and be involved with each individual in making decisions regarding their care. Therefore, nurses must consider the patient’s cultural traditions, personal preferences, values, familial situations, social circumstances, environment, and lifestyle in aiding the patient to make decisions. Patient-centered care assists the patient to assume increasing responsibility for defining and maintaining health or moving toward a dignified death.

Human diversity is an awareness of and sensitivity to any human’s unique cultural and/or societal beliefs and practices. Concern for diversity is expressed by caring for patients in a way that matches their perceptions of health.

Nursing ethics are the values or moral principles governing relationships and guiding actions between the nurse and patient, the patient’s family, other members of the health professionals, and the general public. Thinking carefully about the ethical aspects of nursing decisions helps us make choices that are right, good, fair, and just.

Caring is a necessary and basic condition of life. Professional caring is an interaction between a giver and recipient directed toward maximizing positive health outcomes and assisting individuals to attain the highest level of wellness they desire. The expressions of caring are:

- A feeling of compassion
- An attitude of concern
- A philosophy of commitment
- An ethical disposition in the situation
- Acts of doing for another
- Conscious attention to the monitoring, surveillance, and protection of well-being.
- Nurturance of growth and adaptation
- The courage of entering into the experience of another and being fully present
- Advocacy on behalf of another

Caring contributes to the perception of a safe environment and is an integrative force that organizes and binds together all the resources of the nurse.

Holism is a view of each individual as a unique and complex human being comprised of physiological,
psychological, sociocultural, and spiritual components. Nurses consider the whole person in the context of the total environment.

**Student Competencies**
Student competencies represent the elements of nursing practice that weave in and out of the program of study producing the final tapestry of nursing knowledge and skills. They are continuous elements that are developed in an evolving way throughout the various courses. In each course, the competencies are studied, in a distinct way, with increasing complexity throughout the curriculum.

**Clinical reasoning** is defined as the observed outcome of critical thinking and decision-making. It is a process that uses nursing knowledge to observe and access presenting situations, identify prioritized patient concerns, and generate the best possible evidence-based solutions in order to deliver safe patient care.

**Communication** is the verbal and non-verbal exchange of ideas, feelings, thoughts, and knowledge between individuals. Communication includes such methods as talking and listening; writing and reading; or expressive forms such as touch and other body movements. Thus, communication includes all the modalities by which one individual affects another. Communication serves as a catalyst for shaping relationships in all interactions in which the nurse engages. Communication between the nurse and patient is considered therapeutic when interactions are directed toward achieving optimum outcomes for the patient.

**Teamwork and collaboration** represents effective functioning within nursing and interprofessional teams to foster open communication, develop mutual respect, and create shared decision-making for achievement of quality patient care.

**Evidence-based practice** involves the integration of current research findings and clinical expertise to guide the selection and implementation of therapeutic strategies designed to bring the individual to a state of optimum health.

**Quality Improvement** involves the use of data and improvement methods to create changes that improve quality and safety in healthcare delivery.

**Safety** minimizes risk of harm to patients and providers through system effectiveness and individual performance.

**Informatics** utilizes information and technology to communicate and manage care, mitigate error, and support decision-making.
End-Of-Program Student Learning Outcomes

1. **Evaluates the nursing process in the delivery of patient centered care.**
   
   *Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance in the use of the nursing process.*

   *Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction with the ability to effectively utilize the nursing process.*

2. **Integrates critical thinking skills in the delivery of patient-centered care.**
   
   *Level of achievement: Ninety percent (90%) of graduate will achieve the minimum score of 70% on the ATI Critical Thinking Exit Exam.*

   *Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance in critical thinking and clinical reasoning.*

   *Level of achievement: Demonstrate a score of “2” or greater, in critical thinking, on the final clinical evaluation of each quarter.*

3. **Adapts effective communication within the context of the healthcare environment.**
   
   *Level of achievement: Twelve months past graduation, a majority of responding employers will express satisfaction with graduate nurse communication competency.*

   *Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction with achievement of the ability to communicate effectively within the healthcare environment.*

4. **Integrates legal and ethical codes within the nursing role.**
   
   *Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance in application of a legal and ethical framework to patient care.*

   *Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction with achievement of the ability to apply a legal and ethical framework to nursing practice.*

5. **Creates a caring and professional environment inclusive of the patient’s cultural and societal beliefs and practices.**
   
   *Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance in providing culturally appropriate care.*

   *Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction with achievement of cultural competence in providing patient-centered care.*

6. **Utilizes scientific and evidence-based knowledge to guide actions, which promote patient-centered care.**
   
   *Level of achievement: Twelve months past graduation, a majority of responding employers will
indicate satisfaction with graduate performance in the application of clinical reasoning.

Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction with performance in regard to clinical reasoning.

Level of achievement: Overall, yearly, first-time pass rate for the NCLEX-RN will be 90% or greater.

Level of achievement: Eighty-five percent (85%) of graduates will achieve a score of 75% on the ATI NCLEX Predictor Exam.

7. Utilizes technology to find, analyze, and apply evidence based-based information and current resources.

Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate's ability to utilize technology and current resource in the application of evidence-based information.
NURSING STUDENT INFORMATION

The Nursing Faculty are available during office hours to assist you with questions related to nursing courses. If you have a personal concern or problem, your nursing instructor can guide you to the proper department, or you may contact the EvCC Counseling Center at 425-388-9263 for a confidential conference.

Course Registration
Students must obtain an entry code to register for every nursing class. Students receive an entry code from the Health Professions Service Center (HPSC) personnel after demonstrating completion/updating of the Clinical Passport to current standards, and successful passing of the previous nursing quarter.

College policy requires that students be registered by the first class day. Registration entry codes will not be issued for students whose updates are not current. Under no circumstances may students attend lecture, lab, or clinical until registration is complete. Since some campus labs and clinical sessions occur on the first day of class, students are responsible for remaining abreast of this situation and for understanding the implications of not being registered, and thus being denied entry into a course. Waiting until the last minute to make sure you are compliant with the Clinical Passport can lead to not having time to complete necessary tests or immunizations and have serious consequences for your progress in nursing courses and the Nursing Program.

Insurance and Health Care Requirements
Everett Community College does not provide emergency care/hospitalization/health insurance for students. Students are required to purchase a plan that covers at least accident/emergency care. Any accident occurring in the clinical area must be reported to the instructor immediately. Emergency first aid/treatment may be given by the clinical facility and will be charged to the student. Students should report to their own physician if needed. Some of our clinical partners require that students have a comprehensive plan, and students will either have to meet this requirement or sign a waiver at the HPSC.

Neither the clinical facility nor Everett Community College is responsible for the cost of medical care for injury or illness occurring as a result of classroom lab or clinical activity. Instead, students are entirely responsible for their own medical expenses.

It will not be possible for the student to gain access to the clinical facilities without completion of all immunizations and screening tests, i.e., full and complete immunization compliance. Students who fail to update their immunization or screening tests or choose to sign a Declination Statement may be unable to participate in clinical experiences and thus will not be able to be successful in nursing courses or to progress in the Nursing Program.

All requirements on the Clinical Passport MUST be valid for the entire coming quarter. Any requirement that expires within the quarter must be updated before you receive a permission code to register.
Requirements must go through the end of the month regardless if school is still in session.

The following requirements expire and will need updating:

**TB Testing** – This is the most complicated and confusing requirement!

<table>
<thead>
<tr>
<th>Original TB Requirement</th>
<th>Expiration Date</th>
<th>Requirement for the Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A two-step in proper timing</td>
<td>The “read” date of the second step</td>
<td>A one-step PPD</td>
</tr>
<tr>
<td>A positive PPD with negative</td>
<td>The date of the CXR Radiological Report</td>
<td>A TB Clearance Letter/Signs &amp;</td>
</tr>
<tr>
<td>Chest X-Ray (CXR) results</td>
<td></td>
<td>Symptoms Letter from a healthcare provider</td>
</tr>
<tr>
<td>A Quantiferon Gold Blood test</td>
<td>The “resulted” date of the lab work</td>
<td>Either another Quantiferon Gold Test OR a one-step PPD</td>
</tr>
<tr>
<td>(IGRA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: If you go over the expiration date by even one day, you are back to completing a two-step OR a Quantiferon Gold Test.*

**Other Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>How Long it is Good for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td>You need a new vaccine for each flu season (annual)</td>
</tr>
<tr>
<td>CPR</td>
<td>Two years – Must be AHA BLS</td>
</tr>
<tr>
<td>Comprehensive Personal Insurance</td>
<td>Students must attest to having insurance every quarter</td>
</tr>
<tr>
<td>TDaP</td>
<td>Good for ten years</td>
</tr>
</tbody>
</table>

The Health Professions Service Center (HPSC) typically has permission codes for the coming quarter around week 8 of the current quarter. While it is the student’s responsibility to ensure compliance, the HPSC is happy to confirm what is needed so that you are able to ensure compliance for the following quarter and get your code on time.

**Criminal Background Checks**

Each student is required to complete background checks prior to entry to the Nursing Program and again prior to Nursing 210 (4th quarter in the program). You will be given information on how to access the service and what types of checks are required. In some situations, the Nursing Program may request separate background checks on individual students. Clinical agencies may also conduct Washington State Background checks to meet their own individual standards.

If a criminal background check shows a less than satisfactory result, clinical agencies are likely to refuse to allow the student to participate in the care of clients. While participation in class activities will not be limited, the inability to participate in clinical settings will prevent the student from successfully completing nursing courses and thereby prevent progress in the Nursing Program.

Questions about your criminal background will also be asked by the [Washington State Nursing Commission](https://www.wnursing.org) on your application for licensure. If you have concerns about your past record, you should check with the Nursing Commission to find out whether you will be eligible for licensure.

**Student Records**

It is the responsibility of the student to provide written notification to the instructor, the Health Professions Service Center office (HPSC), and the college Registrar of any change in address, telephone number, or e-mail address. Having your correct information enables us to provide you with important
information and to contact you if the need arises.

It is the responsibility of the student to provide updated immunization, insurance, and CPR evidence to the HPSC or online via a designated website as required by the Clinical Passport without further notification from the Nursing Department. Failure to provide updates and/or to complete immunization and screening requirements will result in the student not being allowed to enroll in nursing courses or attend clinical experiences.

**Learning Resources**

The EvCC Library holdings include numerous professional journals and texts as well as on-line computer search capabilities. The library also has resource personnel and faculty to assist you in locating the necessary materials for your studies. A tour and orientation to the library is scheduled for you in the early weeks of your first quarter of nursing.

Nursing students are given an EvCC email address and access to the Canvas eLearning program on the campus network. Faculty utilize these tools to communicate with students regarding course expectations, assignments, calendar changes and grades. It is the student’s responsibility to monitor their EvCC email and to maintain regular access to Canvas.

Students may also utilize the library of Providence Regional Medical Center -Everett (PRMCE). The following policy guides student use of the PRMCE Library.

**Policy Regarding Student Use of the PRMCE Library**

1. EvCC students are allowed to use the PRMCE Library while they are enrolled in the EvCC Nursing Program, provided they adhere to PRMCE Library Use policy.
2. Students will show evidence of their EvCC Nursing School enrollment (EvCC Nursing Student Badge) and demonstrate appropriate professional attire when using the PRMCE Library.
3. Students are allowed access to PRMCE Library materials which are physically contained in the PRMCE Library.
4. Students are not allowed to check materials out of the PRMCE Library.
5. Students may copy PRMCE Library materials at their own expense using the copy machine in the library.
6. Students may use PRMCE Library computers for accessing the Internet and to perform searches for the sole purpose of gaining knowledge related to their education.

**Ethics Policy**

It is the expectation of the Nursing Faculty that Nursing Students subscribe to and demonstrate behavior that is consistent with the American Nurses Association Code of Ethics.

The American Nurses Association (ANA) Code is based upon beliefs about the nature of individuals, nursing, health and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

**It is a requirement of the EvCC Nursing Program that all students read, understand, and**
demonstrate compliance with the Code of Ethic. Failure to comply with this statement will result in academic action.

Confidentiality
Students are involved with the personal care of clients in many facilities and as such must zealously guard the client's right to privacy and confidentiality. It is a requirement of the EvCC Nursing Program that all students read, understand, and demonstrate compliance with the 'Confidentiality Statement' presented below. Failure to comply with this statement will result in academic action.

Confidentiality Statement
I understand that, as a student in the nursing program of Everett Community College, I will encounter sensitive and private information concerning patients, families, physicians, employees and volunteers, peers and faculty, and I understand that this information is not to be disclosed to anyone without proper authorization and “need to know.” Further I understand that such information is not, under any circumstances, to be duplicated.

I understand that the following information is included in an individual’s right to privacy:
• Presence in any health care facility
• Reason for admission
• Patient’s medical record
• Computer generated patient information, for example, medication or laboratory records, telemetry recordings
• Patient’s Nursing Care Plan/Case Management Plan/Care Pathway
• Reports and notes that contain patient information
• Financial information, i.e., source of payment
• Discussion or consultation of patient information

I understand that as a nursing student I may come into contact with information concerning other health care colleagues, employees, volunteers and other nursing students, and that this information is not to be disclosed to anyone without proper authorization.

I understand that as a nursing student I may be assigned computer/medication passwords, building and room access codes and I agree not to disclose these to any other person, or permit another person to use them.

I understand that as a nursing student I may be given an identification badge, and I agree to relinquish this badge at the end of each quarter, or as required. I also agree not to share my badge or use it in any manner other than that which is necessary as an Everett Community College nursing student.

I understand that as a nursing student I may be given access to a clinical facility, and I agree to utilize this access only when I am scheduled or when given permission for access by the nursing instructor.

I understand that as a nursing student I am not allowed to access any client information for which I have no legitimate “need to know”.

I understand that as a nursing student I am not allowed to electronically copy or electronically transmit any client information, except as allowed within the confines of Canvas and as directed by my course instructor.
I understand that any violation of any portion of this confidentiality statement will result in academic action which may, at the discretion of the Nursing Faculty, lead to immediate and final termination from the Everett Community College Nursing Program.

**HIPAA Information**
In 1996, the Health Insurance Portability and Accountability Act commonly known as HIPAA became law. While the primary goal of the new law was to ensure that Americans could continue to receive health insurance when changing jobs (or similar events) which might require them to change insurance companies or policies, HIPAA also included a provision called Administrative Simplification which concerns the management of health information. This provision required the Department of Health and Human Services to develop a series of rules to regulate healthcare organizations that create, store, or transmit health care data. Standards in the following areas were formed:

- Electronic Data Interchange
- Privacy
- Security

**Privacy Standards:**
The HIPAA Privacy Standards apply to every person working in a health care agency including nurses. Violations of these standards are punishable by fines and/or imprisonment. Substantial fines can be imposed on individuals even for unintentional violations of patient privacy. Thus it is important that you, as a nursing student, understand your responsibilities related to patient privacy and protected health information.

The Privacy Standards govern the use and disclosure of Protected Health Information. Protected Health Information (PHI) includes any information about a patient including their name and the fact that they are a patient. It also includes any information about a patient’s health, treatment, and payment/insurance options.

**Notice of Privacy Practices:**
New federal laws created under HIPPA require us to provide a Notice of Privacy Practices (Notice) to every patient at their first encounter with a health care provider/clinic. Only indirect treatment relationship encounters (i.e. lab, radiology) are exempt from this requirement. The Notice describes how the individual’s PHI will be used and the conditions under which it may be disclosed. It also explains how a patient can complain if they think that their privacy has been violated. It is required that the patient acknowledge in writing that they have received the Notice. (Most patients receive the Notice during the registration process.)

**Directory Information:**
HIPPA requires that every patient be given the opportunity to agree to or object to the use and disclosure of their PHI in the facility directory. A facility directory is a listing of patients that are physically present in the facility and may include their location in the facility and a one word general description of their condition, such as “good”, “serious”, or “critical”.

The fact that a person is a patient in a facility is federally protected health information. Such information can be disclosed only if the patient agrees to the disclosure. If the patient does not wish to be included in a facility directory or “opts-out,” they will be a “privacy patient” and their presence in the facility cannot be acknowledged. Such patients will not be able to have mail or flowers delivered to them, and their presence in the facility will not be
confirmed for anyone whether family, friends, or strangers.

**Information for Family and Friends:**
The federal privacy standards allow health care providers to disclose PHI to a patient's immediate family or a close personal friend as long as the information is directly relevant to the person’s involvement in the patient’s care or involves payment for that care. Under Washington State law, those disclosures must be verbal. If the patient is available and competent prior to a disclosure, we are required to give them the opportunity to agree or object to the disclosure, unless you can infer from the circumstances that the patient does not object. Some facilities are choosing to provide patients with a Personal Information Number, which, if given to a family member or close personal friend, allows that person to receive PHI about the patient.

**Accounting of Disclosures:**
Health Care Providers are required to provide patients with an accounting of disclosures of the PHI at the patient's request. The accounting does not have to include disclosures for treatment, payment, or disclosures to the patient or their family and friends. Examples of such disclosures are those made to the Department of Health, Centers for Disease Control and law enforcement agencies or legally required disclosures. Facilities are required to maintain a record of such disclosures.

**Social Media Guidelines**
Information you choose to post on social networking sites could result in negative consequences for your education, could interrupt your program of study, and could negatively impact your future employment.

If you feel that you must continue to access such sites, the following steps are recommended:

1. Set settings to private or friends only and make sure you only accept requests from people with whom you are well acquainted.
2. Un-tag photos of yourself from other friends’ sites and ask your friends to remove the photos.
3. Avoid expressing personal opinions about issues. Your personal opinion on an issue may not be aligned with that of your future employer.
4. Google yourself periodically. This is your on-line reputation.
5. Remember that anything you post on social network sites may be re-posted, copied or printed.
6. Do Not discuss employers, potential employers, peers, patients, patient’s families, other health care personnel, your supervisor or mentor, your nursing instructor, the workplace, the classroom, the clinical setting, your nursing clinical, your class day, your opinions about any of the above or any topics related to your nursing practice. Respect everything that surrounds your nursing career and treat it with comprehensive confidentiality.
7. Before posting anything ask yourself if you think there could be ANY concern if your employer, or future employer, your family or friends, a patient or a patient's family member, a peer, a supervisor or mentor, or your instructor read what you plan to post.

Students whose postings violate HIPAA regulations, or the EvCC Confidentiality Statement, or
jeopardize clinical placements will be dismissed from the Nursing Program.

Policy on Student Substance Abuse/Misuse

The purpose of this policy is to protect the welfare of clients, students, instructors, Everett Community College, and affiliating agencies.

All students are expected to perform clinical activities efficiently and safely, without the influence of drugs or alcohol and without impairment from prescription medications.

The following actions/conditions are prohibited:

- Impaired clinical performance due to the use of prescription and/or non-prescription drugs and/or alcohol
- Reporting for a clinical session or a clinical prep session with the odor of alcohol or illegal chemicals on one’s breath
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative, or any other illegal substance during clinical prep or clinical experiences
- Using any intoxicating substances while participating in clinical prep or clinical experiences, on the premises or away from the premises when required to return to the facility
- Removing any drug from a clinical institution for any reason or removing any drug from a patient supply for any reason other than administration to the patient.

Questionable student behavior will be dealt with through the following procedure:

1. If the student’s clinical performance is judged by the clinical instructor to be impaired or adversely affected by a prescribed medication, the student will be sent home and
   considered ill for make-up purposes.
2. Should an incident or an occasion in clinical occur when the instructor or staff has a reasonable suspicion the student has used or is “under the influence” of drugs or alcohol, the student may choose to submit immediately to a urinalysis/breathalyzer test at a facility approved by Everett Community College. The expense of such testing will be entirely borne by the student. Test results will be made known to the Nursing Program Associate Dean. If the student refuses testing, they will be immediately dismissed from the program on the grounds of implied admission to substance use/misuse.
3. Any student dismissed from the program for substance use/misuse may apply for re-entry with evidence from a state-certified provider of having completed a drug/alcohol evaluation and proof of completion and compliance with any treatment recommendations. The student is also required to allow for a release of information so that the Dean of Nursing may exchange information about any concerns or questions which the Nursing Program may have with the evaluator. The standard processes for application for re-entry will be followed. Entry may or may not be granted by the Nursing Admissions Committee.

Handling Body Substances

Caring for clients necessarily involves exposure to body substances. The following policy was developed to guide EvCC Nursing students in knowing how to safeguard themselves as they come into contact with such substances. EvCC Nursing students are required to read, understand, and demonstrate compliance with the Policy for Handling Body Substances presented below. Failure to comply with this policy, both in campus and clinical settings, will be viewed as an error of safety and will result in academic action.
Policy for Handling Blood and Body Fluids
1. Students will wear appropriate personal protective equipment when dealing with blood or other body fluids. Students will wash their hands immediately after coming into contact with blood or other body fluids.
2. Students will place all used sharps, glass, needles (clean or contaminated), lancets, and blood specimen tubes into biohazard sharps containers.
3. Students will dispose of sharps immediately upon use.
4. Students will avoid recapping a contaminated needle.
5. Students will call for assistance of an instructor (campus lab) or facilities maintenance personnel (clinical site) upon any spillage of blood or other body fluids. Students will not attempt cleanup of any spillage of blood or other body fluids.
6. Students will immediately notify the instructor regarding all personal injuries that occur during clinical experiences, including possible exposure to blood or other body fluids.

Use of Equipment and Supplies
Students practice skills in the campus lab using expendable and non-expendable equipment and supplies. It is the responsibility of the student to utilize such equipment and supplies in a manner that does not result in damage or injury. The following policy has been established to provide guidelines for student use of equipment and supplies and to delineate responsibility for damage or injury that results from equipment and supply usage.

Policy for Appropriate Use of Equipment and Supplies
1. Students may use non-expendable equipment and supplies in EvCC labs during designated labs only.
2. Students will be held financially responsible for equipment which requires check-out procedures. Failure to return the equipment in the condition in which it was received will result in the student receiving a grade of Incomplete in the Nursing course in which the student is enrolled, until the equipment cost is reimbursed.
3. Students will be provided with certain expendable supplies in the form of a “lab kit.” Such supplies are issued at predetermined points during the educational program and will not be replenished. The cost of such supplies is covered by student lab fees, which are subject to change as supply costs increase.
4. Students may store expendable supplies in the labs, at their own risk, if the lab has sufficient storage space. All supplies must be removed by the student on or by the last day of each quarter. Failure to remove supplies will result in loss of supplies without reimbursement or replenishment.
5. Under no conditions may students remove sharps from the classroom or lab setting.
6. All sharps must be disposed of in proper sharps containers.
7. Any injury that results from use of a sharp must be reported to the instructor or lab assistant immediately and the following procedure followed:
   a. thoroughly wash the injury with soap and water
   b. cover the injury with a bandage
   c. student reports to his/her personal health care provider for injury care and follow-up
   d. follow college reporting procedures as designated by Faculty
Open Lab Procedure
1. Open labs may be utilized at predetermined times as noted on class calendars. Open Labs usually occur sometime between 0800 and 1600 on weekdays.
2. Advanced notice and sign-up is required to ensure room reservation for the lab, equipment needs and/or availability.
3. Students may request an Open Lab set-up by emailing the lab Instructional Techs with the requested day, time, and materials at least 24 hours in advance.
4. Labs will remain locked until a student requests the lab to be opened.
5. Students attending the labs are required to leave the lab in order for the next class (including removing any debris, garbage, etc.) and to make sure the door is locked and the lights are turned off before they leave. If the door is not locked, the last student should notify the Instructional Technician so the classroom and equipment/supplies can be secured.
6. Students are not allowed to have children in any Open Lab unless the children are active participants in the required skills being performed by the student (as in 4th quarter) and approved by the faculty.
7. **No invasive procedures**, including but not limited to, injections, IV catheter insertions, or venipunctures shall be performed by any student without instructor supervision.
8. No equipment or EvCC supplies shall be removed from the Open Lab.

Open Lab Usage Policy and Agreement – the most current policy will be posted in each lab, and include a list of procedures that students and instructors will be responsible for.

Equipment Requests
1. Advanced notice and sign-up is required to ensure that equipment needs can be available and adequate set-up time is available.
2. Students must make equipment requests to the Instructional Technician. The student will note all equipment that they are requesting for skills practice on or off campus.
3. Students are responsible for the return of the equipment in a timely fashion, for use by other students. Students will be given a maximum length of time allowed for use of equipment off campus.
4. Students are responsible for reporting any damage or loss of equipment to the Instructional Technician.
5. Students are responsible for locating the Instructional Technician and returning requested equipment to them. In the event of the Instructional Technician's unavailability (working with a class or lab group), the student may return the equipment to the Health Professions Service Center office staff, **only** if labeled with student's name and phone number.
6. The Instructional Technician will secure the equipment and remaining supplies following their return.
7. Equipment and supplies **NOT AVAILABLE** for student's off campus use are:
   - Syringes, Hypodermic needles, Venipuncture equipment, IV catheters, NaCl (saline) vials
8. Any equipment with an estimated value of more than $150 is not to be removed from campus, except as designated by the instructor (Pediatric Assessment Kits, Teaching Models). Pulse oximeters and thermometers may not be checked out.
9. No equipment or supplies shall be removed from the Open Lab without Instructional Technician consent and sign out to a student as designated by the Nursing Instructor.

Math Competency for Nursing Students
To provide Nursing Students with continued opportunity to demonstrate their nursing math skills as they progress through the program and to ensure that students’ nursing math skills are adequate for their safe practice in the clinical arena, the following Math Competency Policy has been established.
Math Competency Policy
1. Nursing students will be formally tested in math competency during the 2nd, 3rd, 4th, 5th, and 6th quarters of the Nursing Program.
2. Math tests will be written tests comprised of free-response questions. Students are allowed to use calculators for such tests.
3. Points from the first taking of the math test will be calculated into the student’s theory grade for each quarter.
4. A student who fails a math test during a particular quarter will be given two opportunities to retake the math test within that quarter. The retake(s) may be comprised of different questions, may be more comprehensive than the original test, and may take a different format from the original test. Points earned on the retake(s) will not be calculated into the student’s theory grade.
5. Failure of both retakes will result in the student being immediately removed from the nursing course in which they are enrolled. Students may withdraw from the quarter. A student who fails to withdraw will be awarded a V grade for the course. Students who are removed from the course for failing the math component of the program may seek readmission to the program under the guidelines for Program Readmission as published in the Nursing Student Handbook.

[What are the differences between an F and a V grade? An F is a failing grade, based on non-attendance, low achievement or other failure to meet course requirements. On the other hand, a V grade may be given by an instructor to a student who failed to officially withdraw from a course, but the instructor feels that a failure would be inappropriate given the circumstances. A V is a non-punitive grade because it is neutral in the GPA. It is best if instructors specify in the course syllabus the grades that will be given, and under which circumstances. Please be aware, that baccalaureate institutions may consider V grades as failing grades, and assign them a zero grade point when recalculating a GPA for admission.]

Assessment Technologies Institute (ATI) Testing Policy

Nursing Faculty have determined that the purpose of the ATI tests is to assess student learning and skill levels and to provide practice in taking computerized tests in preparation for NCLEX tests. The completion of ATI tests is a program requirement. Students are required to test at the required level, demonstrate remediation as required (generally a similar test retake), and show evidence of completion via an ATI Student Transcript in order to receive a grade for the course. Continuation into the next quarter may then occur. Note that remediation tests may be taken no more than once every 24 hours, and students are required to pass at a minimum of the 90th percentile in order to progress. If remediation is required for the Medical Surgical test, four remediation tests are required to cover the material (perioperative, immune, neurosensory, renal/urinary).

Students who pass the ATI tests at a minimum of Level 2 proficiency on the first attempt will be awarded 5 points per test. These points will be added to the FINAL TOTAL POINTS for the course to achieve the final course grade.

The following tests are required:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Test Name</th>
<th>Passing Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon acceptance</td>
<td>Critical Thinking</td>
<td>No minimum, no points</td>
</tr>
<tr>
<td>Nursing 120</td>
<td>Fundamentals</td>
<td>Level 2 proficiency</td>
</tr>
<tr>
<td>Nursing 210</td>
<td>Maternal/Newborn Pediatrics</td>
<td>Level 2 proficiency</td>
</tr>
<tr>
<td>Nursing 210</td>
<td>Mental Health</td>
<td>Level 2 proficiency</td>
</tr>
<tr>
<td>Nursing 220</td>
<td>Medical Surgical</td>
<td>Level 2 proficiency</td>
</tr>
<tr>
<td>Nursing 230</td>
<td>Critical Thinking Exit</td>
<td>No minimum</td>
</tr>
<tr>
<td></td>
<td>Pharmacology</td>
<td>Level 2 proficiency</td>
</tr>
<tr>
<td></td>
<td>NCLEX Comprehensive</td>
<td>Level 2 proficiency</td>
</tr>
</tbody>
</table>
CLINICAL ATTIRE AND DRESS CODE

Students may be placed in clinicals on any shift. Clinical shifts can occur on weekends, nights, holidays, etc. It is each student's responsibility to make arrangements for being present at their clinical experiences. The Nursing Program does not accept requests regarding clinical shifts. Faculty will make every effort to provide clinical schedules ahead of time, so that students are able to plan ahead.

Uniform
The EvCC uniform consists of a designated navy blue top and pants. An identifying patch is to be worn on the left upper arm of the navy top.

Name Badge
You will be required to purchase a photo ID badge that designates you as an EvCC Nursing Student. Badges will be made during your first quarter in the program, and additional/replacement badges may be purchased if needed. All students must wear badges when in the clinical area.

Appropriate Attire
Clinical facilities expect students to wear uniforms when they are on the premises preparing for the next day's assignment and will require a student who is wearing inappropriate clothes or does not have a name pin or badge to leave the facility.

Personal Hygiene
All students are expected to be well groomed and non-offensive to others. Obvious, detectable odors (perfume, smoke, body odor) are not acceptable. Gum chewing is also not allowed. Students who offend in this manner will be asked to leave clinical. Makeup is to be used with discretion while in uniform.

Hair and Beards
All hair and facial hair should be neat and clean. Longer hair should be put up or pulled back from the face. If clean shaven, the male student is expected to shave daily. If a beard is worn, it should be well trimmed. The same criteria apply to sideburns and mustaches.

Jewelry
No jewelry except watch, engagement/wedding rings and two sets of small post earrings may be worn. Facial, oral, and obvious body piercings are not allowed in the clinical arena as determined by agency policy.

Fingernails
Nails must be kept short and clean. Only clear nail polish may be worn. Artificial nails are prohibited.

Shoes
Footwear should be conservative white or black shoes that have closed heels and toes and can be easily cleaned. Canvas shoes, flip flops, and sandals are not acceptable.

Specific Facility Dress Requirements
Students are required to follow the specific dress requirements of the facilities during their clinical experiences in those facilities, if more restrictive that those of EvCC Nursing Program. These requirements will be communicated at the time of facility orientation.

Other Uniform Requirements
It is never acceptable to wear your uniform and name tag when you are in a public social environment. In such cases, you might change your uniform top or cover it with a closed coat, and remove your name tag. You may not wear your student uniform when working for reimbursement as a CNA, Nursing Technician, or any other employment, or while volunteering, unless that work is connected with the EvCC Nursing Program.
SAFE MEDICATION ADMINISTRATION POLICY

The purpose of this policy is to provide guidelines to the faculty and nursing students on safe medication administration while undertaking a range of experiences during the student’s course of study.

As stated in the Everett Community College’s Foundations of the Nursing Program of Learning, the student competency of Safety is integrated throughout the curriculum. Patient safety is the primary concern for any medication administration performed by nursing students. As such, the following procedures will be followed to ensure safe medication.

Policy

Students will be provided with both theory and clinical learning experiences related to safe medication administration appropriate to their level of education. Simulated experiences with medication administration skills will be satisfactorily completed in the Skills Practice Lab before a student is allowed to administer medications in the clinical environment with supervision. Students must always be supervised by a licensed nurse for any medication administration to a patient. Student orientation to safe medication administration includes, but is not limited to, the following simulated learning experiences:

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

Students will complete training on Automated Drug Delivery Devices (ADDD), by online tutorial, prior to the use of such in the clinical setting. In addition, students will receive simulated learning experiences with ADDD in the practice lab and on-site orientation(s) to agency-specific ADDD, with supervision, by a licensed nurse (instructor or preceptor).

Evaluation of Medication Administration Competency

Students will be evaluated quarters 2-6 of the Nursing Program to determine medication administration proficiency by the use of exams that measure knowledge of pharmacology, medication administration techniques, and safe dosage calculation with a score of 90% correct. A student who fails a math test during a particular quarter will be given two opportunities to retake the math test within that quarter. Failure of both retakes will result in the student being immediately removed from the nursing course in which they are enrolled. Refer to the Math Competency Policy.

Documentation of Student Medication Errors and Alleged Diversion

As mandated by the Washington State Nursing Care Quality Assurance Commission (NCQAC), the Nursing Program will complete documentation of student medication errors and alleged diversion of drugs and report these to the NCQAC as required. All student medication errors will be documented according to the EvCC Reporting and Recordkeeping Policy and Procedure.

Principles of “Just Culture”, Fairness, and Accountability

Open reporting and participation in error prevention and improvement is facilitated by the use of the
principles of “Just Culture”. Most medication administration errors are unintentional behavioral choices where risk is not recognized. However, there are rare instances where a student makes the conscious behavioral choice to disregard a substantial and unjustifiable risk, which results in a medication administration error. Careful review of mistakes, errors, and “near misses” facilitates learning from such occurrences and identifies opportunities for process and system improvement. With this in mind, all error incidents will be reviewed by the Nursing Program with the intent of:

1. Determining the cause and contributing factors of the incident
2. Preventing future occurrences
3. Facilitating student learning
4. Using the results of incident assessments for on-going program improvement

Nursing Program Responses to Medication Administration Errors or Alleged Drug Diversion
1. Nursing Program responses to medication administration mistakes are dependent on the student’s level in the Nursing Program and most often are in the form of system improvement or individual coaching, education, counseling, and/or remediation in the Skills Practice Lab environment. The response focuses on the behavioral choice of the individual, not merely the fact that an error occurred or the outcome of the error.
2. Disciplinary actions, up to dismissal from the Nursing Program, may be taken for a student who either:
   a. Recklessly disregards patient safety with medication administration, or
   b. Has an incident of confirmed drug diversion

NURSING PROGRAM INFORMATION
No doubt you will have many questions while you are in the Nursing Program. It is important that you receive the correct information. "word of mouth" and “grapevine” communications often cause unnecessary concern.

Students may work during the program. However, it is highly recommended that you do not work full time. It is extremely difficult for students to work full-time and successfully complete the program. Faculty recommend that a student reconsider working commitments if employment is interfering with meeting the objectives of the nursing program. The student uniform may not be worn while students are working for reimbursement.

When working for reimbursement, students should follow the uniform policy for auxiliary personnel of the facility in which they are employed. It is important that you do not perform duties or functions beyond your level of certification/education (scope of practice). It is advisable that you check with the agency to ensure that you are covered by their liability insurance. When you work for pay, the school liability insurance is not in effect.

A primary source of information about a course is the course syllabus. Syllabi are available in electronic form on Canvas. Any additional questions about the course you are taking can be obtained from the clinical instructor or core faculty for the course.

Children and Pets
Care arrangements must be made for children and pets. They may not be brought to classes, conferences, clinicals of any type, campus labs, or counseling sessions, with the exception of specific arrangements with faculty for child assessment labs in NURS 210. Students are responsible for making alternative arrangements for care for ill children and for children who have a day off from their school. For more information see EvCC policy on Children on Campus.
**Student Progression**
Nursing is a service-oriented, inherently stressful profession with a high degree of responsibility to the health care consumer. In light of these facts, the course of study in the Nursing Program is demanding and the standards of performance are high. Students may find this environment to be quite stressful.

Successful completion of the Nursing Program depends not only on sound study habits, but also on the ability to do complex problem solving and priority setting in difficult situations. The professional nature of nursing, coupled with the responsibility for public safety shared by the college and the students in the program, has led to the following policy on attendance and make-up experiences.

**Attendance and Make-up Experiences**
Attendance policies for the theory portion of nursing classes may vary from course to course. Individual instructors will communicate expectations to the students in class and through each course syllabus. However, clinical experience is an integral part of the nursing curriculum and provides an opportunity for the student to integrate nursing theory into practice. Evaluation is based on observation of clinical performance and attendance. Thus, attendance is required at all clinical/lab sessions (campus or off-campus) to receive a satisfactory clinical grade. Specific instructions concerning absenteeism will be discussed by course instructors each quarter.

Providing opportunity for makeup of missed clinical experiences is at the discretion of the course faculty and depends on the amount of time missed and the ability of the student to meet course objectives. Makeups may be deferred at the discretion of faculty if the student is in good academic standing.

If make-up experiences are required, scheduling will depend on clinical placement and instructor availability. Such makeups may not be able to be completed within the timeframe prior to the next quarter, delaying the student’s progression in the program such that it becomes interrupted by a quarter or longer. Any such makeup could incur additional added expense which will be the responsibility of the student.

Students may be asked to enroll in the NURS 101 course: Nursing Clinical Makeup.

**Grading Information**
1. Students in the Nursing Program at Everett Community College receive letter grades for all Nursing Courses. Grade criteria are specified in individual course materials.
2. Grading is based upon instructor evaluation of any or all of the following elements:
   - Written assignments
   - Class participation
   - Group presentations
   - Exams
   - Lab performance
   - Clinical performance
   - Attendance
3. Assignments not completed within the required time frame will not be accepted for credit. Such assignments may be required to be completed, at the discretion of the instructor, in order to receive a passing grade for the course.
4. There are no opportunities for redoing an assignment for an improved grade. In some situations an instructor may require a student to redo an assignment when it is unsatisfactory, for no change in grade.
5. There are no individual opportunities for extra credit in the Nursing Program.
6. Students who do not take exams at the scheduled time may, at the discretion of the instructor, be held to a 100% grading standard.
7. A grade of 80% is required to pass each Nursing Course. In addition a grade of 80% is separately required in both the theory work and the clinical work of each quarter.
8. A grade of 2.0 is required for imbedded DTA courses.
9. At the completion of each nursing course, a determination of the course completion is made.
Grading Scale
When letter grades are utilized for reporting achievement, the following scale is utilized:

<table>
<thead>
<tr>
<th>Updated Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 – 100% = A</td>
</tr>
<tr>
<td>90 – 93.9% = A-</td>
</tr>
<tr>
<td>87 – 89.9% = B+</td>
</tr>
<tr>
<td>83 – 86.9% = B</td>
</tr>
<tr>
<td>80 – 82.9% = B-</td>
</tr>
<tr>
<td>77 – 79.9% = C+</td>
</tr>
<tr>
<td>73 – 76.9% = C</td>
</tr>
<tr>
<td>70 – 72.9% = C-</td>
</tr>
<tr>
<td>67 – 69.9% = D+</td>
</tr>
<tr>
<td>63 – 66.9% = D</td>
</tr>
<tr>
<td>62 or less = F</td>
</tr>
</tbody>
</table>

No rounding will occur when calculating grades.

This information is in line with the EvCC Grading Policies.

Instructor-Student Conferences/Learning Contract
Periodically, the course instructor(s) and a student may meet to discuss issues of relevance to a student’s success. Such conferences are not open to anyone other than the course instructor(s), the Nursing Student Retention Specialist and the student, even if the student gives permission for or requests such attendance. During such conferences, students may receive written and verbal information such as a student improvement plan. Documentation of such conferences may be placed in the student’s file. Final evaluations are conducted with every student. Written documentation of such evaluations are given to the student and placed in the student's file.

Student Improvement Action Plan
A contract may be written when unsatisfactory performance or behaviors are demonstrated. Such unsatisfactory performance or behaviors must be corrected at the time the contract is discussed with the student and must remain corrected through the remainder of the program. If the student does not meet the terms of the contract, a passing grade will not be given for the course, regardless of other successful work completed for the course.

Probationary Status
It is an expectation of the Nursing Faculty that Nursing Students are learners. While progressing through the Nursing Program, students gain information and demonstrate growth in knowledge and skill. During this learning process guidelines for safe and effective behavior are presented and students are held accountable for standards in a manner that matches their expected levels of growth. Such standards include the policies that are available in the Nursing Student Handbook and in course syllabi. While unusual, in such situations where a student fails to meet these expectations, the following probationary status will be implemented:

Probationary Status: The student will receive oral and written notification of student action plan that dictates continuation of a prohibited behavior may be cause for receipt of a failing grade, termination from the course, and separation from the Nursing Program.

Examples of behavior which may lead to implementation of a Probationary Status include, but are not limited to, the following:
- Medication errors including errors of commission and omission
- Lateness to a required clinical experience without appropriate notification
- Unpreparedness for a clinical experience
- Demonstration of unprofessional behavior
• Failure to meet the requisite levels of evaluation, failure to progress within a quarter
• Insubordination or disrespect to peers, faculty, staff (facility or college) or administration [See EvCC Civility Statement]
• Failure to communicate in a professional, timely, or appropriate manner
• Lack of integrity in matters related to classroom or clinical, including lying about incidents, cheating, copying other’s work, plagiarism, not being forthright and responsible when errors occur
• Breaches of confidentiality, HIPAA violations
• Violation of established program or course policies and procedures

Note: In situations where client safety has been seriously jeopardized, there is no option for a Probationary Status. Examples of such action are: patient abandonment (leaving the clinical area without notification), and practicing outside of the scope of practice for a student. Instead of Probationary Status, because of violation of Washington State Administrative Code (WACs), which delineates safe nursing practice, immediate and final termination from the course and the Nursing Program will occur.

Progression in the Nursing Program
Students must achieve an 80% or higher in each nursing course in order to progress to the next level. 80% or higher must be received in both the theory work of the course and the clinical work of the course.

A student who withdraws from the Nursing course prior to the end of a quarter is not allowed to continue in the lab section during that quarter. Failure/withdrawal in a Nursing course requires that the course must be repeated prior to the student moving on to the next course level.

A student may be required, by the course Nursing Instructor or the Nursing Admission/Progression/Graduation Committee, to withdraw from the Nursing Program for academic reasons or for reasons such as drug/alcohol abuse, inappropriate professional, social or emotional behavior, breach of confidentiality, or an act of dishonesty. The faculty reserves the right to remove from the clinical setting, any student who, in the faculty member's professional judgment, places the client at physical or emotional risk. Physical risk means that a client, family member, or staff was placed in a situation of high risk for injury. Emotional risk means that the student creates or contributes to an environment of uneasiness, apprehension, or worry for the client or family.

A student may be allowed, at the discretion of the Nursing Admission/Progression/Graduation Committee, to repeat a course once, and may, at the discretion of the Nursing Admission/Progression/Graduation Committee, re-enter the program one time before being ineligible for readmission to the program.

Readmission to the Program
1. Students seeking readmission to the Nursing Program will express their desire for readmission in written form. Students are able to schedule an appointment with the Associate Dean to review their written communication prior to submission to the Admission Committee.
2. Such written communication will include:
   • an explanation of the circumstances of the student’s non-completion of nursing courses
   • the student’s plan of action to ensure future success
   • 1-2 pages double spaced
   • student’s current phone number and e-mail address
   • Send a draft of the letter to the Associate Dean of Nursing for review.
   • Hand deliver a final, signed version of the letter to the Health Professions Service Center.
   • Students whose initial readmission request was not granted will need to reapply with a revised request.
3. Written requests for re-admission to the nursing program are considered at the last Admissions Committee meeting of each quarter. Requests not received by the deadline will not be considered until the following quarter, resulting in the student's progression in the program being delayed.

4. Students are accepted into a specific quarter of the program at a specific point in time on a space available basis.

5. Items considered in the decision of the Admission/Progression/Graduation Committee are:
   - Student’s entire academic record
   - Recommendations from the student’s theory and clinical instructors
   - Recommendations from the Nursing Student Success and Retention Specialist (as available)
   - Previous interruptions in the student’s program sequence
   - Student’s written request and stated corrective action
   - Priority number assigned to the student
   - Needs/ logistics of the Nursing Program

6. Students are informed of the decision of the Admissions Committee by e-mail.

7. Students are readmitted into the program at the discretion of the Nursing Admission/Progression/Graduation Committee. Readmission into the program resulting from academic failure, when permitted, is allowed one time only.

8. Students will be denied reentry into the program if failure in clinical was the result of unsafe practice, unprofessional, and/or unethical behavior.

**Priority Number for Readmission Consideration**

Requests for readmission are assigned a priority number by the Admission/Progression/Graduation Committee. This priority number is one of many factors which are considered as part of a student’s request for readmission (see Readmission Policy).

1. Returning EvCC student
   - out of the program less than one quarter
   - Satisfactory withdrawal from course or satisfactory completion of last nursing quarter
   - transfer students who have previously been at a lower prioritization number and met course requirements as stipulated by the Admissions/Progression/Graduation committee

2. Returning student
   - out of the program less than one year but more than one quarter
   - satisfactory withdrawal or satisfactory completion of last quarter attended

3. Returning student
   - out of the program less than one year
   - failed a nursing course but passed either the theory or the clinical portions of the course

4. Returning student
   - of program more than one year and satisfactory withdrawal from course or satisfactory completion of last quarter attended

5. Transfer student
   - out of an NLNAC nursing program less than one year
   - satisfactory progress from previous program

6. Transfer student
   - out of any nursing program more than one year
   - satisfactory progress from previous program

7. Returning student
   - out of the program more than one year
   - failed a nursing course but passed either the theory or the clinical portions of the course or had an unsatisfactory withdrawal
8. Returning student
   - failed a nursing course by failing both the theory and the clinical portions of the course
9. Other circumstances, extenuating circumstances
   - considered on an individual basis with final decision by the Admission/Progression/Graduation committee

Ineligibility for Readmission
A student will be considered ineligible for return to the Nursing Program if:
1. The student has been terminated or dismissed from the program for acts of dishonesty, unprofessional or unethical behavior, or has been required to withdraw from the program, or leave the practicum for safety reasons.
2. The student has failed to satisfactorily complete a given Nursing course after enrolling in that course for the second time.
3. The student has re-entered the Nursing Program one previous time.

Grievance Procedure
Students may wish to visit the Student Life area in the Parks Building and obtain a copy of the "Associated Students Constitution, Bylaws and Statement of Student Rights." The student advocate can explain the Grievance Procedure in more detail.

STUDENT INVOLVEMENT AT EVCC
Student Nursing Organization (SNO)
The State of Washington Associated Nursing Students is the state level affiliate of the National Student Nurses' Association. Membership opportunities include eligibility for NSNA scholarships, discounts for equipment and books, and group malpractice rates. Annual national and state workshops and conventions are provided for members. SNO also offers EvCC Nursing Students opportunities to learn about and participate in state level political activities pertaining to nursing and nursing education.

Student Representation on Committees
Student input in EvCC Nursing Program policy is coordinated via the EvCC Student Nursing Organization. One to two student liaison representatives are selected by the Student Nursing Organization in order to provide student nurse representation to the faculty, program evaluation, and curriculum committees. The role of the SNO liaison is to provide input so that students may participate in the decision-making process.

Students may request a change in policies or procedures through the EvCC SNO. EvCC SNO meets 5 times each quarter. Student requests for a change in program policy or procedure must be brought to EvCC SNO, and upon approval by SNO, may then be brought by the SNO Liaison Representative to the next faculty or curriculum meeting with a decision to be determined at the subsequent faculty or curriculum meeting.

GRADUATION AND BEYOND
Graduation
All graduates of Everett Community College, regardless of the quarter in which they complete the Nursing Program, are eligible for and encouraged to attend the EvCC Commencement exercises at the end of Spring Quarter each academic year. A quarterly Nursing Program Candle Lighting Ceremony, planned by the students with guidance from the Nursing Faculty, traditionally occurs at the end of each quarter. Graduates are encouraged to attend this event as well.
Completing the Program and the Licensing Process
Completing the EvCC Program, and becoming a licensed nurse is an exact process requiring the completion of specific forms and the submission of these forms to the correct agency at the appropriate time.

Receiving a Degree or Certificate
It is the student's responsibility to apply for a certificate or degree. The steps in this process are:

- Meet with a nursing advisor when enrolled in Nursing 220 to confirm that all courses required for graduation will have been completed by the end of the program.
- Ensure that you have met the college Diversity requirement. If you have questions about this requirement, meet with a representative from Enrollment Services.
- Insure that official transcripts of all previous schools attended have been received by the college Registrar.
- Read about Certificates and Degrees at Everett Community College
- Read about the Graduation Application Process at Everett Community College and follow the instructions for applying for a certificate or degree from the Enrollment Services Office.

Taking the NCLEX Exam
It is the student’s responsibility to complete the NLCEX application.
- This process should be completed no earlier and no later than about 60 days from the date of program completion. This would be about the beginning of 4th quarter for students seeking to take the LPN NLCEX Exam and about the beginning of 6th quarter for students seeking to take the RN NCLEX Exam.
- Retrieve the Candidate Bulletin from the NCSBN website.
- Read the entire bulletin and follow the directions for registering for the exam.
- Obtain more information at www.vue.com/nclex

Sending Official Transcripts to the Nursing Commission
Request that the Registrar send an official transcript, with the degree or certificate recorded, to the Nursing Commission. Be sure to use the correct address when asking for your transcripts to be sent. Complete the form and submit to Enrollment Services at the beginning of the quarter in which you plan to graduate. You may also order your transcripts online through the National Student Clearinghouse. If you need help or have questions about this service, contact the National Student Clearinghouse at transcripts@studentclearinghouse.org.

Note: When the Nursing Commission receives your official transcript with your degree or certificate posted, they will check to see that your application is complete, that you have passed the NCLEX exam, and that they have received information from your Nursing Program that you have graduated. At that point, they will issue a nursing license to you!

Other Information
Obtaining a copy of the Washington State Nursing Law
http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing.aspx

Additional Information from the National Council of State Boards of Nursing
The National Council of State Boards of Nursing web site provides information to you about state boards of nursing as well as testing for licensure. www.ncsbn.org
ACCEPTANCE STATEMENT

When you have finished reading the Handbook, please print this page, initial each item, sign the statement at the bottom of the page, and return it to your nursing instructor. Your initials and signature indicate agreement to abide by this statement throughout the Nursing Program and until another edition of this document supersedes it.

___ I understand that as a Nursing Student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the Nursing profession I have a responsibility to act in a manner consistent with the ESSENTIAL QUALIFICATIONS of the profession. I have read and understand the ESSENTIAL QUALIFICATIONS Document as given in the Student Handbook.

___ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients, or their family members that is disclosed to me in my capacity as an EvCC Nursing Student. In addition, I agree not to inappropriately disclose confidential information about the clinical facility in which I am placed or about EvCC that is disclosed to me in my capacity as an EvCC Nursing Student.

___ I have read and understand the CONFIDENTIALITY STATEMENT and the HIPAA information as given in the Student Handbook.

___ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the AMERICAN NURSES ASSOCIATION CODE OF ETHICS for Nurses. I have read and understand the ETHICS STATEMENT as given in the Student Handbook.

___ I will maintain and uphold academic integrity and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another’s assigned work, or lying about any situation.

___ I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the Everett Community College Nursing Program.

___ I will sign my own papers and all other documents and will not sign any other student’s name to anything, including class rolls.

___ I will not allow any student access to any of my paperwork for the purpose of copying.

___ I will not discuss or post any information about faculty, peers, patients, patient’s family members, clinical facility, health care personnel on any electronic venue. Nor will I leave/save any patient, family, faculty, clinical facility, health care personnel or peer information on any open access desktop or hard-drive. I have read and understand the SOCIAL NETWORKING GUIDELINES as given in the Student handbook.

___ I have read and understand the POLICY ON STUDENT SUBSTANCE ABUSE as given in the Student Handbook.

___ I have read and understand the POLICY FOR HANDLING BODY SUBSTANCES as given in the Student Handbook.
___ I have read and understand the POLICY FOR USE OF EQUIPMENT AND SUPPLIES as given in the Student Handbook.

___ I have read and understand the MATH COMPETENCY POLICY as given in the Student Handbook.

___ I have read and understand the ATI POLICY as given in the Student Handbook.

___ I have read and understand the POLICY REGARDING USE OF THE PRMCE LIBRARY as given in the Student Handbook.

___ I have read and understand the policies relating to student progress—ATTENDANCE, GRADING POLICY, CONTRACTS, PROBATIONARY STATUS, PROGRESSION IN THE NURSING PROGRAM, READMISSION STATEMENT, and INELIGIBILITY STATEMENT.

___ I understand that clinicals can be assigned on any shift, day of the week, etc., and I am responsible for making arrangements necessary to be present.

___ I have read and agree to the requirements of the Nursing Program as defined in the Student Handbook.

___ I have had all questions regarding this Student Handbook (2015-2016) answered.

Name (print legibly) ____________________________

Signature ____________________________ Date __________