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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 assess presenting situations, prioritized patient concerns, and generate 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.
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 successfully completing the previous nursing quarter. Additionally, your immunization requirements must also be up to date prior to receiving a code to register.

Insurance and Health Care Requirements

Everett Community College does not provide health insurance for students. Students are required to purchase a plan that covers at least accident and 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 Chest X-Ray (CXR) result</td>
<td>The date of the CXR Radiological Report</td>
<td>A TB Clearance Letter/Signs &amp; Symptoms Letter from a healthcare provider</td>
</tr>
<tr>
<td>A Quantifieron Gold Blood test (IGRA)</td>
<td>The “resulted” date of the lab work</td>
<td>Either another Quantiferon Gold Test <strong>OR</strong> a one-step PPD</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 American Heart Association Basic Life Support for Providers</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 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 legal name, 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**

- 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.
- Students will show evidence of their EvCC Nursing School enrollment (EvCC Nursing Student Badge) and demonstrate appropriate professional attire when using the PRMCE Library.
- Students are allowed access to PRMCE Library materials which are physically contained in the PRMCE Library.
- Students are not allowed to check materials out of the PRMCE Library.
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 Ethics.

Confidentiality
Students are involved with the personal care of clients in many facilities and as such must 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 removal from the Everett Community College Nursing Program.

**HIPAA Information**

In 1996, the Health Insurance Portability and Accountability Act commonly known as HIPAA became a 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 HIPPA 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 post on social networking sites could result in violations of the EvCC Confidentiality Statement and/or the HIPAA regulations. Students who violate the statement and/or regulation may be removed from the program.

When using social media, the following steps are recommended:

1. Set privacy settings to “private” or “friends only”.

2. Remember anything you post on social media sites may be re-posted, copied or printed.

3. 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.

4. 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.
Policy on Student Substance Misuse

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

All students are expected to perform theory, lab and 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 theory, lab and clinical performance due to the use of prescription and/or non-prescription drugs and/or alcohol
- Reporting for a theory, lab and/or clinical 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 theory, lab or clinical experiences
- Using any intoxicating substances while participating in theory, lab 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.

Students appearing impaired will be asked to go through the following process:

1. If the student’s clinical performance is judged by the 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 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 will 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 removed from the program on the grounds of implied admission to substance misuse.
3. Any student dismissed from the program for substance 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 Associate 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
- 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.
- Students will place all used sharps, glass, needles (clean or contaminated), lancets, and blood specimen tubes into biohazard sharps containers.
- Students will dispose of sharps immediately upon use.
- Students will avoid recapping a contaminated needle.
- 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.
- 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
- Students may use non-expendable equipment and supplies in EvCC labs during designated labs only.
- 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.
- 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.
- 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.
- Under no conditions may students remove sharps from the classroom or lab setting.
- All sharps must be disposed of in proper sharps containers.
• Any injury that results from use of a sharp must be reported to the instructor or lab assistant immediately and the following procedure followed:
  1. thoroughly wash the injury with soap and water
  2. cover the injury with a bandage
  3. student reports to his/her personal health care provider for injury care and follow-up
  4. follow college reporting procedures as designated by Faculty

Open Lab Procedure
• Open labs may be utilized at predetermined times as noted on class calendars. Open Labs usually occur sometime between 0800 and 1600 on weekdays.
• Advanced notice and sign-up is required to ensure room reservation for the lab, equipment needs and/or availability.
• 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.
• Labs will remain locked until a student requests the lab to be opened.
• 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.
• 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.
• No invasive procedures, including but not limited to, injections, IV catheter insertions, or venipunctures shall be performed by any student without instructor supervision.
• 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
• Advanced notice and sign-up is required to ensure that equipment needs can be available and adequate set-up time is available.
• 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.
• 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.
• Students are responsible for reporting any damage or loss of equipment to the Instructional Technician.
• 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.
• The Instructional Technician will secure the equipment and remaining supplies following their return.
• Equipment and supplies NOT AVAILABLE for student’s off campus use are:
  o Syringes, Hypodermic needles, Venipuncture equipment, IV catheters, NaCl (saline) vials
• 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.
• 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
• Nursing students will be tested in math competency during the 2nd, 3rd, 4th, 5th, and 6th quarters of the Nursing Program. These questions will be integrated into theory tests.

CLINICAL ATTIRE AND DRESS CODE

Students may be placed in clinicals on any shift. Clinical shifts can occur on mornings, weekends and nights. It is each student’s responsibility to make arrangements for being present at their clinical experiences. 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 given 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 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

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 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.

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

Shoes
Footwear should 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 than 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:

- Correct reading and interpretation of a medication order
- Safe identification of the patient
- Routes of medication administration, including the nursing judgment required to safely implement the routes of medication administration
- Safe use of Automated Drug Delivery Devices (ADDD) and other medication dispensing systems
- Processes for administration for controlled substances, medication wastage, and monitoring for drug diversion
- Medication reconciliation procedures
- Accurate dosage calculation
- 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, 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 calculations.
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:
- Determining the cause and contributing factors of the incident
- Preventing future occurrences
- Facilitating student learning
- 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

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.
Progression in the Nursing Program

Nursing is a service-oriented, inherently stressful profession with a high degree of responsibility to the healthcare consumer.

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, grading 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.

Grading Information
• Students in the Nursing Program at Everett Community College receive letter grades for all Nursing Courses. Grade criteria are specified in individual course materials.
• 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
• 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.

• 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.

• There are no individual opportunities for extra credit in the Nursing Program.

• Students who do not take exams at the scheduled time may, at the discretion of the instructor, be held to a 100% grading standard.

• Students must earn an overall score of 80% or higher for the course.
  • Graded assignments will comprise 50% of your grade
  • Tests will comprise 50% of your grade

• A grade of 2.0 is required for embedded DTA courses.

• Students must demonstrate satisfactory achievement for each of the essential (bolded, **) criteria found in the Clinical Evaluation Tool associated with their course.

**Grading Scale**
When letter grades are utilized for reporting achievement, the following scale is utilized:

<table>
<thead>
<tr>
<th>Updated Grading Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94 – 100% = A</td>
<td>77 – 79.9% = C+</td>
</tr>
<tr>
<td>90 – 93.9% = A-</td>
<td>73 – 76.9% = C</td>
</tr>
<tr>
<td>87 – 89.9% = B+</td>
<td>70 – 72.9% = C-</td>
</tr>
<tr>
<td>83 – 86.9% = B</td>
<td>67 – 69.9% = D+</td>
</tr>
<tr>
<td>80 – 82.9% = B-</td>
<td>63 – 66.9% = D</td>
</tr>
<tr>
<td></td>
<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**
Periodically, the course instructor(s) and a student may meet to discuss issues of relevance to a student’s success. 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 Performance Improvement Plan**
A student may be placed on a performance improvement plan/learning contract when unsatisfactory performance or behaviors are demonstrated in clinical and/or class. Such unsatisfactory performance or behaviors must be corrected at the time the performance improvement plan is implemented with the student. If the student does not meet the terms of the performance improvement plan, a passing grade may not be given for the course, regardless of other successful work completed in the course.
Examples of behavior which may lead to the implementation of a Performance Improvement Plan 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 Performance Improvement Plan. Examples of such action are: patient abandonment (leaving the clinical area without notification) and practicing outside of the scope of practice for a student. Because such acts are in 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.
The following conditions apply should a student fail or withdraw from a Nursing course:

- The incomplete or failed course must be successfully repeated prior to the student moving on to the next course level.
- In order to repeat a nursing course, the student must submit a letter requesting readmission to the nursing program to be reviewed by the EvCC Nursing Program Admissions, Retention & Progression Committee (see below for process).
- Students who have previously begun the nursing program are not eligible to apply again as new students
- Approval of all letters requesting readmission are at the discretion of the EvCC Nursing Program Admissions, Retention and Progression committee and are also dependent upon the availability of openings in the course.
- Placement of a readmitted student to either the day or evening cohort is at the discretion of the Nursing Program Admissions, Retention and Progression committee.
- The applicable embedded co-requisite courses in the nursing program must also be repeated should the student be readmitted.
- A student may be readmitted only once, should they fail a nursing course.
- Should a student withdraw in good academic standing (passing both clinical and theory course work and not on probation), then the prior withdrawal shall not be considered as a failure in the event of a readmission application to the Nursing Program.
- A second unsatisfactory or failing grade in any nursing course will result in dismissal from the program.
- Students who are dismissed from the program (for any reason) are not eligible for readmission (see below).

**Dismissal from Clinical Setting:**

Nursing faculty reserve the right to remove students from the clinical setting who, in their professional judgment, place the client at physical or emotional risk. Examples of physical risk include:

- apparent student impairment
- lack of clinical preparation for safe client care
- violation or near-violation of institutional or program policies
- failure to heed instructions from staff or instructor
- any other circumstance which could potentially negatively impact the client or their family

Emotional risk may mean:

- behavior or language which increases client or family distress, fear or anxiety,
- any behaviors or language which could potentially increase distress, fear or anxiety in the judgment of staff or instructor.
Removal from the Program
A student may be removed from the program for serious violations of state, program or institutional standards. Program removal is not taken lightly but is indicated for serious and safety related issues. This will be determined using the handbook, clinical root analysis and incident reporting tools. For such instances, a performance improvement plan is NOT required and immediate removal will take place.

Examples of serious issues that will initiate program dismissal proceedings include but are not limited to the following:

- Violating the drug and alcohol policy
- Safety issue(s) involving patient, staff, student and/or faculty
- Practicing outside of scope of practice for a student.

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 an instructor, or the Associate Dean of Nursing in order to facilitate and review their plans should they wish to apply for readmission.
   - Readmission into Fall quarter is reviewed in Spring quarter
   - Readmission into Winter quarter is reviewed in Fall quarter
   - Readmission into Spring quarter is reviewed in Winter quarter

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
   - Email to healthprofessions@everettcc.edu or hand deliver a final, signed version of the letter to the Health Professions Service Center.
   - Students whose initial readmission request was not granted may reapply with a revised letter.
   - Letters of recommendation are not accepted

3. Written requests for re-admission to the nursing program are considered at the last Admissions Committee meeting of each quarter. Letters may be received 30 days prior to noon on Thursday of finals week. Letters will not be considered either prior to or after the timeframe listed above. This will result in the student’s progression in the program being delayed.

4. When readmission is approved, then 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

6. Needs/logistics of the Nursing Program Students are informed of the decision of the Admissions Committee by email.

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).

Applications for readmission to quarters 1 and 2 will only be accepted for up to 2 years following initial failure or withdrawal from the course. Applications to quarters 3, 4, 5 and 6 will only be accepted for up to 1 year following initial failure or withdrawal from the course. Students who have previously begun the nursing program are not eligible to apply again as new students.

1. Returning EvCC student
   • Out of the program less than one quarter
   • Satisfactory withdrawal from course or satisfactory completion of last nursing quarter

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 (applies to first and second quarter student requests only)
   • Out of program more than one year and satisfactory withdrawal from course or satisfactory completion of last quarter attended

5. Returning student (applies to first and second quarter student requests only)
   • 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

6. Returning student
   • Failed a nursing course by failing both the theory and the clinical portions of the course

7. Other circumstances are considered on an individual basis with a final decision by the Admission/Progression/Retention committee.

8. Licensed Practical Nurses (LPN) who received licensure in another state and are seeking to supplement obstetric and/or pediatric clinical or theory hours may submit a request for consideration to the
Admission committee. All required nursing program admission requirements must be completed with documentation from the Washington State Board of Nursing (WABON) submitted, prior to the admission committee considering this request. If accepted, the applicant must complete both the theory and clinical portions of NURS 210.

Ineligibility for Readmission
A student will be considered ineligible for return to the Nursing Program if:

- 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.
- A student can only be readmitted once after a prior academic failure.

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 of 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.

NURSE TECHNICIANS

What is a Nurse Technician?
A nurse technician (Nurse Tech) is a nursing student who is licensed to work in a hospital, nursing home, or other facility. As a Nurse Tech, you will be able to perform the skills you have been checked-off on in Nursing school, such as ADLs, blood glucose checks and inserting Foleys. It is an opportunity to gain nursing experience through employment.
General Requirements:
- Nursing student in good standing
- Nurse Technician Registration
  - License through the Washington State Board of Nursing (WABON) that allows you to work
- Basic Life Support (BLS) certification
- Completion of the 2\textsuperscript{nd} quarter of the Everett Community College Nursing program

How to Find Out More:
- WABON website
- Student Nursing Organization (SNO) Canvas Module Additional Licensure

NOTE:
Registration and employment as a Nursing Technician is discontinued 30 days after graduation from the approved Nursing program, unless a 30-day extension has been granted from the Washington State Board of Nursing (WABON)

LPN Licensure General Requirements:
- Nursing student in good standing
- Completion of NURS 210
- Completion of PVR course through Washington State University
- Completion of NCLEX-PN application

How to Find Out More:
- WABON website
- Student Nursing Organization (SNO) Canvas Module Additional Licensure

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
In order to work as a Registered Nurse, graduates must possess a Washington State Nursing license. This license is granted to students who complete the Everett Community College Nursing program and pass the NCLEX exam.

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.

• Ensure 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-RN Exam

It is the student’s responsibility to complete the NCLEX-RN application.

• If you will be ready to take the NCLEX-RN immediately after completing your nursing education program, please submit your online application 2-3 weeks prior to your completion date.

• If you plan on waiting to take the NCLEX-RN, please do not apply until 2-3 weeks prior to when you will be ready to test to avoid closure of an incomplete application.

• 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 Washington State Board of Nursing (WABON)

You must 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 Washington State Board of Nursing (WABON) 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


Additional Information

The nursing program at Everett Community College meets the state education requirements for an associate degree nursing license (ADN) in the state of Washington. Everett Community College has not determined if our ADN nursing program meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

If you are planning to license in another state, the National council of State Boards of Nursing (NCSBN) has resources that may be helpful. www.ncsbn.org

• Link to every Nursing Practice Act.

• Link to FAQs regarding the impact of 34 CFR 668.43 on nursing programs.

• Link to the webpage for every State Regulatory Agency for Nursing.
ACCREDITATION INFORMATION

The Everett Community College Nursing Program is approved by:

Washington State Nursing Care Quality Assurance Commission
PO Box 47864
Olympia, WA 98504-7864

and is accredited by:

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
When you have finished reading the handbook, please go to your class Canvas course and find the assignment labeled Nursing Handbook Acceptance Statement. Following the instructions, electronically sign and date the form. The form will then be forwarded to the Health Professions Service Center and included in your student file.

___ 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 MISUSE 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 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, PERFORMANCE IMPROVEMENT PLANS, 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 (2023-2024) answered.

Name (print legibly) ____________________________________________________________

Signature ___________________________ Date __________