



Nursing Program

Student Handbook 2024-2025

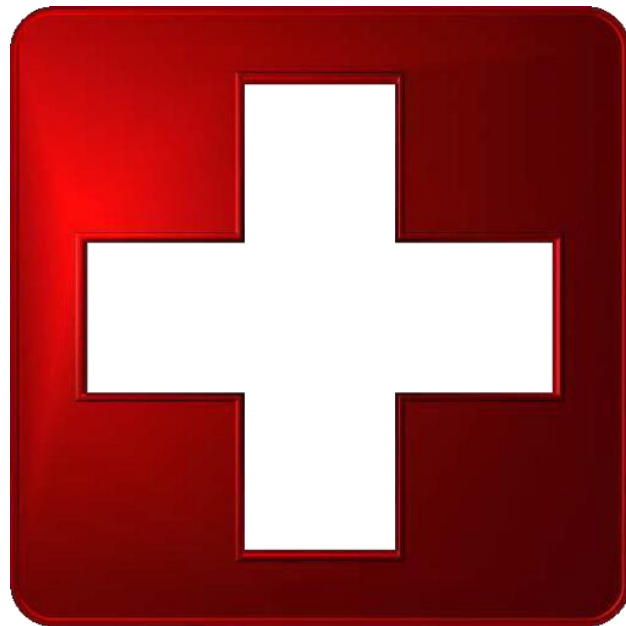


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STUDENT RIGHTS AND RESPONSIBILITIES

Welcome to the EvCC Nursing Program. Please note that the Nursing Student Handbook supplements EvCC's [Student Rights and Responsibilities](#). The Student's Rights and Responsibilities Policies are in the [Everett Community College Student Handbook](#). Please note the [EvCC Copyright and Intellectual Property Policy](#).

For information on Financial Aid, please visit the EvCC Financial Aid website for the most current and accurate details. Periodically, special scholarships become available to nursing students. These will be posted on the Student Nursing Organization (SNO) Canvas.

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 populations across the developmental spectrum.
- Practice collaboratively with healthcare team members 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 assumes 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's 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 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 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 in assuming 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, prioritize 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 methods such 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 represent effective functioning within nursing and interprofessional teams to foster open communication, develop mutual respect, and create shared decision-making to achieve 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 using data and improvement methods to create changes that improve quality and safety in healthcare delivery.

Safety minimizes the 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.

Professionalism: The Nursing program has based its definition upon the [American Nurses Association Standards of Practice](#). Students are expected to meet these standards of conduct throughout the program.

NURSING STUDENT INFORMATION

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 and meeting immunization requirements. It will not be possible for the student to gain access to the clinical facilities without completing all immunization and screening tests. Additionally, all requirements 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.

Insurance and Health Care Requirements:

Everett Community College does not provide health insurance for students. Students are encouraged to purchase a plan covering at least accident and emergency care. Any accident occurring in the clinical area must be reported to the instructor immediately. The clinical facility may give emergency first aid treatment and may 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.

Immunization Requirements:

The nursing program is part of a consortium that facilitates clinical placement for students in health professions, increases the availability of student placement opportunities, and improves communication among healthcare organizations and nursing education programs in Washington State. Immunization requirements. All students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements are met before participating in the clinical experience. The most up-to-date information on required immunizations can be found on the [Nursing website](#). Immunization requirements are subject to change, and the nursing program will notify students when necessary.

Criminal Background Checks

Each student must complete a yearly background check and criminal history disclosure form. Clinical agencies may also conduct Washington State Background checks to meet their own individual standards. Sometimes, a background check may be flagged as related to past offenses. Clinical facilities have the right to refuse placement to students. If this occurs, the Nursing program will do its best to find a suitable clinical placement, but if that is not possible, a student will not be able to progress. If you have concerns about your record, you should check with the Washington Board of Nursing to determine whether you will be eligible for licensure and the Associate Dean of Nursing and Allied Health.

Student Records

Students must provide written notification to the Health Professions Service Center office (HPSC) and the college Registrar for any change in legal name, address, telephone number, or e-mail address.

Learning Resources

The EvCC Library holds numerous professional journals and texts and has online computer search capabilities. The library also has resource personnel and faculty to assist you in locating the necessary materials for your studies.

The Nursing program also has a list of required textbooks:

N110:

- Taylor's Fundamentals of Nursing
- Lynn Taylor's Clinical Nursing Skills
- Weber Health Assessment

N120:

- Hinkle Medical Surgical
- Frandsen Abrams' Clinical Drug Therapy
- Boyd Essentials of Psych Nursing

N130: No new books. Use previously purchased books.

N210:

- Ricci-Kyle Maternity and Pediatric Nursing

N220: No new books. Use previously purchased books.

N230: No new books. Use previously purchased books.

These textbooks are purchased online via Wolter Kluwer and are in an electronic format. These books provide access to Virtual Simulations, procedural manuals, and practice questions. Access to the additional resources expires, but access to the textbooks is forever as long as they are downloaded and/or an account is created through The Point

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 with fundamental 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 guide conduct and relationships in carrying out nursing responsibilities consistent with the profession's ethical obligations and quality in nursing care.

The EvCC Nursing Program requires all students to read, understand, and demonstrate compliance with the Code of Ethics.

Confidentiality

Students are involved with clients' personal care in many facilities and, as such, must guard the client's right to privacy and confidentiality. The EvCC Nursing Program requires all students to read, understand, and demonstrate compliance with the 'Confidentiality Statement' presented below. Failure to comply with this statement will result in academic action. Please see **Appendix B** for the Nursing Program Confidentiality Statement.

Health Insurance Portability and Accountability Act (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 rules to regulate healthcare organizations that create, store, or transmit healthcare 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 patient privacy violations. Thus, it is crucial 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 information about a patient's health, treatment, and payment/insurance options.

Notice of Privacy Practices:

Federal laws created under HIPAA 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 patients can complain if they think 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:

HIPAA requires that every patient be allowed to agree to or object to the use and disclosure of their PHI in the facility directory. A facility directory lists patients who are physically present in the facility. It 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 healthcare 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 made verbally. If the patient is available and competent before a disclosure, we must allow them to agree or object to the disclosure unless we can infer from the circumstances that the patient does not object. Some facilities provide patients with a personal information number (PIN), 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.

Family Educational Rights and Privacy Act (FERPA) Policy:

All student educational records are handled in accordance with the Family Educational Rights and Privacy Act of 1974. The provisions of this act ensure the confidentiality of student records by restricting the release of personally identifiable information these records contain. This federal law also establishes the right of students to inspect and review their educational records and provides guidelines for correcting inaccurate or misleading data through informal and formal hearings. Under FERPA, a school may not disclose PII from an eligible student's education records to a third party unless the eligible student has provided prior written consent. Contact Enrollment Services for additional information regarding these processes.

[EvCC Social Media Guidelines | Everett Community College \(everettcc.edu\)](https://www.everettcc.edu)

Students should be mindful of the content they post on social media sites. Content posted to social media may violate the EvCC Nursing Confidentiality Statement, HIPAA regulations, and/or social media guidelines for the college and/or individual clinical sites. Violations may result in disciplinary action, including dismissal from the program. Additionally, individual clinical sites may have stricter social media guidelines. This information can be reviewed in onboarding requirements for each site when appropriate.

Policy on Student Substance Misuse

This policy aims 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 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 student will entirely bear the expense of such testing. Test results will be made known to the Nursing Program Associate Dean. If the student refuses to test, 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 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 bodily 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 must 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 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 from an instructor (campus lab) or facilities maintenance personnel (clinical site) upon any spillage of blood or other body fluids. Students will not attempt to clean up blood or other body fluid spillage.
- Students will immediately notify the instructor regarding all personal injuries during clinical experiences, including 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 that requires check-out procedures. Failure to return the equipment in the condition it was received will result in the student receiving an Incomplete grade in the Nursing course in which the student is enrolled until the equipment cost is reimbursed.
- Students will be given certain expendable supplies as 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.
- 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 the use of a sharp must be reported to the instructor or lab assistant immediately, and the following procedure must be 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 the Faculty

Open Lab Procedure

- As noted on class calendars, open labs may be utilized at predetermined times.

- Advanced notice and sign-up are 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 must leave the lab for the next class (including removing any debris, garbage, etc.) and ensure 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 to secure the classroom and equipment/supplies.
- 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 a list of procedures will be included for which students and instructors will be responsible.

Equipment Requests

- Advanced notice and sign-up are required to ensure that equipment needs can be met and adequate set-up time is available.
- Students must make equipment requests to the Instructional Technician. The student will note all equipment they request 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 to use 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 the requested equipment to them. If the Instructional Technician is unavailable (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 the student's name and phone number.
- The instructional technician will secure the equipment and remaining supplies after their return.
- Equipment and supplies NOT AVAILABLE for student off-campus use are:
 - Syringes, Hypodermic needles, Venipuncture equipment, IV catheters, NaCl (saline) vials
- Any equipment with an estimated value of more than \$150 will not 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 the Instructional Technician's consent and sign-out to a student as designated by the Nursing Instructor.

Math Competency for Nursing Students

The following Math Competency Policy has been established to provide nursing students with continued opportunities to demonstrate their nursing math skills as they progress through the program and to ensure that students' nursing math skills are adequate for safe practice in the clinical arena.

Math Competency Policy

- Nursing students will be tested in math competency throughout 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 in the mornings, weekends, and nights. Each student is responsible for making arrangements to be present during their clinical experiences. Faculty will make every effort to provide clinical schedules ahead of time so that students can plan ahead. Additionally, individual clinical sites may require specific clinical attire. This information can be reviewed in onboarding requirements for each site when appropriate. When you are in a public social setting, be mindful that if your attire displays any information that indicates an affiliation with EvCC or its clinical partners, you are representing the College, the Nursing Program, and/or our clinical partners. Students should not wear clinical site badge identification anywhere except on campus and at the clinical site.

Uniform

The Nursing Program uniform includes a navy-blue top, pants, and a Nursing Program patch. The patch is to be worn on the left upper arm of the navy top.

Name Badge

You will be given a photo ID badge to designate 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 and if provided site specific identification it will be required to wear at the facility. Clinical site badges may be required to be returned to instructors at the end of every quarter; if badges are not returned, students may be charged a fee for the badge.

Appropriate Attire

Clinical facilities expect students to wear uniforms and have proper identification on the premises. You may not be permitted at the clinical site if you wear inappropriate attire or do not have a name badge. A Navy-blue Scrub jacket may be worn, but a nursing program patch will be required on the left upper arm of the jacket.

Personal Hygiene

All students are expected to be well-groomed and non-offensive to others. Noticeable, detectable odors (perfume, smoke, body odor) are unacceptable. Gum chewing is also not allowed.

Hair

All hair should not pose a threat to infection control and student/patient safety.

Jewelry

Earrings and other jewelry must not pose a threat to infection control student/patient safety.

Fingernails

Nails must be kept short and clean and must not pose a threat to infection control or student/patient safety.

Shoes

Footwear should have closed heels and toes and can be easily cleaned. Canvas shoes, flip-flops, and sandals are not acceptable.

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. A licensed nurse must always supervise students 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 implement the routes of medication administration safely
- Safe use of Automated Drug Delivery Devices (ADDD) and other medication dispensing systems
- Processes for administration of 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 before 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

In quarters 2-6 of the Nursing Program, students will be evaluated to determine medication administration proficiency using 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 Board of Nursing (WABON), 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 are facilitated using 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 process and system improvement opportunities. 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 ongoing program improvement

Nursing Program Responses to Medication Administration Errors or Alleged Drug Diversion

1. Nursing Program responses to medication administration mistakes depend on the student’s level in the Nursing Program. They are often 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

Children and Pets

Care arrangements must be made for children and pets. They may not be brought to classes, conferences, clinical, campus labs, or counseling sessions except for specific arrangements with faculty for child assessment labs in NURS 210. Students are responsible for making alternative arrangements to care for ill children and children who have a day off from school. For more information, see EvCC policy on [Children on Campus](#).

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 integral to the nursing curriculum and allows the student to integrate nursing theory into practice. [Washington State](#) requires that students complete a minimum of 500 hours to be eligible for licensure. 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. Course instructors will discuss specific instructions concerning absenteeism each quarter.

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 before the next quarter. If make-up experiences are required, scheduling will depend on clinical placement and instructor availability. If clinical hours are unable to be completed before the beginning of the next quarter, the student's progression to the next quarter may be delayed. If clinical hours are not completed by the end of the quarter, a student may receive a grade of "incomplete." Additionally, financial aid may be impacted if a grade of "incomplete" is received in the course. Please work with the primary course instructors and associate dean of nursing and allied health to develop a plan of action.

Grading Information

- Students in the Nursing Program at Everett Community College receive letter grades for all Nursing and embedded 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 instructor's discretion 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 be held to a 100% grading standard at the instructor's discretion.
- 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 minimum grade of 2.0 is required for embedded DTA courses.
- Students must demonstrate satisfactory achievement for each essential (bolded, **) criteria found in the Clinical Evaluation Tool associated with their nursing course.
- Student are required to complete a final clinical evaluation each quarter with their instructor

Grading Scale

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

Updated Grading Scale	
94 – 100% = A 4.0	77 – 79.9% = C+ 2.3
90 – 93.9% = A- 3.7	73 – 76.9% = C 2.0
87 – 89.9% = B+ 3.3	70 – 72.9% = C- 1.7
83 – 86.9% = B 3.0	67 – 69.9% = D+ 1.3
80 – 82.9% = B- 2.7	63 – 66.9% = D 1.0
62 or less = F	

No rounding will occur when calculating grades.

This information is in line with the EvCC [Grading Policies](#).

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.
- 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 the process).
- Students who have previously begun the nursing program are not eligible to apply again as new students.
- Approval of all letters requesting readmission is at the discretion of the EvCC Nursing Program Admissions, Retention, and Progression Committee and depends on 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 following applies to embedded co-requisite courses:
 - If the student received a passing grade on the embedded portion of the course but DID NOT receive a passing grade on the NURS content, the embedded course does not need to be repeated.
 - If the opposite is true (i.e., NURS course is passed; embedded content not passed), the combination of co-requisite and NURS courses must be repeated.
- A student may be readmitted up to two times throughout the program and once in each quarter should they be unsuccessful in a nursing course. Students will meet with the course faculty in which they failed before each readmission to discuss a plan of action that supports their success in meeting the Program and course objectives.
- Should a student withdraw in good academic standing (passing both clinical and theory course work), the prior withdrawal shall not be considered a failure and will not count towards a readmission attempt.
- Students dismissed from the program for any reason are not eligible for readmission.

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/or verbal information such as a student Support and Action plan. Documentation of such conferences may be placed in the student's file. Evaluations are documented and retained in the student's file.

Student Expectations

- Nurse Educators in EvCC's program strive to support and guide students as they develop into professional nurses. Standards of nursing conduct or practice were developed to ensure patient safety, and as such, they are of paramount importance in the Nursing Program. Washington State has outlined Student Expectations in [WAC 246-840-519](#). Standards of conduct and practice include professional behavior, encompassing continuous learning, self-reflection, and professional development. Nurses who engage in professional behavior strive to improve their knowledge, skills, and competencies, enhancing their effectiveness in providing high-quality care.

- According to [WAC 246-840-159](#), "The nursing education program shall hold students accountable for professional behavior as identified in chapters 18.79, 18.130 RCW, and 246-840 WAC, including academic honesty and integrity. Examples include:
 - Organizes and completes assignments as required and scheduled per the course syllabus.
 - Participates in clinical activities as scheduled, arrives on time, and is prepared for the daily assignment. Provides appropriate notification to faculty when unable to meet commitments per syllabus guidelines. (For example, illness, family care, or unexpected traffic.)
 - Demonstrates professional appearance and presentation in clinical settings. (See Clinical Attire and Dress Code section earlier in this document.)
 - Demonstrates the ability to use appropriate clinical reasoning skills and provide sound rationale for actions.
 - Abides by clinical site protocols, including the **Can and Cannot Do List** specific to the clinical site, cell phone and computer use, and all agency policies.
 - The class syllabi and clinical evaluation tool are additional resources students may refer to for student expectations.

Student Support and Action Plan

The Everett Community College Nursing Program is committed to supporting students' success in the Nursing Program and profession. Throughout the curriculum, students receive feedback on conduct and professional behaviors as they apply to both theory and clinical performance in the Nursing profession. When additional guidance and feedback are needed, a Student Support and Action Plan will be implemented to help the student meet the essential criteria. Before implementation of a Student Support and Action Plan, the primary course faculty will consult the Associate Dean of Nursing and Allied Health and solicit their feedback. The course faculty and the student will schedule a formal meeting to discuss the implementation of the Student Support and Action Plan. The Associate Dean of Nursing and Allied Health can be included in the meeting at the discretion of the faculty or student. Additionally, the student may bring a support person of their choice and is encouraged to seek support or guidance from the Associate Dean of StudentLIFE or representatives of the Student Nursing Organization. The meeting will focus on discussing areas for growth, student responsibilities, and any concerns that have arisen while supporting the student's continued development. This discussion will be documented in a Student Support and Action Plan. The steps and duration of the plan may vary based on individual needs. The Student Support and Action Plan can be seen in Appendix C.

Procedure for Student Support and Action Plans occur:

1. Verbal Feedback and Guidance

- The faculty or Associate faculty member will meet with the student to discuss the observed concerns and provide constructive feedback. Specific areas for improvement will be identified, and actionable strategies will be suggested.
- The student will be encouraged to reflect on the feedback and ask questions to clarify expectations.
- This discussion will be documented via email in the faculty member's notes for follow-up.

2. Written Warning and Formal Student Support and Action Plan

- If concerns persist or significant issues arise, a formal meeting will be scheduled between the primary course faculty, the student, and a support person of the student's choice, if they so choose. The Associate Dean of Nursing and Allied Health can be included in the meeting at the discretion of the student or nursing faculty.
- The Associate Dean of Nursing will be consulted before the execution of formal student support and action plan
- During this meeting, specific concerns and areas of opportunity will be discussed in detail, and a Student Support and Action Plan will be developed. This plan will outline:

- The identified issues.
- Required actions for improvement from the instructor
- Student action plan for achieving the outlined goals.
- The Student Support and Action Plan will be signed by both the student and faculty to acknowledge understanding and agreement and by the Associate Dean after the meeting.

3. Monitoring and Follow-Up

- Faculty will closely monitor the student's progress according to the terms of the Student Support and Action Plan.
- When warranted (ie, safety issue), regular follow-up meetings with faculty or associate faculty will occur.

Examples of behavior that may lead to the implementation of a Student Support and Action 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 others work, plagiarism, not being forthright and responsible when errors occur
- Breaches of confidentiality, HIPAA violations
- Violation of established program or course policies and procedures

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 that could potentially negatively impact the client or their family

Emotional risk may mean:

- Any behavior or language that increases client or family distress, fear or anxiety,
- Any behaviors or language that 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. A Student Support and Action plan is NOT required for such instances, and immediate removal will occur.

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

- **Violating the substance misuse and alcohol policy**
- **Safety issue(s) involving patient, staff, student and/or faculty**
- **Practicing outside of the scope of practice for a student (See Scope of Practice Decision Tree)**

Readmission to the Program

1. Students seeking readmission to the Nursing Program will express their desire for readmission in written form. Students can schedule an appointment with an instructor or the Associate Dean of Nursing and Allied Health 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 email 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 each quarter's last Admissions Committee meeting. Letters may be received 30 days before noon on Thursday of finals week. Letters will not be considered before or after the timeframe listed above.
4. When readmission is approved, students are accepted into the quarter they did not complete. Readmission is contingent on space availability within the cohort.
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
 - 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 would be denied reentry into the program if failure in clinical studies was the result of unsafe practice, unprofessional, and/or unethical behavior.

Note: In situations where client safety is compromised, a Root Cause Analysis (RCA) will be conducted to evaluate the situation. Depending on the results of the RCA, a Student Support and Action Plan may be put in place. In extreme cases such as patient abandonment (leaving the clinical area without proper notification), practicing beyond the scope of a student's role, attending class or clinical while under the influence, or

engaging in any actions that compromise the safety of patients, faculty, or students, immediate and permanent dismissal from the course and Nursing Program will occur. These behaviors violate the Washington State Administrative Code (WACs), which defines safe nursing practices.

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 considered as part of a student's request for readmission.

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 for 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 the program for more than one year and satisfactory withdrawal from the course or satisfactory completion of last quarter attended
5. Returning student (applies to first and second-quarter student requests only)
 - out of the program for 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 before the admission committee considering this request. If accepted, the applicant must complete 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.

Grievance Procedure

Students may 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. Here is a link to the [Grievance Policy](#).

Academic Bereavement leave is to be granted to students for up to five days for losing a loved one. Students must communicate with their instructor as soon as possible to determine possible assignments and clinical make-ups. The nursing program will do its best to schedule assignments and clinical make-ups, but this may not be possible. If more time is needed, work with the primary course instructors to create a plan for coursework. An "Incomplete" may be given for the course if assignments and clinical make-ups are pending. Receiving an incomplete has the potential to impact financial aid. Please work with the primary course instructors and Associate Dean of Nursing and Allied Health, if necessary, to determine a plan.

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 related to nursing and nursing education.

Student Representation on Committees

Student input in EvCC Nursing Program policy is coordinated via the EvCC Student Nursing Organization. The Student Nursing Organization selects one to two student liaison representatives to represent student nurses 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 following 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 licensed to work in a hospital, nursing home, or other facility. As a Nurse Tech, you can 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:

- A 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 1st 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:

- A 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

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 210 to confirm that all courses required for graduation will be completed by the program's end.
- 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 anticipated NCLEX 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 following process at Everett Community College [Requesting Transcripts](#)

***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!*

Multistate License (MSL)

Washington State joined the Nurse Licensure Compact (NLC).

Under the NLC, nurses can practice in Washington state and other NLC states and territories without getting additional licenses.

More information about obtaining a Multistate License can be found [here](#).

Obtaining a copy of the Washington State Nursing Law

<https://app.leg.wa.gov/wac/default.aspx?cite=246-840-700>

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 and Program Approval Information:

The Everett Community College Nursing Program is approved by:
Washington State Board of Nursing (WABON)
PO Box 47864
Olympia, WA 98504-7864
360-236-4702

The Associate Degree Nursing program at Everett Community College located in Everett, Washington is accredited by the:

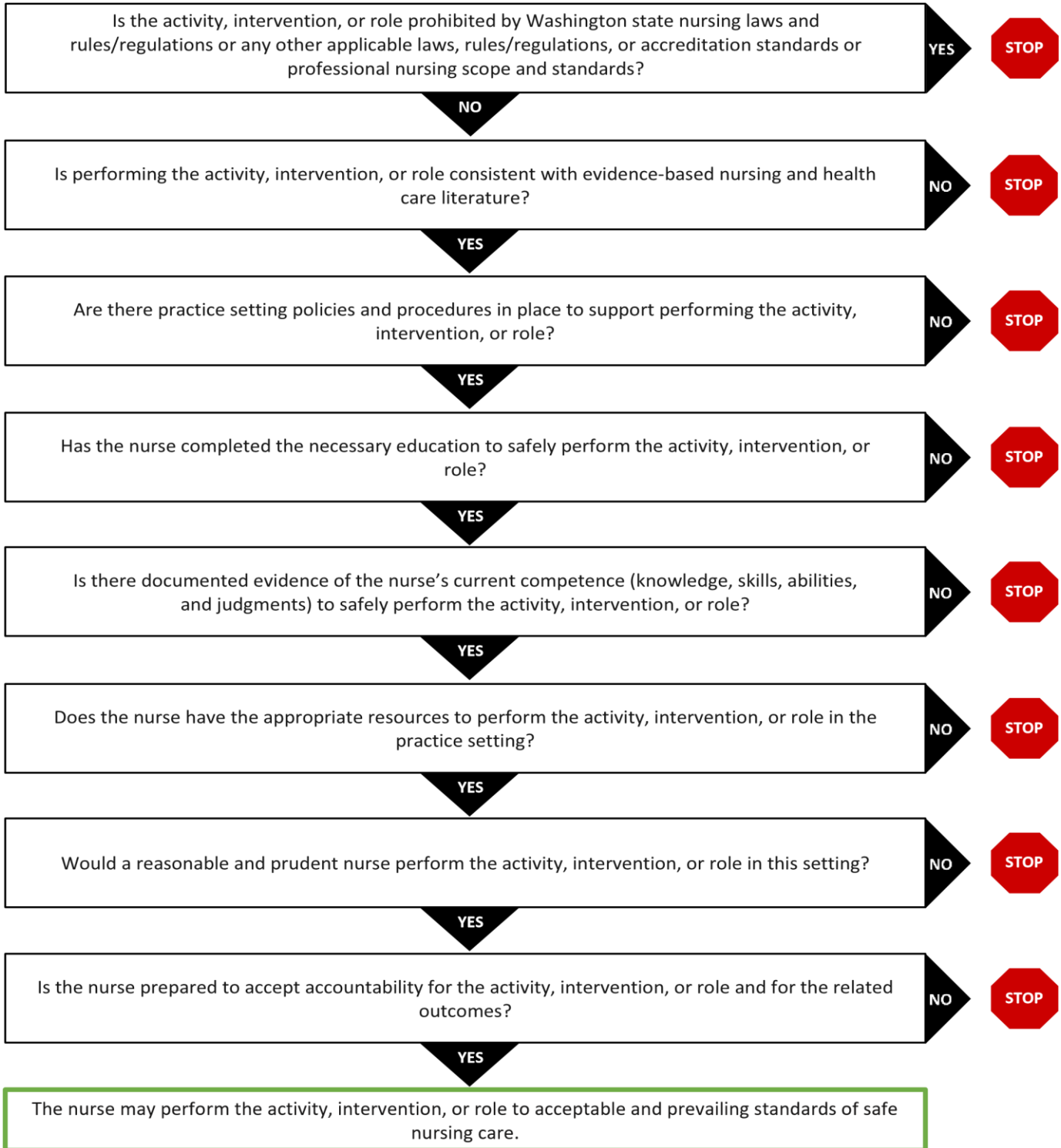
Accreditation Commission for Education in Nursing (ACEN).
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program on the [ACEN website](#)

Scope of Practice Decision Tree

Identify, describe, or clarify the activity, intervention, or role under consideration.



Used with Permission from National Council State Boards of Nursing: Scope of Nursing Practice Decision-Making Framework, Journal of Nursing Regulation, Volume 7, Issue 3, October 2016.

[Chapter 18.79 RCW Nursing Care](#) • [Standards of Nursing Conduct or Practice WAC 246-840-700](#)

Contact Us: NursingPracticeConsultation.ncqac@doh.wa.gov or 360-236-4725

DOH 669-305 March, 3 2017

Table of Contents: Appendices**Appendix A: Acceptance Statement****Appendix B: Confidentiality Statement****Appendix C: [Clinical Passport](#)****Appendix C: Student Support and Action Plan**

Appendix A: Acceptance Statement

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 and as outlined in the WAC 246-840-519. 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, Student Support and Action Plan, 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.

Appendix B: 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 healthcare 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.

Appendix C: Clinical Passport and Immunization Information

[Clinical Passport](#)

Appendix D: Student Support and Action Plan

Everett Community College Nursing Program

Student Support and Action Plan

Situation and Background:

The Everett Community College Student Nursing Handbook (2024-2025) states: A student may be placed on a Student Support and Action Plan when unsatisfactory performance or behaviors are demonstrated in clinical and/or class. Examples of behavior that may lead to implementing a Student Support and Action Plan can be found in the Nursing Student Handbook. 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.

<i>Date of Incident</i>	<i>Reason</i>	<i>Instructor Comments</i>

Action(s) and Recommendation(s) from Instructor:

Student's strategies for success related to the noted concern:

Please feel free to contact your faculty at any time regarding your concerns. We encourage you to seek support services to facilitate your professional development and success in the program. This includes EvCC counselors, the Bridges Center, and/or the Center for Disability Services. Services. We expect that by using your resources and following the outlined plan, you will be successful in fulfilling the requirements to complete the course satisfactorily