NURSING STUDENT HANDBOOK

Licensed Practical Nursing Program
2016-2017

North Seattle College

Health and Human Services Division
9600 College Way North
Seattle, WA 98103

Dear Nursing Student,

Congratulations on your admission to the North Seattle College (NSC) Nursing Program. You have chosen an excellent nursing program to achieve your learning and educational goals.

Education is a shared responsibility between the students and the faculty. The faculty's role is to help you succeed in this learning process and a variety of resources are available to ensure your success. We strive to provide high quality learning experiences in the classroom, laboratory, and various clinical settings.

You bring a unique experience to this program. You will be an active participant in sharing responsibilities for your own learning needs as you progress in the nursing profession.

The curriculum is designed to provide you with the critical thinking skills, knowledge, and clinical experience to provide care in the dynamic, ever-changing healthcare delivery system.

The information in this handbook is provided to help you understand and follow special guidelines. Please read it carefully. **YOU MUST SIGN THE HANDBOOK AGREEMENT (APPENDIX A THROUGH F) FOR INDICATION THAT YOU HAVE READ THIS HANDBOOK.**

Yours truly,
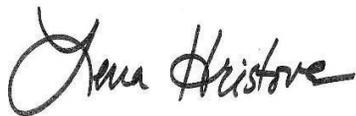
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North Seattle College

TABLE OF CONTENTS

I. INTRODUCTION

Welcome to the North Seattle College Licensed Practical Nurse (LPN) Program. This handbook is designed to guide you through your learning experiences and to outline expectations for your conduct. As a nursing student, you are expected to perform independently within established guidelines. The handbook provides those guidelines for you. You will be held responsible for the information in the handbook and will be expected to act accordingly.

North Seattle College is accredited by the Northwest Commission on Colleges and Universities. Contact the Commission on Colleges at 8060 165th Ave NE, Suite 100, Redmond, Washington 98052 or call 425-558-4224 for questions about the accreditation of North Seattle College.

Licensed Practical Nursing Program History

In the mid-1940s, Washington State established one of the first training programs for Practical Nursing licensure at Edison Vocational Technical School. This would later become Seattle Central Community College. In September 1970, North Seattle Community College began its Licensed Practical Nursing (LPN) Program.

North Seattle Community College Name Change

In 2014, the Seattle Community Colleges Board of Trustees voted to change the name of the Community College District to Seattle Colleges and to change the name of the college to **North Seattle College**. This change was made in light of the various bachelor's degrees now offered across the district.

Mission Statements

North Seattle College Mission Statement

North Seattle College is committed to changing lives through education.

LPN Program Mission, Vision, and Values

Our nursing programs support the following Mission, Vision, and Value statements which are guided by the Mission, Vision, and Value statements of North Seattle College.

Our Mission

The LPN Program is committed to changing lives through nursing education and providing competent providers to meet the nursing needs of the community. We achieve our mission by:

- offering focused educational opportunities in the area of nursing assistant, practical nursing, and professional nursing;
- creating a highly supportive learning environment; and,
- engaging in effective and enduring partnerships with the healthcare community.

Our Vision

The LPN Program is a progressive educational resource actively engaged with its community and known for innovation and responsiveness in promoting excellence in nursing education.

Our Values

In promoting continuous learning and growth, we practice:

- **Caring**
  We care about and support our students, employees, and community.
- **Collaboration**
  We work together to accomplish common goals.
- **Diversity**
  We create a richer environment by embracing diverse cultures, ideas, perspectives, and people.
- **Innovation**
  We support new approaches and creative endeavors.
- **Integrity**
  We demonstrate honesty, sincerity, and accountability.
- **Quality**
  We strive for excellence in all that we do.

North Seattle College Core Themes & Essential Learning Outcomes

NSC Core Themes

Advancing Student Success means that we:

- create a culture that intentionally places student learning and growth at the center of what we do;
- promote student engagement with coursework, faculty and staff, and co-curricular activities;
- foster active, collaborative, self-directed learning; and,
- support student perseverance and goal completion.

Excelling in Teaching and Learning means that we:

- engage in the work of teaching and learning with passion, vision, and creativity;
- adapt to the needs of our rapidly changing world by changing ourselves, our curriculum, our services, and practices;
- ensure the effectiveness and quality of our work through ongoing assessment and professional development.

Building Community means that we:

- create a diverse, inclusive, and safe environment accessible to all;
- strengthen our college community through open communication, civility, accountability, and mutual respect;

- reach outside our institution to form local and global partnerships and pursue civic engagement; and,
- work in ways that are environmentally, socially, and fiscally sustainable.

NSC Essential Learning Outcomes

North Seattle College serves a diverse student population with a wide variety of educational backgrounds and goals. As a learning community, we foster and promote the following outcomes:

Knowledge
- Methodologies, facts, theories, and perspectives within and across disciplines

Intellectual and Practical Skills, including
- Critical thinking and problem solving
- Communication and self-expression
- Quantitative reasoning
- Information literacy
- Technological proficiency
- Collaboration: group and team work

Personal and Social Responsibility, including
- Civic engagement: local, global, and environmental
- Intercultural knowledge and competence
- Ethical awareness and personal integrity
- Lifelong learning and personal well-being

Integrative and Applied Learning
- Synthesis and application of knowledge, skills, and responsibilities to new settings and problems

North Seattle College Nursing Philosophy

The philosophy of the North Seattle College (NSC) Nursing Program is congruent with the North Seattle College mission statement and is supported by the basic elements found in Dr. Benjamin Bloom's Revised Taxonomy (RBT) of Learning as described by Anderson and Krathwohl (2001) and the National League for Nursing. The faculty believes that:

The dynamic process of mastering core competencies is essential to the practice of contemporary and futuristic nursing. This process illustrates the personal, progressive, and lifelong professional development of the nurse through the accumulation, analysis, and synthesis of knowledge, scientific findings, and human experience;

Learning is an individual and lifelong process evidenced by changed behavior resulting from the acquisition of knowledge, practice and ethical comportment. Knowledge encompasses the realms of science and theory. Practice includes the ability to engage in a thoughtful, deliberate, and informed way. Ethical comportment involves the individual's formation within a set of recognized responsibilities; it includes the notions of "good practice" and "boundaries of practice". Learning in an educational setting is enhanced by a teacher/student relationship in

which the teacher's responsibility is to structure and facilitate optimal conditions for critical thinking and learning through clearly defined student learning outcomes. The student brings to this relationship the willingness to learn and is accountable for his/her education. Recognizing that both the rate and style of learning differ with individuals, various strategies are utilized to facilitate the achievement of student learning outcomes, attainment of maximum potential, and promotion of continued learning;

The Nursing Program demonstrates North Seattle College's core values by *CARING* about our students and supporting their success in the nursing program. We practice *COLLABORATION* between the faculty and the student to accomplish the common goals of education. Our nursing environment is richer because we embrace all people of *DIVERSE* cultures, ideas and perspectives. Through *INNOVATION* we support new approaches and creative endeavors in nursing education. *INTEGRITY* is demonstrated through honesty, sincerity, and accountability. We strive for the nursing program to provide an excellent *QUALITY* education for all of our students.

References:

Anderson, L. & Krathwohl (2001).

National League for Nursing (2012). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate and Research Doctorate Programs in Nursing.* New York, NY: National League for Nursing.

American Nurses Association Code of Ethics for Nurses

Students are expected to maintain a high standard of ethical behavior when in a clinical setting. The following is the American Nurses Association (ANA) Code of Ethics for Nurses. It serves as the guideline for performing nursing responsibilities within the ethical standard required by the nursing profession.

The American Nurses Association first developed the Code of Ethics for Nurses in 1950. Since the nursing profession must adapt to societal needs, the Code of Ethics must reflect these changes also. The Code of Ethics for Nurses includes the nine provisions and the accompanying approved and revised interpretive statements to provide greater specificity and clarification of the provision. The nine provisions of the Code of Ethics for Nurses are as follows:

Provision 1: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

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

Provision 4: The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional

growth.

Provision 6: The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

Provision 7: The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8: The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

Provision 9: The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

For complete listing of the *Code of Ethics for Nurses with Interpretive Statements* please use the following link:
http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.aspx

LPN Program Student Learning Outcomes

Upon completion of this program, the graduate can:

1. holistically care for self and others within an ethical, legal, and diverse framework under a designated healthcare provider within the scope of practice of the practical nurse;
2. demonstrate competency in educating and communicating with patients, patient's family, and the healthcare team;
3. demonstrate competency in data gathering, contributing to problem-identification, planning, implementing nursing care, and contributing to evaluation within a variety of settings utilizing appropriate technology;
4. use critical thinking to identify normal and abnormal patterns based on an understanding of anatomy, physiology, and pathophysiology in order to contribute to the safe management of patient care; and,
5. effectively delegate and collaborate with patients, patient's family, and the healthcare team.

PN Program Description

The four-quarter program prepares graduates for practical nursing careers in acute care, long-term care and out-patient services through classroom, laboratory, and clinical studies. Emphasis is placed on nursing skills, general medical knowledge and behavior in various health care agencies. Graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Acceptance into the PN program is based on a selective admission process. In order to be considered for admission, applicants must comply with college and program admission requirements. Seattle Colleges District uses a numerical grading system. Progression in the PN program is contingent upon achievement of a minimum grade of 2.0 in all nursing courses.

PN Program Scope & Sequence

Program Requirements				
Course Number	**Certificate Requirements (44 credits)**	**Lecture Hours**	**Lab/Clinical Hours**	**Credit Hours**
NUR 115	Intro to Patient Care*[1]	-	48	2
NUR 116	Nursing Fundamentals[1]	66	-	6
NUR 117	Nursing Fundamentals Laboratory[1]		47	2
NUR 130	Critical Thinking in Nursing Practice	22	-	2
NUR 118	Clinical Nursing Skills I[1]		44	2
NUR 127	Med/Surg Nursing – Child/Adult I	71.5	-	6.5
NUR 131	Clinical Nursing Practice I*[1]	-	77	3.5
NUR 119	Clinical Nursing Skills II[1]	-	22	1
NUR 128	Med/Surg Nursing – Child/Adult II	66	-	6
NUR 133	Family Nursing Theory	16.5	-	1.5
NUR 134	Family Nursing Clinical*[1]	-	33	1.5
NUR 141	Clinical Nursing Practice II*[1]	-	44	2
NUR 126	Role of the LPN[1]	33	-	3
NUR 139	Transition to LPN Practice*[1]	-	88	4
NUR 154	IV Therapy Skills[1]	-	22	1
			Total Credits: 44 (excluding pre-requisites)	

Notes: Courses marked with [1] contain significant program-related topics in the areas of communication, computation, human relations and leadership. Hours marked with one asterisk (*) are credited off campus laboratory hours. General education is also noted in various NUR courses – see specific course outlines for details. To complete the program a 2.0 grade or better is required in all nursing courses.

Student Representatives

Nursing students at NSC are encouraged to participate in the college governance. One nursing student representative and one alternate student representative is selected by election from each cohort. The student representative role will be held for the entire length of the PN Program (four quarters). Student representatives are liaisons between their fellow nursing students, nursing faculty, and college administration to promote understanding and communication on issues of concern involving nursing students. These students are invited to attend specified regularly scheduled nursing faculty meetings and Technical Advisory Committee (TAC) meetings.

II. CURRICULUM

Student Learning Experiences

Lecture/small group experiences are formal classroom presentations, group discussions, and individual learning activities designed to introduce and clarify the theoretical basis for nursing practice. Examinations are given at intervals to assess student progress. Case studies and student-led activities are important <u>active</u> learning modalities and are supported by educational research. These activities may include case studies, role play, games, collaborative testing, class and poster presentations, Panopto recordings, videos, guest speakers, and simulations.

Campus Laboratory Experiences

The campus laboratory provides simulations for both the practice of nursing skills and application of the nursing process. The lab is designed to facilitate learning with appropriate supervision. Skills are identified by the NSC nursing program as minimum requirements for successful progress and completion of the clinical component of the nursing program. Skills must be satisfactorily performed during the campus lab skills testing to assess student progress. The campus lab experience utilizes group instruction to facilitate learning. Students are responsible to prepare and successfully perform skills in the campus lab before performing them in the healthcare setting.

Clinical Experiences

The clinical laboratory provides practical application of nursing theory in the patient setting. The clinical experience is divided into pre conference, patient care activities, and post conference.

Pre Conference

The pre-conference is a discussion and planning session immediately preceding an assigned clinical experience. The goals are to:
- provide direction for learning;
- establish the ground work for analysis of patient care activities;
- recognize the scope and limitations of the student nurse's role;
- promote critical thinking; and,
- discuss National Patient Safety Goals (NPSG), Quality and Safety Education in Nursing (QSEN), and Evidence-Based Practice (EBP).

Patient Care Activities

Patient care activities are planned interactions involving patients and other members of the health care team. The goals are to:
- apply theoretical knowledge;
- practice skills; and,
- implement the nursing process incorporating critical thinking, NPSG, QSEN, and EBP.

Post Conference

Post-conference is the discussion following assigned patient care activities. The goals are to:
- analyze the clinical experience;
- identify the relationships between theory and practice;
- clarify both thinking and feeling;
- focus on patients as individuals;
- develop personalized guidelines for future nursing care; and,
- evaluate the use of the nursing process and implementation of NPSG, QSEN, and EBP.

Math Assessments/Medication Competency Assessment

Students will be evaluated each quarter of the Nursing Program to determine medication administration proficiency by the use of exams that measure knowledge of pharmacology, medication administration techniques, and safe dosage calculation. Students must receive a score of 90% correct on the end-of-quarter Medication Competency exam (total of three attempts) to **progress** in the Nursing Program.

Safe Medication Administration

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/licensed respiratory therapist for any medication administration to a patient. Student orientation to safe medication administration includes, but is not limited to, the following simulated learning experiences:

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

Students will complete training on Automated Drug Delivery Devices (ADDDs), by online tutorial, prior to the use of such in the clinical setting. In addition, students will receive on-site orientation(s) to agency-specific ADDDs, with supervision, by a licensed nurse (instructor or preceptor). Information regarding safe medication administration procedures will be provided in the Nursing Student Handbook, Nursing Faculty Handbook and/or on the online Learning Management System (e.g., Canvas), and will be available via the clinical agency's Policies and Procedures.

Evaluation of Medication Administration Competency
Students will be evaluated each quarter of the Nursing Program to determine medication administration proficiency by the use of exams that measure knowledge of pharmacology, medication administration techniques, and safe dosage calculation. Students must receive a score of 90% correct on the end-of-quarter Medication Competency exam (with three retake attempts) to progress in the Nursing Program.

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 errors to the NCQAC as required. All student medication errors will be documented on the NSC "Student Clinical Incident Report" form by the student and supervising clinical instructor and will be kept in a confidential file in the Nursing Program Office. This form may be replaced by forms provided for this purpose by the NCQAC.

Documentation of Medication Administration Errors or Alleged Drug Diversion must include:

1. The date and nature of the event;
2. The names of the student or faculty member involved;
3. The name of the clinical faculty member responsible for the student's clinical experience;
4. Assessment of findings and suspected causes related to the incident or root cause analysis;
5. Nursing education program corrective action; and
6. Remediation plan, if applicable.

Principles of "Just Culture," Fairness, and Accountability Implemented in the Nursing Program Response to Medication Administration Errors or Alleged Drug Diversion
Open reporting and participation in error prevention and improvement is facilitated by use of the principles of "Just Culture."
- Just Culture : http://www.ncbon.com/myfiles/downloads/just-culture-speet.pdf
- Just Culture Cue Card: http://www.ncbon.com/myfiles/downloads/just-culture-speet-cue-card.pdf

Most medication administration errors are unintentional behavioral choices where risk is not recognized. However, there are rare instances where a student makes the conscious behavioral choice to disregard a substantial and unjustifiable risk, which results in a medication administration error. Careful review of mistakes, errors, and "near misses" facilitates learning from such occurrences and identifies opportunities for process and system improvement.
With this in mind, all error incidents will be reviewed by the Nursing Program with the intent of:
1. Determining the cause and contributing factors of the incident;
2. Preventing future occurrences;
3. Facilitating student learning; and
4. Using the results of incident assessments for on-going program improvement.

Nursing Program Responses to Medication Administration Errors or Alleged Drug Diversion
1. Nursing Program responses to medication administration mistakes are dependent on the student's level in the Nursing Program and most often are in the form of system improvement or individual coaching, education, counseling, and/or remediation in the Skills Practice Lab environment. The response focuses on the behavioral choice of the individual, not merely the fact that an error occurred.
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

Theory

The student is expected to be prepared, participate, and maintain professional behavior within the classroom setting.

In order to progress in the LPN program, all courses that are designated as "linked" must be taken and passed concurrently with a grade of at least 2.0 (77%) in each course. These include the following linked theory/clinical/lab courses, which must be taken together: NUR 115/116/117; NUR 118/127/131; NUR 119/128/141; and, NUR 133/134.

Theory Grading
1. The Seattle Colleges District uses a numerical grading system. A minimum 2.0 grade is required in all nursing courses to continue in the PN program.
2. Grades are determined by the total points earned ÷ total points possible.
3. **The LPN program requires a minimum overall average of 2.0 (77%) on all course exams to pass.** Decimal grades 0.50 and higher will be rounded up to the nearest whole number and grades 0.49 and lower will be rounded down to the nearest whole number.
4. Numerical grades may be considered equivalent to letter grades as follows:

Letter Grade	Percentage	Decimal Grade
A	99%	4.0
A	98%	4.0
A	97%	4.0
A	96%	3.9
A-	95%	3.8
A-	94%	3.7
A-	93%	3.6
A-	92%	3.5
B+	91%	3.4
B+	90%	3.3
B+	89%	3.2
B	88%	3.1

B	87%	3.0
B	86%	2.9
B-	85%	2.8
B-	84%	2.7
B-	83%	2.6
B-	82%	2.5
C+	81%	2.4
C+	80%	2.3
C+	79%	2.2
C	78%	2.1
C	77%	2.0

5. At the discretion of the instructors an Incomplete **"I"** grade may be awarded at the end of the quarter if the student:
   1. is passing the course but has not completed the required assignments within the given time frame
      AND
   2. is able to complete the assignment by the second week of the next quarter.
      ***An **"Incomplete Contract"** is written by the instructor and signed by the student to specify the exact requirements and conditions for completing the assignment and removing the **"I"** grade. After the assignment is completed, the instructor will record the appropriate grade change.
6. Student Progress Policy: All nursing students are subject to the Seattle Colleges District Student Progress policy. Students are expected to adhere to these procedures the same as any student in the college system except where variations in policies exist. Click link for more information http://www.seattlecolleges.com/DISTRICT/policies/documentdisplay.aspx?policyID=pol3 11

Testing Policy for Didactic Courses

NSC's nursing education program uses quizzes, module or unit exams, and final exams as a form of assessment of student learning in didactic courses.

Procedure:
1. **Quizzes** – defined as short exams, pre-tests, post-test, etc. and are given at any time during the course. Most commonly, 10 items are used, but could be up to 25 items. These could consist of fill in the blank, matching, short answer, calculations, true-false, and multiple choice items. Students are still given 1.5 minutes per item on quizzes.
2. **Module or Unit Exams** – defined as content exams given at intervals during the quarter in didactic courses.
   50 items
   1.5 minutes allotted per item, resulting in a 75 minute exam
   Multiple choice items have one correct answer and 3 distractors, unless a multiple response question
   Multiple response items or All that apply items can have multiple correct answers
   Answers are placed in alphabetical order by first word or using the stair-step method (ordered

shortest to longest phrases)

Questions should avoid names, ages, gender (unless necessary or in OB/Peds)

3. **Final Exams** – defined as exams given at the end of a quarter in didactic courses, typically one per course.

75 items, all or the majority of which are cumulative items

1.5 minutes allotted per item, resulting in a 112.5 minute exam (1 hour and 52.5 minutes)

Multiple choice items have one correct answer and 3 distractors, unless a multiple response question

Multiple response items or All that apply items can have multiple correct answers

Answers are placed in alphabetical order by first word or using the stair-step method (ordered shortest to longest phrases)

Questions should avoid names, ages, gender (unless necessary or in OB/Peds)

Classroom Expectations

Please refrain from bringing any materials, other than those directly related to the Nursing Program, into the classroom. This includes work for other classes. You will be expected to assist your instructor in caring for equipment and supplies. You are expected to help keep the classroom/labs and all work areas clean. According to Washington State Law (RCW 70.160.075) smoking is prohibited within twenty-five (25) feet of public places or places of employment.

Skills Laboratory

Skills Lab Grading

1. **Attendance is required at all skills labs**. If there is an emergency, contact the skills lab instructor as soon as possible (see attendance policy). The skills lab instructor may provide appropriate make-up work to learn the assigned skills.

2. Lab assignments will be posted by the first day of class. Lab assignments are not negotiable and are final upon posting.

3. Skill check-offs are graded as satisfactory/unsatisfactory. Each student must receive a satisfactory on the designated skill check-offs in order to pass the skills lab course.

4. Each student is allowed two (2) attempts to satisfactorily perform the skill. If a student has failed both (2) attempts, the case will be reviewed by the faculty and the student may be dismissed from the course. The linked courses then will have an "NC for no credit until they are all repeated.

5. For skills check-offs, the student must be prepared to perform the skills without assistance or coaching from the instructor. This is NOT a time for questions or clarification (therefore, practice is a necessity.)

6. Time slots will be posted and the time cannot be changed. If any changing occurs without instructor involvement or the student does not show up for the time slot, this will be counted as a failed attempt.

7. Each skill has a specific time limit in which the skill must be accomplished or it will be counted as a failed attempt.

8. No students are allowed to watch others during skills check-offs.

Use of Simulation for Clinical Experience

NSC's nursing education program uses simulation as a substitute for traditional clinical experiences, approved by The Nursing Commission (NCQAC), not to exceed fifty percent of its clinical hours for a particular course. The simulation is a pedagogical technique to replace or amplify real experiences with guided experiences evoking or replicating substantial aspects of the real world in a fully interactive manner.

Procedure:

1. The nursing program has an organizing framework providing adequate fiscal, human, technological, and material resources to support the simulation activities.
2. Simulation activities are managed by an individual who is academically and experientially qualified and who demonstrates currency in the use of simulation while managing the simulation program.
3. Faculty involved in simulations, both didactics and clinical, have training in the area of simulation and engage in ongoing professional development in the use of simulation.
   a. All nursing faculty are oriented to the simulation pedagogy/technique and become familiar with simulation facilities, high fidelity equipment and other educational and technological resources. Refer to Simulation Lab Faculty Preparation Checklist, tool # 12-1
   b. Sim Coordinator serves as mentor and a recourse person for all faculty in regards to simulation.
4. Faculty to student ratio in the simulation is the same ratio as identified in WAC 246-840-532 for clinical learning experiences.
   a. Faculty and Sim Coordinator work collaboratively to design simulation scenarios/experiences based on student learning outcomes and assuring the simulation activities are linked to the program outcomes.
   b. Simulation experiences are based on the educational preparation and skill level of the student.
   c. Simulation experiences are facilitated, supervised and evaluated by qualified simulation faculty. The Clinical Evaluation Tool (CET) is used to evaluate simulated experiences. Refer to CET.
   d. Debriefing using the Socratic methodology follows a simulation experience that is led by a facilitator (faculty or Sim Coordinator) who encourages critical thinking, and provides feedback regarding the participant's performance.
   e. Students evaluate the simulation experiences on an ongoing basis. Refer to Student Evaluation of Simulation Experience, Tool # 12-2.

Clinical Requirements

1. Evidence of preparation for clinical experiences must be shown in order to provide patient care activities. **When the performance does not illustrate adequate preparation, the student will receive an Unsatisfactory "U" for the clinical day and this will be documented on the Student Evaluation tool**. The student may be instructed to leave the clinical facility.
2. Students are to adhere to the standards, policies, and regulations of the clinical sites during their clinical education program. These standards include wearing appropriate attire, including nametags and/or ID badges and logo (see lab/clinical dress code policy).

3. Students are to remain at the site during the clinical assignment. If the student needs to leave the floor or assigned clinical site for any reason, they must let the instructor **AND** the nurse in charge know. Leaving the floor or assigned clinical site location without notifying the instructor and staff for the assigned patient is considered abandonment of patients. If abandonment by a student occurs, the student may be referred to the Director of Nursing, Dean of Health and Human Services and/or the Vice President of Student Development Services. This may lead to dismissal from the nursing program.

4. Students will be assigned to any day of the week, evening or day shift for clinical. The assignments will be posted by the first day of the quarter. The assignments are not negotiable and are final upon posting. It is the student's responsibility to arrange transportation to and from these facilities.

5. Attendance is mandatory for all clinical activities (see attendance policy).

6. All students will be caring for patients with diverse diagnoses and needs, including patients with communicable disease and HIV infection. Students are expected to follow standard precautions when working directly with any patient.

7. The instructor must supervise ALL medication administration until the student is deemed safe to proceed under the supervision of the staff nurse.

8. The role of the clinical instructor is one of instruction and evaluation. The clinical instructor is responsible for assigning your duties, supervising your work and assisting you as necessary. It is the instructor's responsibility to assist you in seeking out learning opportunities to help you achieve your objectives. It is the student's responsibility to utilize the learning experiences and to seek support/guidance from your instructor as needed. All questions concerning patient care should be referred to your instructor or the primary nurse in charge of the patient. If a student receives unclear or confusing information from regular nursing staff, report this to the instructor for further guidance before proceeding.

Clinical Absences & Make up Policy

Two days will be scheduled on the master nursing calendar for make-up clinical days. The make-up clinical days will be facilitated by an assigned nursing faculty and the sim lab coordinator. Students who have a clinical absence for a clinical course are required to attend a make-up clinical day. A specially designed evaluation tool for make-up days will be used in the lab. This tool is to be completed by the facilitator of the make-up clinical day and forwarded to the clinical instructor. Students with a clinical absence are to be assigned a final grade for the clinical course upon completion of the makeup clinical day. In instance of the clinical instructor absence, the instructor is to bring the clinical group for a make-up clinical day on one of the scheduled make- up days.

Students with two or more absences for one clinical course are to be reported to the Nursing Administrator/Associate Dean of Nursing. Each student's case will be analyzed by the full-time team, the clinical instructor and the Nursing Administrator. A decision for continuation in the nursing program will be made on a case by case basis.

Health Insurance Portability and Accountability Act (HIPAA) & Confidentiality

HIPAA provides the first comprehensive federal protection for the privacy of health information. All segments of the health care industry have expressed support of enhanced patient privacy in the health

care system. HIPAA is carefully balanced to provide strong privacy protections that do not interfere with patient access to, or the quality of, health care delivery. Students are introduced to HIPAA guidelines in lecture content. More specifically, HIPAA is addressed during the clinical orientation(s) in each facility. In addition, each clinical facility has its own confidentiality agreement that must be signed prior to your clinical experience there.

You must keep all information relating to patients confidential including written, verbal and electronic communication. No patient identifying information is to be taken out of the clinical site on paper or electronically. As a healthcare provider you have access to both written and verbal private information about patients that is available because of your role as a care giver and a student in a care giving occupation. Additionally a patient under stress will often share many intimate feelings and thoughts with you and expects you to respect this trust. If this information causes stress and concern for you, please talk this over with your instructor NOT your classmates, friends, or family. It is inappropriate to talk about your clinical experiences and/or patients outside the clinical setting – this includes the NSC campus. You may be expected to share information in post- clinical or in class where patient confidentiality can be assured. Ask your instructor if you have questions about what/where/when to share. You should not access information about residents/patients for whom you do not have a professional reason to do so. You should notify your instructor if a close friend or relative is admitted to the clinical facility to which you are assigned so that special care can be exercised to assure that you do not have access to inappropriate information.

Electronic Communication and Social Media in Healthcare:
Nursing students need to be aware of the dangers associated with the use of social media in any way that can compromise patient confidentiality and be in violation to HIPAA. The American Nurses Association (ANA) and National Council of State Boards of Nursing (NCSBN) have all released statements concerning the use of social media by nurses.

The ANA President Karen A. Daley, PhD, MPH, RN, FAAN said, "Social Media can be a powerful tool, one with the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. ANA hopes these principles provide a framework for all nurses to maintain professional standards in a world where communication is ever changing." ANA's e-publication, "ANA's Principles for Social Networking and the Nurse," provides guidance to nurses on using social networking media in a way that protects patients' privacy, confidentiality and inherent dignity. This publication is available as a downloadable, searchable PDF, which is compatible with most e-readers at www.nursesbooks.org

NCSBN's white paper "A Nurse's Guide to the Use of Social Media" can be downloaded free at https://www.ncsbn.org/Social_Media.pdf. A YouTube video on social media is also available and accessible via www.ncsbn.org free of charge. Please be sure to review this very important issue to assure your understanding and compliance to these standards.

Patient/Professional Boundaries:
Please keep your relationship with your patients on a professional basis. Health care providers are in a position of power in relationships with patients and therefore have the obligation to maintain appropriate interpersonal boundaries. Behaviors that may represent inappropriate crossing of boundaries include returning to a clinical site for a personal visit with a patient/resident, making arrangements for a personal meeting with the patient/resident after discharge, engaging in personal

communication such as phone calls or emails with a patient/resident or former patient/resident.

You are legally responsible for your actions as a student nurse. You cannot use others as an excuse for acting or failing to act in a professional and legal manner. Disclosure of a patient's personal health information (PHI) may result in criminal prosecution and civil lawsuits under HIPAA. **Non- adherence to the standards and guidelines outlined here and above regarding HIPAA, PHI, and clinical legal and/or ethical confidentiality violates federal laws and may be grounds for dismissal from the Nursing Program without readmission. All incidents will be referred to the Director of Nursing, Dean of Health & Human Services, and/or the Vice President of Student Development Services. For more information on student misconduct, click this link: 132F-121-110**

Clinical Errors/Untoward Incidents

Clinical errors/untoward incidents must be reported immediately to the clinical instructor and charge nurse. Untoward incidents include, but are not limited to, injuries to a patient, visitor, or staff and errors in treatment or medications even if the instructor catches the error before the student administers the medicine or treatment. If an untoward incident occurs, you will be required to complete an NSC Student Clinical Incident Report and the reporting form for the clinical facility where the incident occurred. Completing the form does not mean you are automatically responsible for the incident. For example, if you find a patient who has fallen out of bed, you would be requested to fill out the form describing the incident. Your clinical instructor must see all reports prior to their submission. Failure to report an error you have made results in serious questioning of your integrity. Failure to report an error of which you are aware may be more serious than the error itself. The NSC Student Incident Report will be placed in the student's file until graduation. Serious errors will be reviewed by the full-time nursing faculty, Director of Nursing, Dean of Health and Human Services, and/or the Vice President of Student Development Services.

Clinical Grading

1. The Student Clinical Evaluation form is used to measure the student's performance of the course objectives, outline strengths and weakness, and make appropriate recommendations for improvement if necessary.
2. Clinical performance will be evaluated on a daily basis and discussed with the student.
3. Clinical will be evaluated as satisfactory ("S"), needs improvement ("NI"), unsatisfactory ("U"), or not applicable ("N/A").
4. Clinical grades with more than one portion to the course (i.e. psych and med/surg) are required to be satisfactory in both portions in order to receive an overall satisfactory grade for the course.
5. If a student is deemed unsatisfactory (unsafe) or is in danger of failing, the disciplinary process will be started (see section on Disciplinary Process).
6. If quarterly mid-term performance evaluations are done, they will be written by the instructor, reviewed by the student and MUST be signed as evidence of having read it. Students may write a response to the instructor's anecdotal notes then will receive a copy.
7. Final evaluations are written, shared with the student, and should be signed by both parties before they are placed in the student's file.

Clinical Safe/Unsafe Behavior

Safe clinical performance will be demonstrated in all areas of the clinical setting. If the student's performance is characterized at any time by dangerous, inappropriate, or irresponsible behavior which actually or potentially places the patient or family in physical or emotional jeopardy, the student will be instructed to leave the clinical setting and will be given an **Unsatisfactory** in clinical evaluation for all criteria jeopardized. In addition, the Learning Agreement Process will be used to document the behavior and outline an improvement plan for the student. The Director of Nursing and faculty will determine the student's ability to progress in the program. Any student suspected of arriving or performing activities impaired will be dismissed from the experience. The student will be expected to adhere to the facility's assessment for impairment. Any expenses incurred for the assessment will be at the student's expense. Any student exhibiting dangerous, inappropriate, or irresponsible behavior may be dismissed from the nursing program.

Learning Agreement Process
1. When clinical performance is demonstrated as Needs Improvement (NI), an oral warning may be given and documented on the Oral Warning/Written Form/Discussion/Counseling Form.
2. When clinical performance is demonstrated to be unsafe (unsatisfactory), a Learning Agreement/Reprimand form will be completed by the clinical instructor and discussed with the student. The Learning Agreement/Reprimand will provide details of the behavior, instructor and student comments, and a plan for remediation. At the completion of the remediation plan, the instructor and student will discuss if the remediation is complete demonstrating safe clinical practice. If the student was not successful in demonstrating safe clinical practice or the behavior occurs again, the student moves to a Last Chance Agreement/Probation.
3. When the unsafe clinical performance continues or reoccurs, the clinical instructor will complete a Last Chance/Probation form. The Last Chance/Probation form will detail the concerning behavior, remediation plan, and probationary time period.
4. If the student is still not able to correct the unsafe behavior, the Director of Nursing and faculty will meet to determine the student's ability to progress in the program.
5. In the event of behaviors that seriously impact the patient's or family's safety, well-being, and/or privacy, the Director of Nursing and faculty may dismiss a student from the nursing program without completing the Learning Agreement Process.

The North Seattle College Nursing Student Handbook supersedes any conflicting information in the North Seattle College Handbook.

Formal Withdrawal

Any student that wishes to formally withdraw from the LPN program must write a letter or email to the Director of Nursing briefly explaining the reason(s) for withdrawing from the program. This letter should include whether the student intends to re-enter the program. Any student that formally withdraws from the program is also required to meet with the Director of Nursing. The formal withdrawal will be kept in the student's file; a formal withdrawal does not guarantee the student re-entry into the LPN program (see re-entry policy). All students that withdraw are responsible for dropping these classes from their schedule through the registration office; this may be done in person or online via the NSC Student Information Services Kiosk https://sccdweb.sccd.ctc.edu/seanor/webreg/waci221.html

Re-Entry

Students will only be permitted re-entry into the North Seattle College nursing program once. It is important to note that re-entry is limited to space availability. If it has been over one year (four quarters) since the student has left the nursing program, the student will need to re-apply and be part of the competitive selection process for the nursing program.

Students that would like to request re-entry into the NSC nursing program may be permitted to do so under the following conditions:

- Students are responsible for ensuring that they meet all nursing program requirements including prerequisite and/or courses required at time of re-entry; for a current listing of this information See Nursing Programs Information (PDF) at http://webshares.northseattle.edu/Nursing%20Student%20Resources/
- Students must complete the formal withdrawal process for the nursing program. (See Formal Withdrawal)
- Students must contact the Director of Nursing via email requesting re-entry during the first week of the quarter before they are eligible to return.
- Students must re-enter the nursing program within one year (four quarters) from the date of exiting the program.
- Students cannot have an outstanding fee(s) or tuition and must meet the current entry requirements for both NSC and the nursing program.
- Students that leave the program while a quarter is in progress must re-enter at the beginning of that quarter.
- Students that are offered re-entry must complete and submit all documentation outlined in the designated compliance management system. This may also include paying any and all fees associated with renewing their subscription with the designated compliance management system if their account has expired.
- Students that are offered re-entry must complete and submit all documentation outlined on the designated compliance management system. The student is responsible for having all immunizations and Clinical Passport documentation up to date and uploaded to their designated compliance management system account. All documentation and paperwork needs to be completed four (4) weeks prior to the first day of the quarter that the student will re-enter or if the student is offered re-entry closer to the beginning of the quarter all documentation and paperwork must be submitted within 48 hours of the offer being extended.

For a student who was expelled from NSC or the nursing program for misconduct, please refer to WAC132F-121 and the Seattle College District Student Rights, Freedoms, and Responsibilities policy for more information.

Students who fail any course(s) during the first, second, third or fourth quarter of the LPN Program may be eligible for re-entry if they meet the conditions outlined. The student will be required to repeat any failed course(s) along with any linked co-requisite courses in order to proceed in the nursing program.

Eligible students requesting re-entry into the 1st quarter of the PN program, will be given priority over new applicants to the program. If more than one student wants to return, the order of priority for re-entry into the program is as follows:

1. A student leaving the program in good standing, (defined as passing scores in all coursework), who has the highest score from the PN program admission assessment exam (currently the HESI A2 exam).

2. A student leaving the program in good standing, who has the next highest score from the PN program admission assessment exam, and so on, until the available spaces are filled.

3. A student who failed nursing program course(s), who has the highest score from the PN program admission assessment exam.

4. A student who failed nursing program course(s), who has the next highest score from the PN program admission assessment exam, and so on, until the available spaces are filled.

III. NURSING PROGRAM REQUIREMENTS & POLICIES

Essential Behaviors for Admission, Continuation, and Graduation

For admission to, continuation in, and graduation from North Seattle College's Nursing Programs, students must abide by the following specifications for behaviors and abilities.

Communication

Students must communicate effectively and sensitively with patients and their families as well as with other students, staff, faculty, professionals, agency personnel, community residents, and others relevant to their areas of study. Expression of ideas and feelings must be clear and appropriate. Students must demonstrate a willingness and ability to give and receive feedback.

Cognitive

Students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of the nursing activities of their programs/areas of study.

Behavioral/Emotional

Students must possess the emotional health required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in their programs/areas of study. Further, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, other professionals, and agency personnel under all circumstances including highly stressful situations. Students must have the emotional stability to function effectively under stress and to adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs or areas of study. Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy.

Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team relationships. Students must demonstrate effective and harmonious relationships with the diverse academic, professional, and community environments relevant to their chosen programs of study.

Professional Conduct

Students must possess the ability to reason morally and practice nursing in an ethical manner. They must not engage in unprofessional conduct, and must be willing to learn and abide by professional standards of practice as well as regulations for professional licensure. Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance.

Motor and Sensory Skills

Students need to have sufficient motor function and sensory skills to allow them to execute movements and make observations required in the domain of nursing care or nursing activity in their chosen programs/areas of study.

Reasonable Accommodation for Disabilities

NSC's Nursing Department is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education, and employment. The Nursing Department works closely with Disability Services in this process. Disability Services is the contact point for students with permanent or temporary sensory, physical, or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact Disability Services to start the process of documenting their disability and determining eligibility for services prior to the start of the Nursing Program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting accommodations is very important. The College has policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations.

To learn more about the process for establishing accommodations please contact the office of Disability Services at North Seattle College:

Director: Maud Steyaert	**Mailing Address:**	
Contact:	Disability Services North Seattel	**Location:**
(206) 934-3697 voice	College	CC 2346A (NW section of the
(206) 934-3958 fax	3NC2346A	East wing of the College Center,
ds@seattlecolleges.edu	9600 College Way North	2nd floor)
	Seattle, WA 98103-3599	

Students with disabilities are expected to perform all the essential functions of the program with, or without, reasonable accommodation. The Nursing Department will work with the student and Disability Services to provide reasonable and appropriate accommodations. While the Nursing Department will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

Civility Policy

Civility is behavior that:

1. Shows respect toward another
2. Causes another to feel valued
3. Contributes to mutual respect, effective communication, and team collaboration

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of "appropriate" behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved. Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing of Nursing Student Handbook or North Seattle College Student Handbook may result in a conference with the appropriate Nursing Program Director or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Nursing Program Director may recommend the student be dismissed from the program/ Department of Nursing. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Department of Nursing:

- **Attentiveness** - The student regularly attends class. All extended absences are for relevant and serious reasons, and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

- **Demeanor** - The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

- **Maturity** - The student functions as a responsible, ethical, law-abiding adult.

- **Cooperation** - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

- **Inquisitiveness** - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

- **Responsibility** - The student has nursing Department of Nursing performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

- **Authority** - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

- **Personal Appearance -** The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

- **Communication -** The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

- **Professional Role** - The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse. The student conducts self as a professional role model at all times and in compliance with Standards of Practice Relative to Nursing as outlined in the Washington Administrative Code (WAC) 246-840-700 and the ANA Code of Ethics for Nurses with Interpretive Statements (http://nursingworld.org/ethics/code/protected_nwcoe813.htm).

- **Judgment** - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

- **Ethics** - The student conducts self in compliance with the ANA Code of Ethics.
- **Moral Standards** - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

The North Seattle College Department of Nursing will review student behaviors that breech this civility contract, and make recommendations regarding continuance in the Nursing Program.

Disruptive behavior and inappropriate behaviors will be broken down into two of its elements of performance: 1) The profession, as defined by the Washington Authoritative Codes and American Nurses Association Code of Ethics for Nurses with Interpretive Statements 2) The North Seattle College code of conduct that defines acceptable and disruptive and inappropriate behaviors.

As future nurses and leaders you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are below but not inclusive:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging the reputation of any student, faculty member, administrator or staff
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail requiring reply
- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, clinical staff, faculty, administrative staff or administration
- Habitually arriving late to meetings or class
- Knowingly withholding information needed by a peer, instructor, or clinical staff or the Director.
- Discounting or ignoring solicited input from peers, faculty, students or administrators regarding classroom and/or clinical performance or professional conduct.
- Not following faculty or student policies
- Overruling decisions without direct discussion and rationale;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums
- Using up supplies or breaking equipment or learning materials without notifying appropriate staff/faculty/administrative staff/Director.
- Rudeness that ultimately escalates into threatened or actual violence
- Any form of implied or overt discrimination based on age, sex, spiritual or religious belief, political affiliation, sexual orientation, gender identity, race, cultural and ethnic origin, educational achievement, or physical disability.

As North Seattle College Department of Nursing Students We Commit to:
1. Follow conventions of good classroom manners and Department of Nursing student responsibilities as outlined above.

2. Ask permission to tape record and respect the instructor's decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
5. Refrain from use of the internet during classroom time.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.
10. Issue "gentle reminders" when these guidelines are breached.
11. Arrive timely to class/clinical sessions.
12. Bring the required supplies and be ready to be actively engaged in the learning process.
13. Focus on the business at hand – the class, its content, learning and the professor.
14. Turn cell phones off or to vibrate before the start of class.
15. Refrain from texting during class time.
16. Pick up trash upon leaving the room.
17. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
18. Turn in assignments on time.
19. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class.)
20. Raise a hand to indicate a question or comment as a courtesy to classmates and the professor. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
21. Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.
22. Respect the need to request to meet individually with the instructor of a course for review of an exam within one week following administration of the exam as needed. No visual review of exam materials will be granted after this period.
23. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

Clinical Placement Agreement

Clinical rotations are a critical component of your nursing education. Because we understand the importance of your clinical experiences and your hopes and expectations, we try to make the clinical experiences as rich as possible. This document will help you understand our clinical placement policy. Please read it carefully, sign the document, and return it as part of the required documentation prior to the new student orientation. All clinical placements are at the sole discretion of the North Seattle College

Nursing Department.

As a member of a health care team, there are no clinical days off. You are required to be present on all clinical days and for full shifts (including labs), except for illness. Students follow the rotation schedule of the clinic/hospital site at which they are rotating. We are unable to take into consideration extracurricular courses, work schedules, and other personal commitments. Please anticipate that you may need to adjust your work schedule and/or other commitments. All students will experience some evening, night and weekend shifts during their clinical education.

Your clinical assignments are rotations required for licensure and education as a nurse. By the end of the program, you will have experienced the full spectrum of clinical education in a variety of agencies and settings. Each student completes adult medical-surgical, pediatrics, psychosocial mental health, childbearing, and childrearing families' rotations. For these rotations, students are **NOT ABLE** to choose clinical sites or develop/create their own placements.

The Nursing Department negotiates its clinical placements through the Clinical Placement Northwest Consortia (CPNW). Members of the CPNW include many of the larger clinical agencies in the area: UWMC, Harborview, Virginia Mason, Swedish Medical Center, Northwest Hospital, Evergreen, and Overlake, as well as a few smaller sites. We also negotiate for clinical placements with community clinics, county & state agencies, and psychiatric facilities.
The days & times of clinical shifts are non-negotiable and may include weekdays, weekends, days, evenings, and night shifts.

The ratio of students to instructor is 8:1. Some students remain in the same site for 2-3 quarters, based on site requirements to decrease orientation times/schedules, while other students switch to a different clinical agency each quarter of the program. Each clinical agency has specific prerequisites for placement and an on-site orientation to the site and to computer programs used by the facility. These orientations may take place outside of regularly scheduled class hours.

The Associate Dean of Nursing and the Program Coordinator work with the consortium, clinical sites, course coordinators, and clinical instructors to determine your individual clinical placements each quarter. Approximately four weeks prior to the start of this quarter, the Program Coordinator will inform you of your clinical placement for the next quarter. Her information will include the name of the clinical agency, days/times, name of instructor, and prerequisites for your clinical site. Information will be provided directly by the clinical instructor and will include orientation information as well as specific site requirements.

The NSC Nursing Department reserves the right to make adjustments to your clinical placement and/or clinical rotation schedule up until the start of the new quarter. This may occur due to fluctuation in patient census at a site, staffing issues at the clinical site, changes in teaching assignments at the Nursing Department, or specific learning needs of students. Please keep this in mind when committing to a work schedule since we **cannot** consider your personal commitments or location of your residency.

Our responsibility is to provide you with the required clinical experiences and standards to be eligible for licensure as a Practical Nurse post-graduation. Our responsibility to our clinical agency partners is to ensure that each student attending clinical is fully compliant with immunizations, background check, on-boarding requirements, and clinical agency standards.

Attendance

Attendance is essential. Participation in all learning experiences is necessary for success in the LPN Program. Punctuality is required in all learning activities, and is a form of accountability. Lecture attendance is expected. Attendance may be monitored by completing an attendance roster.

Theory course instructors may implement their own course attendance policy, which can be found in the course syllabus.

Clinical/Lab Attendance

1. A student is limited to one absence per lab or clinical course due to a medical or family emergency.

2. In the event of an absence, the student **must**:
   a. Call the instructor a minimum of one (1) hour before the start of clinical/lab to report and state the reason for the absence. Sending a message with a classmate will not be accepted; and,
   b. Provide a healthcare provider's release to resume clinical/lab for any injuries or changes in health status that have occurred.

3. A student absence from clinical will result in an evaluation meeting with the clinical instructor to ensure that the student is meeting student learning outcomes for the course.

4. A make-up clinical day for the quarter is scheduled and posted on the master nursing calendar. A student with an absence is **required** to attend the make-up clinical day which takes place in the simulation lab. A student is assigned a final clinical grade after completion of the make-up clinical day.

5. Any additional absences will receive an unsatisfactory for lab and/or clinical attendance. Additional absences will be discussed on a case by case basis by the faculty and Associate Dean of Nursing to determine the student's ability to continue in the program.

A "no call, no show" is a serious offense and is not permitted at the clinical site by students. A "no call, no show" may be grounds for dismissal from the program and will be referred to the Associate Dean of Nursing.

Visitors

Under no circumstances are visitors allowed to accompany a student to a clinical site or in practice lab. Children are not allowed in theory courses and the instructor must approve any adult visitor.

Transportation

Students are responsible for their own transportation to clinical sites and nursing classes regardless of distance, time, or expense involved.

Clinical/Lab Dress Code & Appearance

A health professional should be neither an attraction nor a distraction. It is important to use good taste at all time in regards to your manner of dress and appearance.

1. The approved North Seattle College Nursing Program student uniform with nametag and/or ID

badge is to be worn for all clinical practice or data collection in any healthcare agency. It is also required to be worn for all campus lab courses. Nametags and patches must remain visible at all times and <u>must not</u> be covered by a sweater while on the floor. If there are any exceptions to this, students will be informed by the instructor.

2. The approved uniform for the nursing program consists of:
   a. forest green scrub shirt with the embroidered NSC logo or patch on the upper left chest;
   b. forest green scrub pants – jeans, sweats, and/or visible undergarments are unacceptable; no visible cleavage; pants tightly secured at the waist;
   c. a white or black undershirt or turtle neck shirt may be worn underneath the scrubs for warmth – white lab coats are not allowed;
   d. shoes must be conservative, one color, professional, clean, OSHA approved, flat (no heels), with closed toe/heel, and have a slip proof sole;
   e. white or skin-toned non-patterned tights/hose with skirts; or trousers/slacks with white or skin-toned non-patterned tights/hose/socks;
   f. proper NSC nursing program approved identification is **required** for all clinical facilities;
   g. hair shall be clean, combed, and neatly trimmed and should not be distracting; hair shall not be dyed an unnatural human color; hair must be kept off the collar;
   h. all tattoos must be covered and facial piercing jewelry must be removed; and, jewelry is not allowed except wedding rings and small post earrings; rings must be removed at the discretion of the instructor, for safety reasons.
3. All students are to be well groomed, clean, and non-offensive to others. This includes having fresh breath.
4. Shoes and shirts/blouses must be worn.
5. Scents of any sort should not be worn as some people are sensitive to chemicals and scents.
6. A watch with a sweep second hand, stethoscope, and penlight.
7. Beards, sideburns, and mustaches are to be trimmed and neat. Male students without beards are expected to shave daily.
8. Fingernails are to be kept short and clean without artificial nails or nail polish.
9. Light make-up only.
10. Chewing gum is not allowed.
11. Smoking in uniform is permitted only in designated areas of the college or facility, however smoking is discouraged as many clients find the lingering smell offensive.

Simulation Lab

NSC's nursing education program uses simulation as a substitute for traditional clinical experiences, not to exceed fifty percent of its clinical hours for a particular course. The simulation is a pedagogical technique to replace or amplify real experiences with guided experiences evoking or replicating substantial aspects of the real world in a fully interactive manner.

Simulation Lab Goals
1. Creation of an immersive simulation environment to apply critical thinking, clinical judgment and skills.
2. Promotion of a culture of safety in nursing care by demonstration and performance.
3. Integration of patient safety goals, evidence based standards and the nursing process are

embedded in simulation scenarios.

4. Provision of guidance in the development of technical skills, therapeutic communication and team work.
5. Advancement of professional behavior, including integrity, ethical and regulatory standards.
6. Promotion of clinical competency in knowledge, skills and attitude.

What is simulation?

Simulation is a dynamic method of replicating the real world healthcare environment. Case studies utilizing manikins and/or people provide these experiences. In a safe setting students use deliberate practice of knowledge, skills and behaviors in life like scenarios. The scenarios are objectively written to enhance the student's use of evidence based practice. Outcomes include practice in critical thinking, clinical judgment, delegation, communication and team work.

Three Phases of Simulation

Simulation Pre-brief

Students chose from a variety of roles. Written report and a set of orders are provided with instructor facilitated objectives and role specifics identified. Time is provided for the primary team to huddle and create a plan.

Simulation Scenario

An evidence based Case study with the students assessing the patient, situation, environment, and responding to the situation utilizing the nursing process. Simulations are challenging for all students and bring together their learning from theory classes, lab skills and clinical experience. Simulation experiences are based on the educational preparation and skill level of the student. The cases stimulate clinical judgement and use communication, leadership and technical skills.

Simulation De-brief

Occurring immediately after scenario completion to allow for self and team reflection of clinical judgment, communication, organization and skills demonstration. Feedback is provided by the instructor and all students in the group. This active evaluation by peers and instructors allows for positive feedback, opportunities for growth, dialogue about alternative solutions/approaches and solidifies teamwork in the healthcare environment.

Simulation Expectations

1. All students are expected to fully engage in their chosen role during the activity.
2. Professional behaviors as demonstrated in the clinical setting are expected in the lab, including the treatment of manikins and equipment. In this learning arena we acknowledge that scenario cases, actors and fellow students remain respectful and support the confidentiality of the simulation and outcomes.
3. All students complete an orientation to the Nursing Skills Simulation lab.
4. All students are to follow the Clinical dress code expectations and wash their hands when entering the lab.
5. Use of computers is restricted to classroom work and not personal use.
6. No pens, food, fluids or newspaper is allowed in the simulation lab. Breaks are taken outside of the lab environment.

7. Personal cell phones, PADs and computers are only to be used for classroom work, with faculty approval.
8. The lab must be returned to its original condition, neatly covered manikins in supine position with beds in low position, rails down, Oxygen, air, suction turned off, IV pumps door closed and turned off. The curtains should be returned to open with the bedside table at its lowest setting to the right of the bed.
9. Notify faculty, coordinator or technician of any non-functioning equipment.
10. <u>Open lab</u> is an opportunity for students to review and practice skills. Most labs are proctored by the Simulation Coordinator who can answer questions and mentor students.

Equipment:
1. All equipment is to be utilized for the purpose they are intended.
2. Equipment for open lab can be obtained from the student's personal supplies, the learning boxes or requested from the coordinator/technician.
3. Equipment should be disposed of properly.
4. Equipment should be repacked as directed for use at a later time.
5. Students will be oriented to the crash cart and defibrillator.
6. Students need to maintain standard precautions with all equipment. Any contact with body fluids is considered contaminated and students must notify faculty, technician or coordinator.
7. Latex Warning: some equipment contains latex. Students with known sensitivity/allergy and must contact the coordinator/faculty.
8. Sharps are to be disposed of properly. In the event of a needle stick, the faculty are to be notified immediately and an incident report completed.
9. Students should follow safe handling and back safety techniques while in the lab.

Evaluation Simulation Experiences
1. Simulation can substitute for clinical experiences.
2. Simulation experiences are facilitated, supervised and evaluated by qualified simulation faculty. The Clinical Evaluation Tool (CET) is used to evaluate simulated experiences. Refer to CET.
3. Faculty will provide a Student Lab Evaluation form to be used at the end of each lab class. Evaluations are used for assessment of consistency to practice, strengths, weakness, and recommended opportunities for improvement.
4. Communication between Lab and Clinical faculty will occur to support student academic progression and advancement of skills.

Cell Phones

Cell phone use is not permitted during theory courses, labs, or at clinical sites. (NOTE: That an exception may apply to the use of a smart phone with a clinical application; this may be used at the clinical site under the discretion of the clinical instructor but the ring tone must remain on the "VIBRATE" mode.) During class times, cell phones and other communication devices should be turned OFF or the ring tone should be switched to "silent". During class breaks, the student is allowed to use cell phones outside of the classroom. If a student has a serious problem that may require the student to be contacted by phone, the instructor should be informed beforehand or at the

beginning of the class, the cell phone's ringtone should be placed on "VIBRATE", and the student should exit the class room/lab before answering their phone.

IV. GENERAL POLICIES

Tutoring

Tutoring is available for all NSC students in writing, math, accounting, biology, chemistry; and world languages. Tutoring services are primarily provided through the Loft Writing Center Plus, the Math/Science Learning Center (MLC) or the Business and Accounting Learning Center.

There is also an E-Tutoring service available to students who cannot meet with tutors during normal operating hours. More information about tutoring services is available on the website https://northseattle.edu/tutoring

Math and Science Tutoring

The Math/Science Learning Center (MLC) offers free individual and small-group tutoring to all NSC students currently enrolled in math, science, and/or computer science classes. For more information about the Math/Science Learning Center including quarterly hours, tutoring schedules, study links, and study-skills workshops, visit the website at https://northseattle.edu/tutoring/math-learning-center

Writing and Language Tutoring

The Loft Writing Center Plus offers free individual and small-group tutoring to all NSC students in writing, reading, listening, and speaking English; world languages; and general study skills. Students can also use a variety of self-study computer programs. For more information on the Loft Writing Center including quarterly hours, a tutoring schedule, e-tutoring, and other resources, please use the following link https://northseattle.edu/tutoring/loft-writing-center

Nursing Tutoring

The North Seattle College nursing programs may also provide limited peer-to-peer tutoring by nursing program students. Ask your nursing program instructor for details if you would like more information.

Canvas E-Learning Online Course Management System

Students in courses that use NSC's Canvas e-Learning online course management system are required to check announcements and course email. Instructors place important information in the announcements section and send Canvas-linked emails regularly. Students will be responsible for this information.

All assignment submissions to Canvas must be in Microsoft Word or rich text format (RTF). These are the only file types that nursing program faculty will be able to open to make corrections. If assignments are not received in the correct format, this may cause the assignment to be considered late, and as such, a "LATE" grade may be given.

Please follow the general rules of netiquette. The NSC netiquette and privacy guidelines can be found at http://www.virtualcollege.org/resource/netiquette.htm

Liability

NSC is a Washington state community college, and as such, is not liable for the acts of its students. At this time, students in the nursing program must purchase student liability insurance at the time of

registering for any course with a clinical component.

Health Insurance

Students should carry their own health insurance and provide proof of their health insurance prior to attending clinical experiences outside of the North Seattle College campus. Some clinical sites may allow submission of a signed waiver absolving the clinical facility and NSC from financial obligation in the event of an injury or illness in lieu of health insurance. Students may purchase a medical insurance plan specifically designed for students of community and technical colleges in Washington. More information is available on the following website https://northseattle.edu/cashiers-office/student-insurance

Injury Policy

Should an injury, needle stick, and/or bodily-fluid contamination occur, complete the following steps:

1. Student will wash site immediately with soap and water and/or complete any first aid care needed.
2. Student will immediately report exposure and/or injury to the faculty member overseeing the student's activities.
3. If the injury occurred on campus, the security office should be contacted immediately at (206) 934-3636. The faculty member and/or student will complete an NSC Accidental Injury Report that will be forwarded to the Director of Nursing. If the incident occurred on the North Seattle College campus, a copy of the form will then be submitted to the NSC Security Office.
4. If the incident occurred at a clinical site, that facility's protocol must also be completed in addition to the NSC Accidental Injury Report.
5. The student may be referred to a healthcare facility for further evaluation and/or follow-up.

Seattle Colleges District Equal Opportunity Statement

The Seattle Colleges District VI is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, gender identity, veteran or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator. This information is available in other languages; please use the following link:

http://www.seattlecolleges.com/DISTRICT/catalog/docs/PDF2010/10-12_EOlanguages.pdf

Title IX/Chapter 28A.640 RCW Officer: David Bittenbender (206) 934-7792
Section 504/ADA Coordinator: Rebecca Cory (206) 934-7808

To find more information regarding the Seattle College District information, student right-to-know rules, policies and procedures, as well as updated information for the RCW Officer and/or ADA Coordinator may be found at:
http://www.seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx

Disability Services

The Disability Support Services Office at NSC provides physical and programmatic accommodations to persons who are enrolled or planning to enroll at NSC. Academic accommodations, if reasonable and appropriate, are provided to students with a documented permanent or temporary physical, mental, or sensory disability. Students with disabilities are strongly encouraged to contact Disability Services prior to enrollment if they have any type of disability that impacts their academic performance. There is no minimal or baseline disability that one must have to receive services. Support services are available for enrolled students and those planning to enroll.

The Disability Services' office hours are Monday through Friday, 8:00am-4:30pm; this information is subject to change, please contact the office for current information. The office room number is CC 2346A and located in the College Center on the 2nd floor at the north end of the building. Please contact the Disability Services office for information regarding their services at (206) 934-3697 (voice), (206) 934-0079 (TTY) or ds@seattlecolleges.edu. More information is also available at the website https://northseattle.edu/disability-services

Cheating & Plagiarism Policy

Each student is responsible for their own learning and personal integrity in the learning process. Cheating is defined as giving or receiving inappropriate assistance from another person such as giving, and/or receiving answers to test questions, or failing to give credit to sources, homework or care plan assignments. Giving credit to sources means that any copying, whether it is from a book or the internet, is plagiarism. In other words, the work you do must be your own.

The nursing profession uses the American Psychological Association (APA) format when documenting sources. It is the student's responsibility to use proper APA formatting for assignments when necessary.

Any act of course related dishonesty including, but not limited to, cheating or plagiarism will receive a zero for the assignment or exam and may be dismissed from the NSC nursing program. The zero will be averaged into the grade for that section. A second cheating, plagiarism, or falsification episode of any kind will result in dismissal from the NSC nursing program without the ability to return to the NSC nursing program. The matter may be referred to the Vice President of Student Development Services. In addition, disciplinary sanctions may be imposed separately under WAC regulations 132F-121. Cheating and plagiarism violate the Student Conduct Code at North Seattle College.

Substance Abuse

Seattle Colleges District IV recognizes that illicit drugs and alcohol abuse are major social problems that affect the health, safety, and security of individuals and organizations.

Federal and State regulations require a drug and alcohol abuse prevention program. As part of providing a healthful, safe, and secure work and learning environment, each employee and student of Seattle Colleges District is expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process.

The Seattle Colleges District policy on alcohol and drugs is as follows:

Alcohol and drugs are prohibited. The district prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession, and use of illicit drugs. This policy applies to all employees and students of the Seattle Colleges while they are on SCD property or while conducting college business, regardless of location. To provide a healthy, safe, and secure working and learning environment, each employee and student of the Seattle Colleges District is expected to be in an appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Seattle College District Policy 249 ("Drug-Free Workplace") is detailed at
http://seattlecolleges.edu/district/policies/documentdisplay.aspx?policyID=pol249

Resources for students and employees who need assistance with substance abuse problems are outlined in a brochure available on each campus and in the two printable PDFs below:
- http://seattlecolleges.edu/district/documents/SCCDDrugPolicyFlier_Nov10.pdf
- http://www.nida.nih.gov/drugpages.html

Each campus will establish a drug-free awareness program for students. Students who violate this policy will be disciplined up to and including expulsion from the Seattle Colleges District depending upon the seriousness of the violation. Disciplinary action will be processed by the office of the Vice President of Student Development Services. Students may also lose federal funding and/or grants for their education. Students who need assistance in dealing with drug/alcohol abuse problems are encouraged to seek help through Student Services; counseling services are available to NSC students. For more information contact (206) 934-3676 or the NSC counseling website at
https://northseattle.edu/counseling

If a faculty member or administrator has probable cause to believe that a student is, or was under, the influence of illicit drugs or alcohol while on college property or affiliated clinical sites the faculty member or administrator will:
1. inform the student of the probable cause;
2. require the student to have a blood alcohol/drug screen drawn at the student's own expense without undue delay; and,
3. if negative, then an appointment will be scheduled to discuss the problematic behavior and plan for correction; or,
4. If positive, require the student to have a substance abuse assessment by a qualified professional and to have that professional send a report of the assessment to the Dean of Health & Human Services.

The decision about next steps would be based on recommendations by the substance abuse professionals. If the student refuses to submit to the drug test after the College has probable cause, the student may be summarily dismissed from the program.

Nothing stated herein shall preclude Seattle Colleges District VI from referring violators of this policy for prosecution as required by law.

Furthermore, employees and students are required to report any conviction under a criminal drug statute for violations occurring in, or on, properties controlled and/or owned by Seattle Colleges District VI or while conducting college business.

Employees are to report such conviction to the Human Resources Department within five (5) days after said conviction. Students are to report such conviction to the Office of the Vice President of Student Development Services within five (5) days after the conviction.

The Seattle Colleges District shall determine whether or not the reported conviction of an individual is in any way a part of a federally funded or contracted program. Notification of conviction shall be made to an appropriate federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any conviction of drug violation occurring in the workplace.

Student Responsibilities

1. Students frequently receive important information from nursing program staff and faculty via email. The email address that the student lists in their application packet will be the email address used. It is the student's responsibility to inform appropriate nursing faculty and staff of any email changes.

2. Students are responsible for updating any name, address, or phone changes with the NSC registration office. The student will need to contact the registration office for further information about what type of documentation is necessary. This information must be updated in the NSC system before it can be used on nursing program files and documents. The student can update NSC system contact information online https://sccdweb.sccd.ctc.edu/nscckiosk/stuaddr/waci203.html

3. It is the student's responsibility to ensure that their immunization and CPR documentation and Clinical Passport documentation is up to date and will remain current through the upcoming quarter; all documentation must be accessible on the designated compliance management system before the student will be eligible to receive their codes to register for the upcoming quarter. Additionally, a current (unexpired) and unencumbered LPN license will be required for second and third quarter LPN to RN Ladder Program students.

4. As per the NSC Nursing Program Charge/Conviction/Criminal History Disclosure Form "I understand that I am obligated to notify the Director of Nursing within 30 days, in writing, if I am charged or convicted of any crime or if any of the specified court or administrative determinations are made against me during the application period and/or while enrolled as a student. I understand that any misrepresentation or omission in the above-stated information may lead to denial of admission or dismissal."

Student Absences for Reasons of Faith or Conscience

Seattle College District Policy Number: 336,
http://seattlecolleges.edu/district/policies/policies.aspx?policyID=pol366

College students are entitled to take absences from classes up to two days per academic year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Reference: RCW 28B.10.039 - Holidays/Faith & Conscience.

Students may select the two days on which he or she needs to be absent based on reasons of faith and conscience. The absences from classes up to two days must be taken during the academic year. Each holiday taken under this policy must be taken as a whole day i.e. the day may not be divided into hours and taken piecemeal.

Students' grades may not be adversely impacted by absences authorized under this policy.

A student intending to take absences from classes up to two days per academic year must talk with each instructor to make arrangements to take a test before or after the originally scheduled date.

Student Misconduct

NSC's policy on student misconduct can also be found in the NSC Student Handbook which states the following:
Misconduct is irresponsible behavior that negatively affects the college's educational mission and is fully defined in WAC 132F-121-110. Incidents of misconduct should be reported in writing to Marci Myer, Vice President for Student Development Services, (206) 934-3699 or email Marci.Myer@seattlecolleges.edu
Nursing students are expected to read, be familiar with, and adhere to the Seattle Colleges District VI student rights, freedoms, and responsibilities policy; Washington Administrative Code (WAC) Chapter 132F-121; the policies outlined within the NSC PN Program & LPN to RN Ladder Program Student Handbooks; and the standards in the American Nursing Association Code of Ethics for Nurses. Any student who does not adhere to the above listed rules, and/or policies will be subject to appropriate sanctions. Disciplinary action, including dismissal from the college, may be taken by the Vice President of Student Development Services.

Disciplinary sanctions may be imposed, but are not limited to, when any of the following misconduct occurs:

- Academic dishonesty that includes cheating, plagiarism, or knowingly furnishing false information to the college.
- Intentional falsification of statements, and/or filing false charges against the college or members of the college.
- Forgery, alteration or misuse of college or district documents, records, funds or identification cards with the intent to defraud.
- Intentional disruption of teaching, administration or other campus activities.
- Physical and verbal abuse of any person on college premises or at any college-sponsored functions or conduct which threatens or endangers the safety and health of any individual.
- Theft from or damage to the college premises and/or to property of a member of the college community.
- Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.

- Failure to comply with the direction of campus employees acting in the performance of their duties.
- Violation of published college/district regulations.
- Possession of firearms.
- Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to, or use of, campus premises.
- Theft or other abuse of computer time, including, but not limited to:
    - Unauthorized entry into a file to use or change the contents, for any purpose
    - Unauthorized transfer of a file
    - Unauthorized use of another individual's identification and password
    - Use of computing facilities to interfere with the work of another student, faculty member or college official
    - Use of computing facilities to interfere with normal operations of the college computing system
    - Use of computing facilities for personal profit or gain

Disciplinary Action

Any of the following disciplinary sanctions may be imposed for student misconduct:

1. Warning: Oral notice to the student of the violation(s). There shall be no appeal from a warning.
2. Reprimand: Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.
3. Probation: Placement of one or more conditions on the student's continued attendance as specified in the written notice to the student.
4. Suspension from Activities: Disqualification of the student for a stated or indefinite period of time from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.
5. Suspension of Enrollment: Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college, and/or the district, subject to the student's right to seek reinstatement as provided in WAC 132F-121-240.
6. Expulsion: Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district.

Grievance & Student Complaints

The following link outlines the Seattle Colleges District Student Complaint Procedure for students who feel they have a complaint relating to grades or an action by a member of the college community. http://seattlecolleges.edu/DISTRICT/policies/polPro.aspx?policyID=pro370 Before pursuing formal action, students are encouraged to first pursue an informal resolution.

The complaint process can be found in the North Seattle College Student Handbook titled Complaint Process: How to Resolve Complaints under COLLEGE POLICIES and can be found here: http://facweb.northseattle.edu/jhoppe/NSCC%20handbook%202013-14.pdf

V.   TRANSITION FROM STUDENT TO GRADUATE

Pre-NCLEX Diagnostic Exams

The North Seattle College nursing programs utilize the *Evolve Testing and Remediation Exams* which are administered each quarter to assess the individual student's strengths and weaknesses in nursing knowledge as preparation for the NCLEX exam. These exams are accompanied by customized on-line resources and non-proctored tests which the student can do at home to improve their knowledge in the necessary areas. Throughout the nursing programs, instructors will use proctored computerized tests to assess learning progress. In addition, a comprehensive proctored exam is done at the end of each nursing program to predict the student's success in passing the NCLEX.

Applying for Graduation

1. The quarter before a student expects to graduate, a nursing program advisor will come to the classroom to explain the graduation application procedure, hand-out the necessary paperwork, and give instructions for submitting the application to the Health and Human Services Division.
2. A nursing program advisor will review the courses taken and confirm the student's graduation status. If the student is ready to graduate the following quarter, the nursing program advisor will sign-off on the application and it will be forwarded to an NSC Credentials Evaluator.
3. The credentials evaluator will send the student an email confirming receipt of the application. After the quarterly grades are posted, the credentials evaluator will process the application, confirm that all requirements have been met, and post the degree to the student's record. This process can take 6 to 8 weeks.

Applying for Nurse Technician License

As per RCW 18.79.340 Nursing Technicians:

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

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

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

        (i) Within the past thirty days; OR

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

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

(3) The commission may adopt rules to implement chapter 258, Laws of 2003. [2012 c 153 § 13; 2003 c 258 § 2.]

Notes:
Rules – 2012 c 153: See note following RCW 18.360.005.

Severability – Effective date – 2003 c 258: See notes following RCW 18.79.330.

More information about the Nurse Technician application and fees is available online at http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/NurseTechnician/ApplicationsandForms.asp

Applying for LPN Licensure

The student must submit a completed Licensed Practical Nurse by Examination Application Packet to the Washington State Department of Health (DOH).

Application packets and information for applying are available online at http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing

The student will need to obtain a Transcript Request form at the Health & Human Services Division, complete the form and pay the official transcript request fee at the Cashier's Office. Once the student has paid the cashier, the Transcript Request form must be taken back to the Health & Human Services Division and given to a nursing program advisor.

Register for NCLEX

The student must set-up an account with Pearson VUE for the NCLEX-PN. This can be done at http://www.pearsonvue.com/nclex/

Procedure for Requesting a Letter of Reference

The student is responsible for requesting a letter of reference in writing from a nursing program Instructor or the Director of Nursing at least 2 weeks before the reference is due. This request needs to include their legal name and the year of graduation from the nursing program. The student should also supply the name, address, phone number, and any pertinent information about the person to whom the reference is to be sent.

APPENDIX A
HANDBOOK AGREEMENT FORM

When you have finished reading this handbook, please sign the statement below, and return it to the Health and Human Services Division.

I understand that I am responsible for all information contained within the North Seattle College Practical Nursing Program & Licensed Practical Nursing Program Student Handbook and that a current copy is available at

I have read and agree to abide by the policies and requirements of the NSC Nursing Programs as stated in the PN Program & LPN to RN Ladder Program Student Handbook, of which I have been advised of its location on the NSC website, and from which this page has been removed or printed. I acknowledge that I have been encouraged to retain my copy of this handbook for ongoing reference. I also understand that I will be informed in writing of any change in policy that occurs prior to the next handbook revision.

This handbook may be updated periodically, and you will be required to abide by the current handbook.

_____
Please Print (First Name/MI/Last Name)   Student ID Number

_____
Signature   Date

_____
Program (PN or LPN to RN Ladder)   Starting Quarter & Year

_____
Email   Phone

APPENDIX B

ESSENTIAL BEHAVIORS FOR ADMISSION, CONTINUATION, AND GRADUATION

For admission to, continuation in, and graduation from North Seattle College's Nursing Programs, students must abide by the following specifications for behaviors and abilities.

Communication

Students must communicate effectively and sensitively with patients and their families as well as with other students, staff, faculty, professionals, agency personnel, community residents, and others relevant to their areas of study. Expression of ideas and feelings must be clear and appropriate. Students must demonstrate a willingness and ability to give and receive feedback.

Cognitive

Students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of the nursing activities of their programs/areas of study.

Behavioral/Emotional

Students must possess the emotional health required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in their programs/areas of study. Further, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, other professionals, and agency personnel under all circumstances including highly stressful situations. Students must have the emotional stability to function effectively under stress and to adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs or areas of study. Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy.

Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team relationships. Students must demonstrate effective and harmonious relationships with the diverse academic, professional, and community environments relevant to their chosen programs of study.

Professional Conduct

Students must possess the ability to reason morally and practice nursing in an ethical manner. They must not engage in unprofessional conduct, and must be willing to learn and abide by professional standards of practice as well as regulations for professional licensure. Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance.

Motor and Sensory Skills

Students need to have sufficient motor function and sensory skills to allow them to execute movements and make observations required in the domain of nursing care or nursing activity in their chosen programs/areas of study.

Reasonable Accommodation for Disabilities

NSC's Nursing Department is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education, and employment. The Nursing Department works closely with Disability Services in this process. Disability Services is the contact point for students with permanent or temporary sensory, physical, or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact Disability Services to start the process of documenting their disability and determining eligibility for services prior to the start of the Nursing Program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting accommodations is very important. The College has policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations.

To learn more about the process for establishing accommodations please contact the office of Disability Services at North Seattle College:

Director:	**Mailing Address:**	**Location:**
Maud Steyaert	Disability Services North Seattle College 3NC2346A 9600 College Way North Seattle, WA 98103-3599	CC 2346A (Northwest section of the East wing of the College Center, 2nd floor)
Contact: **(**206) 934-3697 voice (206) 934-3958 fax ds@seattlecolleges.edu		

Students with disabilities are expected to perform all the essential functions of the program with, or without, reasonable accommodation. The Nursing Department will work with the student and Disability Services to provide reasonable and appropriate accommodations. While the Nursing Department will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

In signing this form, I acknowledge that I have read and agree to adhere to the Essential Behaviors.

_____

Please Print (First Name / MI / Last Name)   Student ID Number

_____

Signature   Date

_____

Program (PN **or** LPN to RN Ladder)

APPENDIX C
STUDENT CIVILITY CONTRACT

Civility is behavior that:
1. Shows respect toward another
2. Causes another to feel valued
3. Contributes to mutual respect, effective communication, and team collaboration

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of "appropriate" behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved. Department of Nursing Students' Responsibilities:

> *Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing of Nursing Student Handbook or North Seattle College Student Handbook may result in a conference with the appropriate Nursing Program Director or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Nursing Program Director may recommend the student be dismissed from the program/ Department of Nursing. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Department of Nursing.*

Attentiveness - The student regularly attends class. All extended absences are for relevant and serious reasons, and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor - The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity - The student functions as a responsible, ethical, law-abiding adult.

Cooperation - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility - The student has nursing Department of Nursing performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of

a professional nurse.

Communication - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

Professional Role - The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse. The student conducts self as a professional role model at all times and in compliance with Standards of Practice Relative to Nursing as outlined in the Washington Administrative Code (WAC) 246-840-700 and the ANA Code of Ethics for Nurses with Interpretive Statements (http://nursingworld.org/ethics/code/protected_nwcoe813.htm).

Judgment - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - The student conducts self in compliance with the ANA Code of Ethics.

Moral Standards - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

The North Seattle College Department of Nursing will review student behaviors that breech this civility contract, and make recommendations regarding continuance in the Nursing Program.

Disruptive behavior and inappropriate behaviors will be broken down into two of its elements of performance: 1) The profession, as defined by the Washington Authoritative Codes and American Nurses Association Code of Ethics for Nurses with Interpretive Statements 2) The North Seattle College code of conduct that defines acceptable and disruptive and inappropriate behaviors.

As future nurses and leaders you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are below but not inclusive:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging the reputation of any student, faculty member, administrator or staff
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail requiring reply
- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, clinical staff, faculty, administrative staff or administration
- Habitually arriving late to meetings or class
- Knowingly withholding information needed by a peer, instructor, or clinical staff or the Director.
- Discounting or ignoring solicited input from peers, faculty, students or administrators regarding classroom and/or clinical performance or professional conduct.
- Not following faculty or student policies
- Overruling decisions without direct discussion and rationale;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums
- Using up supplies or breaking equipment or learning materials without notifying appropriate

staff/faculty/administrative staff/Director.
- Rudeness that ultimately escalates into threatened or actual violence
- Any form of implied or overt discrimination based on age, sex, spiritual or religious belief, political affiliation, sexual orientation, gender identity, race, cultural and ethnic origin, educational achievement, or physical disability.

As North Seattle College Department of Nursing Students We Commit to:

- Follow conventions of good classroom manners and Department of Nursing student responsibilities as outlined above.
- Ask permission to tape record and respect the instructor's decision to allow or disallow.
- Refrain from verbal, emotional or sexual harassment.
- Refrain from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
- Refrain from use of the internet during classroom time.
- Listen respectfully to each other.
- Respond respectfully and reflectively to ideas aired in the classroom.
- Refrain from personal insults, profanity and other communication-stoppers.

- Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.
- Issue "gentle reminders" when these guidelines are breached.
- Arrive timely to class/clinical sessions.
- Bring the required supplies and be ready to be actively engaged in the learning process.
- Focus on the business at hand – the class, its content, learning and the professor.
- Turn cell phones off or to vibrate before the start of class.
- Refrain from texting during class time.
- Pick up trash upon leaving the room.
- Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
- Turn in assignments on time.
- Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class.)
- Raise a hand to indicate a question or comment as a courtesy to classmates and the professor. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
- Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.
- Respect the need to request to meet individually with the instructor of a course for review of an exam within one week following administration of the exam as needed. No visual review of exam materials will be granted after this period.
- Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program/Department of Nursing of Nursing.

_____

Please Print (First Name / MI / Last Name)   Student ID Number

_____

Signature   Date

_____

Program (PN **or** LPN to RN Ladder)

APPENDIX D
CLINICAL PLACEMENT AGREEMENT

Clinical rotations are a critical component of your nursing education. Because we understand the importance of your clinical experiences and your hopes and expectations, we try to make the clinical experiences as rich as possible. This document will help you understand our clinical placement policy. Please read it carefully, sign the document, and return it as part of the required documentation prior to the new student orientation. All clinical placements are at the sole discretion of the North Seattle College Nursing Department.

As a member of a health care team, there are no clinical days off. You are required to be present on all clinical days and for full shifts (including labs), except for illness. Students follow the rotation schedule of the clinic/hospital site at which they are rotating. We are unable to take into consideration extracurricular courses, work schedules, and other personal commitments. Please anticipate that you may need to adjust your work schedule and/or other commitments. All students will experience some evening and weekend shifts during their clinical education.

Your clinical assignments are rotations required for licensure and education as a nurse. By the end of the program, you will have experienced the full spectrum of clinical education in a variety of agencies and settings. Each student completes adult medical-surgical, pediatrics, psychosocial mental health, childbearing, and childrearing families' rotations. For these rotations, students are **NOT ABLE** to choose clinical sites or develop/create their own placements.

The Nursing Department negotiates its clinical placements through the North Puget Sound Consortium. Members of the North Puget Sound Consortium include many of the larger clinical agencies in the area: UWMC, Harborview, Virginia Mason, Swedish Medical Center, Northwest Hospital, Evergreen, and Overlake, as well as a few smaller sites. We also negotiate for clinical placements with community clinics, county & state agencies, and psychiatric facilities.
The days & times of clinical shifts are non-negotiable and may include weekdays, weekends, days, evenings, and night shifts.

The ratio of students to instructor is 8:1. Some students remain in the same site for 2-3 quarters, based on site requirements to decrease orientation times/schedules, while other students switch to a different clinical agency each quarter of the program. Each clinical agency has specific prerequisites for placement and an on-site orientation to the site and to computer programs used by the facility. These orientations may take place outside of regularly scheduled class hours.

The Associate Dean of Nursing and the Program Coordinator work with the consortium, clinical sites, course coordinators, and clinical instructors to determine your individual clinical placements each quarter. Approximately four weeks prior to the start of this quarter, the Program Coordinator will inform you of your clinical placement for the next quarter. Her information will include the name of the clinical agency, days/times, name of instructor, and prerequisites for your clinical site. Information will be provided directly by the clinical instructor and will include orientation information as well as specific site requirements.

The NSC Nursing Department reserves the right to make adjustments to your clinical placement and/or clinical rotation schedule up until the start of the new quarter. This may occur due to fluctuation in patient census at a site, staffing issues at the clinical site, changes in teaching assignments at the

Nursing Department, or specific learning needs of students. Please keep this in mind when committing to a work schedule since we **cannot** consider your personal commitments or location of your residency.

Our responsibility is to provide **you** with the required clinical experiences and standards to be eligible for licensure as a Practical Nurse post-graduation. Our responsibility to our clinical agency partners is to ensure that **each student** attending clinical is **fully compliant** with immunizations, background checks, on-boarding requirements, and clinical agency standards.

I have read the above information. I understand that all clinical placements are at the sole discretion of the NSC's Nursing Department. I understand that my clinical rotations may include daytime/evening/weekends. I will be able to participate in all clinical courses as assigned, regardless of scheduling. I will need to arrange for my own transportation to the sites. I will fulfill all compliance requirements and on-boarding site requirements for each clinical site during the nursing program at North Seattle College.

_____
Please Print (First Name / MI / Last Name)   Student ID Number

_____
Signature   Date

_____
Program (PN **or** LPN to RN Ladder)

APPENDIX E
MEDIA RELEASE FORM

I, the undersigned, do hereby consent and agree that **North Seattle College (NSC)**, its employees, or agents have the right to take still photographs, motion picture, produce education television programs including podcasts, CD-Rs and DVDs as well as other types of audio/visual/image recordings. of me at any time while I am a student of the **Practical Nursing Program** or **LPN to RN Ladder Program**, and to use these in any and all media, now or hereafter known, and may be used for the purpose of:

1. conference presentations
2. educational presentations or courses
3. informational presentations
4. online educational courses
5. educational videos
6. professional journals/books/research.

I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to **North Seattle College**, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand modification, retouching of such photos or images may occur for related publications of the material

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that **North Seattle College** is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

(**NOTE:** This form is optional, however without signing this form you will not be allowed to participate in the events outlined above.)

_____
Please Print (First Name / MI / Last Name)   Student ID Number

_____
Signature   Date

_____
Program (PN **or** LPN to RN Ladder)

APPENDIX F
CONFIDENTIALITY AGREEMENT AND CONSENT FOR LAB USAGE

As a student of North Seattle College I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students.

I agree to maintain the strictest confidentiality about any observations I may make about any individual's performance. I also agree not to discuss the content of any simulated training exercises.

The cases are the confidential property of the North Seattle College and I agree that I will not disclose to any third party any information regarding the simulated patient case scenario.

I understand that all scenarios, regardless of their outcomes, should be treated in a professional manner similar to what one would expect in the clinical setting. The students participating in the scenario should have everyone's respect and attention.

_____

Please Print (First Name / MI / Last Name)   Student ID Number

_____

Signature

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Program (PN **or** LPN to RN Ladder)